

tran-si-tion, the act of passing from one condition, form or place to another

In-Transition



helping you get from here to where you want to be

March 2009

Dear Donna,

Welcome to the 2009 March newsletter!

March is a month of new beginnings. Spring is just around the corner. Some friends have already said they see the rocus peeking out of the ground. Those of you living with several inches (or feet) of snow have different signs of pring - Mother Nature give you little 'teasers' of warm weather.

St. Patrick's Day is a few days away, everyone become at least a 'little' bit Irish and we celebrate. The famous story most of us heard is of St. Patrick driving the snakes out of Ireland, history says it's false. for more information : [The Real St. Patrick](#)

lots of people are celebrating their birthday. Happy birthday to my sisters, Fran and Heidi, my nephew Stuart, friends Cherie, Karen and sister-in-law Maureen. I celebrate my birthday this month also. Happy birthday to Brian who shares my birthdate.

If your birthday falls this month, "**Happy Birthday!**" and many more." Not your birthday this month? Then, as 'Soupy Sales' used to say, "**Happy UN-birthday!**"

wish you a great month, no matter what you are celebrating.

It's March 2009! Happy New Year!

A new month and a new chance to reach another resolution/goal.

If you've succeed in your February resolution - great! - it's time to set a new one.

Remember, it takes 21 consistant days to make or break a habit. You will face some stress (*any time you make a change there is stress involved*) and it may seem like the people around you that you like, love - or don't like at all - are working against you, but keep on 'keeping on' and sooner than you think, you'll succeed.

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For more information about workshops, keynotes or special events - visit www.DonnaLBaylor.com

or call (888) 474-9528

Where's Donna Now?

Skill #1

Last month I mentioned the study done by the The *Economic Research Institute* in Washington, DC, on what employers are looking for when they hire someone.

This month we'll start with **#5 Technical Ability** - This is the ins and outs of doing your job every day. 95% Of the employers said they put the least amount of emphasis on this last one. The top 4 are the one they say are the most important. They can make or break a business. Employers expect you to have these skills - no matter what level you are within an organization.

Although managers, supervisors and even coworkers can help with this, there are still things you can and must do to increase your value as an employee.

- **Become a life long learner.** CNN and other news sources said that there has been an increase in college registrations. Employed and unemployed men and women are looking for ways to make themselves more employable in the future and are doing things to increase their skills and knowledge. You can too. Take a class, go to a seminar, listen to cd, (or cassettes) and read, trade journals, business books - read for knowledge.
- **Polish your people skills.** Respect yourself and your peers, don't be a bully OR a doormat. Remember, you get more positive long term results if you are assertive and show respect for yourself and others.
- **Learn to play office politics.** The POSITIVE side of OP includes doing your best, stop complaining and become a problem solver, take initiative, learn to delegate for results, tooting your own horn (this is way different from bragging). Remember, Office Politics is more than the back-stabbing and gossip and undermining authority. Those are the negative things that will ruin your image and leads to dysfunctional offices
- **Manage your time choices** You can't manage your time, but you can manage how you spend it. Learn to prioritize
- **Get Organized.** We each have our personal way of organizing, but if your way isn't helping you find things - *it's NOT WORKING*

STREET SMART



Personal Safety

From personal safety and crime prevention, protecting your home, family and loved ones, to preventing workplace violence, safety is an issue everyone is concerned with, and rightly so.

When I started teaching this topic in 1986, the police officer that taught our week long training got our attention with this phrase: *"There are two times in US history that crime and physical attacks have increased. #1 - in times of war and #2, in times of financial crisis."*

Now you'll agree, our country is at war and we are in a financial crisis. People don't know what to do with their fear, anger and frustration so they take it out on each other.

Articles and tips from my **STREET SMART** workshop will start appearing here in April.

Send safety questions to streetsmart@DonnaLBaylor.com

Make it a great month.

Be good to yourself and those you care about D"

Contact Information

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Travel Schedule

Here are
workshops I'll be
conducting
in the coming months .

March

Organization Skills
Mar 3 - Tulsa, OK
Mar 2 - Ok City, OK
Mar 4 - Wichita, KS
Mar 5 - Overland Pk, KS
Mar 6 - Clayton, MO

Mar 11 & 12 - Private Client,

Mar 20 - Private Client,

April

Adm Asst Conference
April 7 - Topeka, KS
April 8 - Kansas City, KS
April 9 - Columbia, MO
April 10 - Clayton, MO

April 16 & 17 - Private Client

Be an Outstanding Communicator

April 20 - Wichita, KS
April 21 - Topeka, KS
April 22 - KCity, KS
April 23 - Columbia, MO
April 24 - Clayton, MO

May

1st Time Managers
May 5 - Memphis, TN
May 6 - Jonesboro, AR
May 7 - Cape Girardeau, MO
May 8 - St. Louis, MO

For information on my public workshops,
call (888) 474-9528