



In this issue:

- Welcome to the Tero International Monthly eZine
- Public Workshops - Opportunities for Continued Learning and Development
- Ask Tero - Questions and Answers from the Training Professionals at Tero
- Feature Article - The Power of Imprinting
- Professional Development Activity - Intentioning Board
- What is New at Tero?
- Online Resources - Providing Feedback
- Inspiration - Things to Think About

Tero International, Inc.

Public Workshops

2007

September 18	<u>Image and Influence: Polishing Your Professional Look</u>
Register now	
October 4-5	<u>IMPACT: How To Speak Your Way to Success</u>
Register now	
October 9-10	<u>IMPACT: How To Speak Your Way To Success</u>
Register now	
November 1-2	<u>IMPACT: How To Speak Your Way To Success</u>
Register now	
December 6	<u>Outclass Your Competition: Business Etiquette and Dining Tutorial</u>

If the security and firewall settings on your computer are making it difficult to view this eZine, try one of the following:
 1. [Click here](#) to view Tero's September 2007 eZine.
 2. Visit www.tero.com. In the **About Tero** dropdown menu, click on Tero Newsletters. There you will find a link to a pdf of this eZine. You'll also find links to previous eZine editions. Since links do not work in pdf formats, [click here](#) to contact Tero if there is a link you would like to access from a previous edition.

Welcome to the Tero International Monthly eZine

Maybe it's just a warm cup of coffee you need. Something to rev you up and get you moving forward...right? Oh, but how daunting our plate of tasks can sometimes seem. Sometimes so heavy that even the best cup of coffee can't dissolve even half of the work load. Or so it seems.

In many instances, a task list is comprised of several large goals, and then a dozen or so smaller tasks to help achieve that goal. Or maybe the supporting tasks aren't even listed on your list and the barriers are just the large goals without direction as to how to best move forward. Or maybe there aren't any large goals, just pebbles of tasks.

Everyone functions best in different ways, and everyone's style of time management is unique to the variables of their work and life. The one common thread is that if we set a goal, we aim to achieve it, whether consciously or unconsciously.

This eZine talks about the business smarts of the conscious act of goal-setting and some useful tips for effectively reaching your goals. It also speaks to the somewhat transcendental act of setting intentions.

The sidebar contains words packed with power and motivation and pictures to provide visual

Register now	Business Etiquette and Dining Tutorial
December 13-14	Time Management Through Goal Setting
Register now	
Public Workshops	
2008	
January 9-10	IMPACT: How To Speak Your Way To Success
Register now	
February 19-20	IMPACT: How To Speak Your Way To Success
Register now	
February 21	Image and Influence: Polishing Your Professional Look
Register now	
March 18-19	IMPACT: How To Speak Your Way To Success
Register now	
April 22	Image and Influence: Polishing Your Professional Look
Register now	
April 23-24	IMPACT: How To Speak Your Way To Success
Register now	
May 20-21	IMPACT: How To Speak Your Way To Success
Register now	
May 22	Image and Influence: Polishing Your Professional Look
Register now	
June 17-18	IMPACT: How To Speak Your Way To Success
Register now	
June 19-20	Beyond Compromise: A Better Way To Negotiate
Register now	

The sidebar contains words packed with power and motivation and pictures to provide visual interest and inspiration, while the article provides insight into the method of imprinting.

Meanwhile, the Q&A remains a vital part of this eZine, providing tips to help you keep organized according to your style and how to get places on time. The Professional Development activity this month asks you to visualize your goals, in a literal sense, and finally, a little inspiration to top it all off. So grab that cup of coffee or tea, and enjoy.

Tero International Public Workshops

Outclass Your Competition

A 5-hour Business Etiquette and Dining Tutorial workshop.
December 6 (Des Moines)

Image and Influence: Polishing Your Professional Look

A 1/2-day workshop on polishing the message your appearance sends and discovering the best way to present yourself.
*September 18 (Des Moines), February 21, 2008 (Des Moines)
April 22, 2008 (Omaha), May 22, 2008 (Omaha)*

IMPACT - How To Speak Your Way To Success

A 2-day workshop on speaking confidently and persuasively.
*October 4-5 (Omaha), October 9-10 (Des Moines), November 1-2 (Des Moines)
January 9-10, 2008 (Des Moines), February 19-20, 2008 (Des Moines)
March 18-19, 2008 (Des Moines), April 23-24, 2008 (Des Moines)
May 20-21, 2008 (Des Moines), June 17-18, 2008 (Des Moines)*

Notes about IMPACT workshops:

*October 9-10 workshop has seven spots remaining.
November 1-2 workshop has only one spot remaining.*

Time Management Through Goal Setting

A 2-day workshop on setting goals, balancing priorities, managing time and building stress strength.
December 13-14 (Des Moines), July 24-25, 2008 (Des Moines)

Beyond Compromise: A Better Way To Negotiate

A 2-day workshop on negotiating win/win solutions and handling conflict.
June 19-20, 2008 (Des Moines)

[Click here](#) to register for a public workshop

Ask Tero

This section contains questions asked of the training professionals at Tero. Do you have a question for Tero? Let us know! If there is a topic or question you would like to see addressed in a future eZine, please make suggestions so we can give you the resources you need. Thank you for the continued responses we receive each month.

Question: I like to use post-it notes, and they keep me organized, but my company is making me go to a training class to learn how to use a planner. Planners stress me out. Is it okay to use post-it notes for time management, or should I learn to deal with planners?

Tero International

Sometimes inspiration can come from a few words or even a visual element. Sometimes it's simply whether the day is gray or sunny. Below are some words to provide energy and some great pictures to inspire or motivate.

Power Words

Achieve
Inspire
Motivate
Conquer
Succeed
Power
Energy
Lead
Recognize

Power Pictures



use go to a training class to learn how to use a planner. Planners stress me out. Is it okay to use post-it notes for time management, or should I learn to deal with planners?

Tero says: When it comes to productivity, efficiency and effectiveness, one size does not fit all. It sounds like you have found a system that works for you and one that doesn't stress you out. Congratulations.

That said, unless you work completely independently, you are probably like the rest of us—negotiating the delicate balance of meeting your own organizational preferences while attending to the needs of the company. If your company has adopted a system that they want everyone to use, then you'll need to learn the new system and transition to it. A training workshop is a great place to prepare for this change. It is not uncommon for companies to require all of their employees to use a similar time management system (usually an electronic planner) that allows others access to shared calendars for ease of scheduling, project management and avoiding conflicts. Although uncomfortable for some individuals, a consistent system can provide great productivity and efficiency advantages to the organization as a whole.

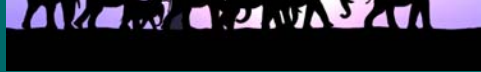
If that is not the case in your company and someone is simply trying to squish you into a time management mold that doesn't suit your personal style, instead of resisting, remind yourself that the process of self-improvement is never complete. We encourage you to attend the workshop your company is making available for you. Participate with an open mind and remember to thank the individual who championed this development opportunity for you. In the spirit of learner preparation, take an objective look at your greatest strengths and at your potential growth opportunities. Ask others for feedback on areas they observe. Remember that the processes of *learning* and *doing* are different. The workshop will provide you with an opportunity to gain new knowledge. After that, you can evaluate how to apply the knowledge to your own unique situation.

Question: It seems like I'm always 10-15 minutes behind my goal time to arrive places. What tips do you have to help me be on time?

Tero says: This is a common challenge. While running a little late can be fashionable, it can also be irritating to others. Worse, it can quickly create a perception that you are not organized or that you don't value the time of others. Following are several tips. Try one or more of them out to see if they make a difference for you.

1. Set your clock or watch ahead 10 or 15 minutes.
2. For the next 48 hours, live your life in 15 minute increments. Document how much time you spend on everything you do. Many people run late because they misjudge how long activities will take. As a result, they try to cram too much into an already busy calendar. Getting this reality check can be very helpful.
3. Make a game out of arriving early. Challenge yourself to be the first one to the meeting or event. If people have come to expect that you will be late, your early arrival will be a point of humor for many.
4. Ask for help. Someone you know may be willing to alert you when it is time to leave for the meeting or event. Leave when they tell you to and thank them for their help.
5. Reprogram yourself. If you think you are always late, you probably will be. This is what is referred to as a self-fulfilling prophecy. Tell yourself "I am an on-time person". If this self-talk sounds like a lie, remind yourself of the many occasions that you have been on time. Unless you've missed every airplane you've had a ticket for, you are not always late.

[Click here](#) to ask Tero a question



Feature Article - The Power of Imprinting adapted from Tero's Time Management Through Goal Setting participant manual

Why don't we approach every day of our life with the same enthusiasm and spirit of adventure we devote to planning vacations?

Just as you would never leave for your vacation destination without a map, it makes sense to learn how to plan for your lifetime destination where you focus on your goals and don't just drift through life, feeling empty, depressed or frustrated.

Goals are essential to our existence. People without goals will waste away. It has been reported that average life expectancy after retirement is 18 months, regardless of age. Why?

One theory suggests that in the absence of goals, people perish. Individuals who set goals for themselves for after the day they retire (in addition to financial preparedness goals) thrive and frequently join the growing demographic of Centurians (individuals who get to celebrate their 100th birthday). Those who only set a goal to retire and fail to set goals beyond retirement day or those who set vague goals (I'm going to sleep in and play golf) are at great risk. Yes, goals are important.

The world is full of people who are very quick to dream and very slow to act. Often it's because they have failed to take the steps necessary to achieve their goals.

Recent research in the field of psychoneuroimmunology (the study of the interactions between the brain, mind, body, immune and social systems) clearly shows that those people who live a balanced life also live a longer, happier life.

[Click here](#) for the full article

Professional Development Activity - Intentioning Board

Just about every book about goal-setting says to write your goal down on a piece of paper. The process helps a person think through the goal more completely and see it in its solid form. This eZine toys with the act of intentioning, so rather than write down your goals, this activity asks you to paste your goals.

Develop an Intentioning Board

Thumb through magazines for pictures that reflect a specific goal or goals and cut and paste those pictures to a piece of paper or poster board and place it where you'll see it daily—or if you're at your computer all day, edit your desktop picture to reflect your goals.

For example, if you have a goal of being the top sales person in your company or region, find a photo of the award this person receives or something that reminds you of this honor, and add it to your Intentioning Board. If you hope your company can have a company jet some day, add a picture of a jet to your board. Be creative and have fun, and add a couple extravagant goal pictures, too. You never know what might happen...

What is New at Tero?

Upcoming Trade Shows



Upcoming Trade Shows

If you're going to be attending any of these shows, please stop by our booth and challenge yourself with our new interactive Tero Skills quiz. You may just walk away with a one-of-a-kind Tero trophy.

Iowa SHRM State Conference (September 26-27)

The Sheraton Hotel, West Des Moines, IA

Exhibitor Hours: September 26, 5:30pm-7:00pm; September 27, 7:00am-6:00pm

Special Presentation – Certified for GHRP credits

Deborah Rinner will be presenting "Global Proficiency for the HR Professional" at 2:45pm - 4:00pm in the Chambers room, and "A Global Simulation" at 4:15 - 5:30, also in the Chambers room. These programs are accredited for the GHRP credits.

Visit <http://www.cishrm.org/hr2007/> for more information about this event.

Big O Show (October 17)

Qwest Center, Omaha, NE

Exhibitor Hours: October 17, 8:30am-5:00pm

Gong Fu Tea Ceremony

Returning for the 4th year in a row to this popular and exciting Omaha tradeshow, Tero will be demonstrating its popular Gong Fu Tea ceremony. You can be a participant and experience the ancient art and delightful taste of Gong Fu Tea if you stop by the Tero booth, #1212 and 1214.

Tero has free tickets to enter the exhibit hall (\$10 value). [Click here](#) and tell us how many free tickets you would like to receive.

Visit www.buythebigshow.com for more information about this event.

Maximizing Human Potential—A Forum for Those Who Influence Others (October 19)

Sponsored by ASTD Central Iowa Chapter

Olmsted Center, Drake University Campus, Des Moines, IA

Exhibitor Hours: October 19, 8:30am-4:00pm

Tero will be exhibiting among this inspiration-packed day of breakout sessions and keynotes. It's motivation at its best, with an exciting Servant Leadership keynote by James Autry, and a cocktail reception to conclude the day.

Visit www.astdiowa.org for more details about the event.

What You Can Do Online - Provide Your Feedback

Are you a graduate of a Tero workshop? Your feedback is important to us. Click below to fill out an evaluation of how your Tero acquired knowledge has impacted your everyday work and life. This opportunity is available in each eZine or you can visit the Tero website at www.tero.com to give us your feedback.

[Click here](#) to provide us with your feedback

Inspiration - Things to Think About

A classic study investigated the work goals of 19,000 employees in a large multinational electric equipment manufacturer operating in 46 countries and reported the results for such countries as Argentina, Australia, Austria, Belgium, Brazil, Canada, Chile, Colombia, Denmark, Finland, France, Germany, India, Israel, Japan, Mexico, New Zealand, Norway, Peru, South Africa, Sweden, Switzerland, the United Kingdom, the United States, and Venezuela. In every country, the five most important goals concerned achievement, especially individual achievement. Next in importance were the immediate environment, general features of the organization, and employment conditions such as pay and work hours. Some of the major differences among the cultural groups included the following:

1. English-speaking countries ranked higher on individual achievement and lower on the desire of security.
2. French-speaking countries, although similar to the English-speaking countries, gave greater importance to security and somewhat less to challenging work.
3. Northern European countries expressed less interest in “getting ahead” and work recognition goals and put more emphasis on job accomplishment; in addition, they showed more concern for people and less for the organization as a whole (it was important for them that the job not interfere with their personal lives).
4. Latin American and Southern European countries found individual achievement somewhat less important; Southern Europeans placed the highest emphasis on job security, while both groups of countries emphasized fringe benefits.
5. Germany ranked high on security and fringe benefits and among the highest on “getting ahead.”
6. Japan, although low on advancement, also ranked second highest on challenge and lowest on autonomy, with a strong emphasis on working conditions and a friendly working environment.

Source: *International Dimensions of Organizational Behavior* by Nancy J. Adler

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