

## HPCG High-Performance Coaching Newsletter #11, Ralf Wolter



Dear Reader,

Businesses typically run in cycles - and that's what I experienced during the last 9 months. I reached peak load in the last quarter of 2016 and traveled all over Europe and the Middle East. The first quarter of 2017, however, was the opposite. While I enjoyed the unplanned break at first, I then quickly asked myself "What's next?".

As there was no real "next", I decided to focus on backlog - and got quite overwhelmed by the number of action items I discovered in the parking lot.

The further I made my way through the pile, the better it felt.

Activities included sorting finances, changing passwords, house and garden work, motorbike maintenance, etc. In addition to freeing up space, I actually discovered a few 'forgotten treasures'.

My most relevant discovery was as follows: if I want my business, mind and body to work like a well-oiled-engine, it requires maintenance breaks from time to time!

***"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."***

**Abraham Lincoln**

The next time you experience unplanned idle time, consider these questions:

- How do I deal with unplanned breaks?
- Which maintenance tasks are overdue?
- What might happen if I continue without a break?
- In which areas do I need to sharpen my saw?
- What would be the result if I sharpen the saw right now?
- Am I willing to trade extra working hours for more personal quality time?
- How can I spend best the time I have been given?

Imagine, during the next month you have 7 free days: 4 to fix backlog and 3 for personal development. What would you do? What stops you from making a decision right now? Maybe a quick break, such as a stop at a nice cafe, a walk in the forest or performing outdoors sports helps you to initiate the thinking process. By the way: in May and June my business shifted back to the other extreme... and thanks to the well-invested "time-off" and my "sharpened saw", I handled the workload much more efficiently than before. To find out more about "Sharpen the Saw", read habit number seven from ["The 7 Habits of Highly Effective People"](#). <https://www.stephencovey.com/7habits/7habits-habit7.php>

For those of you who have an important presentation coming up, here is an interesting article from [PowerSpeaking](#). You can easily replace 'investor' by boss, spouse or tax consultant :-)  
[https://blog.powerspeaking.com/12\\_ways\\_to\\_impress\\_potential\\_investors](https://blog.powerspeaking.com/12_ways_to_impress_potential_investors)

Have a nice weekend!

And if you need to work during the weekend, make sure that it is fulfilling.

Best regards,  
*Ralf Wolter*

