



IN MEMORIAM

On Monday, April 16th, the Life Strategies family suffered a tragic loss when Gerry, Roberta's husband and Life Strategies' VP, passed away. This unexpected loss has shocked family, friends, and professional colleagues. Gerry was an integral member of our team and a dear friend; he will be greatly missed. We'd like to thank everyone who sent along kind words and prayers and appreciate your patience during this difficult time. To leave your condolences, [click here](#). In lieu of flowers, donations can be sent to **Mount of Olives Children's Village**, Missions Network International PO Box 75300, White Rock, BC V4B 5L4. Cheques can state "In memory of Gerry Neault." Learn more about Mount of Olives at www.missions-network.org

10 TIPS FOR PROJECTS THAT NEVER END

In a project-based organization, it's easy to keep shifting non-deadlined projects down the priority list to make room for other more time-sensitive tasks. Use the following tips to keep important projects moving forward.

- 1. Meet deadlines for high priority billable work;** clearly this is important.
- 2. Move other important tasks forward each day.** These shouldn't be on anyone's "To Do List" if they aren't important, so it's crucial to move them forward (or acknowledge when you're stuck). Take a careful look at your To Do lists. Check through filed emails and project updates to be sure that everything you've said you'd do is listed.
- 3. Identify the quick wins; tasks that can be done in 15 minutes or less.** Identify 4 then block out an hour tomorrow and get those 4 done! Continue daily until these tasks are off your plate – you'll be amazed at the renewed energy you feel when countless small unfinished things aren't hanging over you.
- 4. Set deadlines for the important but not urgent items.** Break them into small (one hour) tasks and make those tasks urgent by setting deadlines. Give yourself one hour each day to get one of those tasks complete. Add up the anticipated hours to give those overall projects a realistic deadline.
- 5. Cluster your day-to-day work.** Depending on your role, this will be different for everyone (i.e., responding to phone, email, mail, or unexpected requests). Allocate a reasonable amount of space each day to these tasks – they're an important part of any business. However, they can't take over your whole day; leave time for the billable work.
- 6. Be accountable.** If you've agreed to do something, the person who delegated assumes it will be done reasonably quickly – otherwise he or she would have delegated to someone else or kept it him or herself. If you've agreed to do a task and find it sitting for more than 2 days, check in with an update and renegotiate the agreement.
- 7. Reprioritize.** Project work tends to change, so it's important to reprioritize at a personal, team, or organizational level depending on the tasks. Don't do this in isolation – just because something has shifted down your priority list doesn't mean that it's not still a higher priority task for someone else; if in doubt, consult!
- 8. Avoid the "tyranny of the urgent."** It's easy to be distracted by immediate requests that come in via emails, instant messages, and phone calls. Acknowledge receipt, but pause to insert the new tasks into a realistic spot on your list rather than leaving what you're working on to accomplish a lower priority item.
- 9. Use prime time wisely.** Some tasks take more physical or mental energy than others; allocate your time to maximize productivity. Rather than staring at a blank screen when you're not feeling creative, take a break by moving to more mindless tasks. Similarly, when tasks begin to feel tedious, switch gears to another important project that's using a different set of skills.
- 10. Build in rewards and celebrations for getting things done.** Whether tallying up ticky marks for each task completed (and celebrating when you hit 50) or marking significant project milestones with lunch or pampering, take time to celebrate your successes. Acknowledging progress will inspire you to continue with projects that never seem to end.



Coming SPRING 2012

We hope you'll join us in our upcoming courses.

Click on the course names below for more information.

Starting soon . . .

- **CPE 521: Psychometric Assessments - May 2, 2012**
- **Job Club Coach - May 2, 2012**
- **e-Coaching - May 2, 2012**

Plan ahead for fall . . .

CMPP Courses:

- **Researching Workplace Trends, Career Information and Employment Possibilities**
- **Group Facilitation Strategies for Career Programs**
- **Career Development Foundations, Emerging Theories and Models**

Certificate Courses:

- **CPE 510: Fundamentals of Psychometric Assessment**
- **Foundations for Practice in Educational and Vocational Guidance**
- **Job Developer**

Short Courses:

- **Managing Diversity at Work**
- **e-Coaching**

[Click here](#) for our full course schedule

Upcoming Webinars:

- **Career Engagement: For You and Your Clients – May 9**
- **Look Before You Leap: Survival Strategies for the Self-Employed – June 14**

DID YOU KNOW?



Bowl for Kids Sake Thanks to all those who donated and supported our team in the Big Brothers Big Sisters organization's Bowl for Kids Sake event on April 14th. Together we raised \$1730.75!

Face-to-Face Personality Dimensions Level 2 Training Opportunity:

From May 31 – June 2 (tentative schedule: 5:00pm – 9:00 pm May 31st, 8:30am – 5:00pm June 1st and 2nd) for only \$879.00 (plus tax, including all training materials), you can learn directly from PD Master Trainers, Roberta Neault and Deirdre Pickerell. Join us in BC's Lower Mainland (i.e., Vancouver area). This is your last chance to register! Contact us by May 7th to secure your spot. The first 4 registrants will receive a PD toolkit of their choice; the next 4 will receive 10 copies of Career Dimensions. Email info@lifestrategies.ca for more information or if you're willing to host.



Hiking Retreats with Inner Landscapes:

With Spring finally here, it's an excellent time to get out and enjoy nature. Inner Landscapes provides hiking retreats geared at developing a deepened understanding of life transitions building from the wisdom in poetry and metaphors in nature. [Click here](#) to learn more.

NEW RESOURCES



Spring Into a New Career, by Deirdre Pickerell, is now available in ContactPoint's latest Bulletin.

[Click here](#) to read more about our recent survey supporting the *Where's the Work? Helping Career Practitioners Explore Their Career Options* project and, perhaps, be inspired to explore alternatives within the career development sector. Looking for more detailed information? Get your copy of the ***Where's the Work? Helping Career Practitioners Explore Their Career Options*** guide now. Email info@lifestrategies.ca to pre-order your printed copy (only \$15.95, plus tax and shipping/handling) or [click here](#) for a free PDF.

Visit [Virtual Cannexus](#) to view top-rated presentations from the recent Cannexus conference; many are available for free or discounted for students. You'll also be able to track your learning through the "My Learning" page. Check out Roberta's and/or a host of other great presentations.

STUDENT OF THE MONTH



We are excited to introduce Joseph Gillett as May's student of the month. He's been a student with us since April 2011 and is very close to completing his CMPP certificate with a Career Transition specialization. Joseph is a pleasure to work with and has demonstrated continued growth and development throughout his studies. He's a valued member of the Life Strategies LearnOnline community.

Joseph wrote: "I graduated with a degree in Computer Science from the University of Essex on the outskirts of London, England. I spent some time in the City of London within a computer networking department for a prominent British bank, but less than a year later I decided to do an extremely quick career change. I gained a public sector position with the Department of Work and Pensions, this formed the basis for my career ever since. On a bit of a whim, I came to Canada in 2006 and ended up working as a HR manager for a security firm in Vancouver. I slowly ventured East over the years and now reside in Chilliwack, BC. I Joined Bowman Employment Services Inc. in 2009 as a Wage Subsidy Coordinator and I have recently began a new position as a Case Manager. Without Life Strategies I wouldn't have been able to update my skills and make this transition into the new Employment Program of BC. I am extremely grateful for the time and effort every staff member has put into the courses enabling me to become more qualified at my job."

CONGRATULATIONS



Sandra Lim has successfully completed her **Organizational/Career Development Specialist** certificate.

Terry Boyd has successfully completed his **Global Career Development Facilitator** certificate.



604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca