



It's time for positive

CHANGE

[Sign up for the UXL newsletter](#) for monthly tips, insights, and practical career advice. No spam, ever.



DO what you want to put off

May, 2016



It's easy to put things off. If you have a task that you're not looking forward to--a tough conversation, an activity you'd rather not attend, a project that you're sure is going to be a headache--it's natural to shove it aside and mentally file it in your "get to it later" folder. **Unfortunately, this approach usually does more harm than good.**

Think about the times when you've said something like, "I should pay Betsy a visit. It's been a long time since I've seen her....BUT she lives half an hour away and we both have busy schedules. **I'll do it later...**" Then, Betsy announces she and her family are moving across the country and you've missed your opportunity to be a thoughtful friend.

Putting off your actions can lead to regret or hard feelings. This lack of action can be perceived by others as a "lack of caring." Whether in your personal life, or the workplace, it shows good character to follow through immediately when you feel the need to act. Consider this example from the workplace:

Let's say a co-worker says something hurtful to you during a meeting. You're not sure if she meant it intentionally or not. Instead of talking to her immediately after the meeting, **you stew about it, talk to others about the situation, and then finally confront her two weeks later.** By that time, she hardly remembers the meeting and doesn't remember saying anything offensive. She apologizes for any misunderstanding, but it's too late--you've already gossiped and griped about what she said and now your other co-workers see her in a different light.

See how a situation can spiral out of control when not addressed immediately?

Of course, not everything should be acted upon hastily (big life decisions, accepting new projects, transitioning careers, etc.), but **there are many instances in which IMMEDIATE ACTION is the best path.** Here are some examples:

- If you are unclear about a project, ask for clarification right away.
- If you need to deliver bad news, don't sit on it.
- If you want to pay someone a compliment, do so! He may forget what he did a week later.
- If you see an opportunity to speak up at a meeting, go for it!
- If someone says something offensive, address it immediately
- If you need help, ask for it!

And the list goes on. There are many instances in which it is better to take action than to delay. Can you think of a time when you put off something for too long and missed an opportunity? Stop regretting and start taking action! How will you step forward today with your action-oriented attitude?

Sincerely,

Margaret

Coming Up...

[Insights Deeper Discovery Workshops!](#)

Are you interested in learning more about legacy? Or self-exploration, team dynamics, leadership, and more? Details on the [Intentional Discovery website](#). If you're interested, please [Register Today!](#)

Upcoming Workshops:

[June 1st](#)

[October 13th](#)



From the UXL Blog...



5 Steps to a Successful Phone Meeting

Many initial meetings happen over the phone. Here's how to prepare in 5 steps...


[READ ON!](#)



When should you hire a CAREER COACH?

Is a career coach right for you? Here's how to know WHEN to hire a career coach and WHAT to look for in a coach.

[READ ON!](#)



May your choices
reflect your HOPES,
not your FEARS.

-Nelson Mandela

Hope is Powerful

Recognize that your hopes are important and take the time to reflect and consider them. How can you change your hopes to reality?

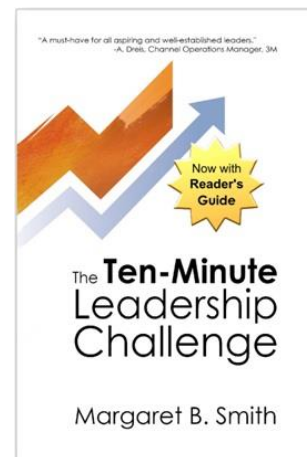
READ ON!



UXL's mission is to create leaders, promote positive change, and enable businesses and individuals to transform their dreams into reality. **Margaret Smith** is a career coach, speaker, author, licensed [Insights Discovery practitioner](#), and adjunct professor at St. Kate's University with 27 yrs experience as a Senior Leader for 3M. [Learn more about Margaret and UXL.](#)

The Ten-Minute Leadership Challenge is an instructive and interactive book meant to guide and motivate you to **achieve your full leadership potential**. Let this book be your constant companion as you learn **useful tips and gain valuable insights** to help you develop into a savvy business professional and a confident leader. Start your journey to success today. **Do you have ten minutes?**

[Click for more information on the Ten-Minute Leadership Challenge](#)





Margaret is the co-founder of the TAG team <http://www.tag-mn.com/>, a group of accomplished coaches that guide individuals and organizations to reach their peak. She runs TAG with acclaimed coach [Karen Kodzik](#).



Margaret is a licensed Insights Deeper Discovery practitioner. She guides individuals undergoing a transition through her program, [Intentional Discovery](#), co-founded with [Dr. Jean Davidson](#) (Davidson Consulting and Coaching).

[Visit Our Website](#) | [Visit Our Blog](#) | [Forward to a Friend](#)

*Copyright © Margaret Smith
UXL: Creating Successful Leaders
All rights reserved.
Our mailing address is:
721 North Third Street
Stillwater, MN 5082*

margaret@youexcelnow.com

mbsmith721@gmail.com

www.youexcelnow.com

[unsubscribe from this list](#) | [update subscription preferences](#)

Thank You For Reading!

Please enjoy a **FREE 1/2 hour consultation** with Margaret Smith



To Redeem: Email Margaret at margaret@youexcelnow.com and mention this offer.

Date of actual consultation subject to availability.