

Inspired Impressions! Ezine

February 2013

Volume 26

As an inspirational speaker, captivating author and successful entrepreneur, Tracy Butz engages individuals and organizations, empowering them with innovative concepts and tools to become architects of their own lives.

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Welcome!

Welcome to Inspired Impressions!

It's an informational monthly Ezine, with each issue designed for you, including:

- Personal insights and inspiration
- Relevant and timely information
- Interesting business news to share
- Upcoming opportunities to connect



Insights & Inspiration



Catching Your Breath

Some of the most basic things in life that keep us living, like breathing, is often taken for granted. But just like many other things, you can take them for granted until you don't have them anymore, and then they are the most wished for things in life.

This short five-minute video clip is incredibly inspiring! It illustrates the importance of setting goals, by starting with the basics and progressing well beyond what you think you are capable of. Remember, never let anyone tell you that you can't do something. Aim to amaze yourself every day!



The Power of the Human Spirit!



"The Task at Hand: Begin with the Basics"

Have you ever been stuck, unable to propel yourself beyond a particular level, even though you thought you should be able to accomplish this task? Have you ever set a goal that you didn't meet because you just couldn't seem to accomplish it even though you tried so hard to? It may not have been the task or skill that was holding you back; it could have been the process you used--how you tried to accomplish it--trying to become really good at something where you haven't yet learned the most fundamental components of it.

Back in the days of Vince Lombardi, the Green Bay Packers had a really interesting beginning to pre-season training. The legendary coach delivered his message using one of the great one-liners of all time. He would hold up the pigskin football in front of him, look at the players, and say, "Gentlemen, this is a football."



In only five words, Lombardi communicated his point: We're going to start with the basics and make sure we're executing all of the fundamentals.

Interestingly, my Pastor illustrated this example in church two Sundays ago, as he was explaining a concept that he felt strongly about. Then my youngest son, Connor, after the service, told me that it is the fundamentals that football teams usually get wrong when they lose games, like basic blocking and tackling. I reflected on his comment and knew how wise it was. I'm anxious to watch the big game on Sunday to see what the two best NFL teams this year do right and where they fall short.

When it comes down to it, knowing the basics first, before we can choose to get better at anything, is key. And if you don't start there, by understanding how to do the most basic aspects, the rest doesn't really matter much. Today, so many people are looking for the next million dollar idea to get out of their fiscal hole, without first creating and sticking to a budget. Some may expect a higher level job right out of college, managing others and making \$75k per year--without any prior knowledge of the industry, management skills (outside of participating in a class), or applicable work experience. Still others want a new snappy way of quickly whipping their bodies into shape, without learning the basics of stretching, proper form and injury prevention. It does all start with learning and practicing the basics before you can try to improve and get more proficient at a particular skill.

Think about when you were a youngster. When you wanted to hop on that shiny, new red bicycle, and prove to your friends that you were a big kid now, how did you go about it? You likely watched how other kids did it; you learned from their mistakes. Then you came up with a plan--like I am going to pedal slowly on the grass area first without my training wheels, so that if I fall, it won't hurt as much. And this plan incorporated understanding and practicing the fundamentals first--like how to pedal, how to steer, and of course, how to brake. Then after you got more comfortable with the basics, you were able to progress--in speed, maneuvers, and maybe even ride without placing your hands on the handle bars!

Maybe you are struggling with too many tasks in a day; your plate is simply too full and you are filled with tremendous stress because of it. Being overloaded is something many of us labor over and wonder why we keep finding ourselves in this spot. My question for you to ponder is, "What process are you using to prioritize all of the tasks you face?" As mentioned previously, maybe it isn't the number of tasks...maybe it is the process you use when determining which tasks are done when and by whom. Let's consider starting with the basics; looking at the process of how we decide which tasks to do and when to do them.

Begin by making a list *in writing* of all the tasks that you keep thinking about in your head, and then:

1. Determine which tasks must get done today versus those that could wait until tomorrow or several days from now.
2. From the "must do today" list, identify anyone who could help you accomplish some of those tasks. It doesn't matter if the person is 4 or 40, if he/she is living with you, you have someone that can help.

3. Review your list of tasks for things that can be bartered. Maybe you don't like to shovel snow or mow grass, but you don't mind running errands. Maybe a neighbor, friend or colleague would find the idea of swapping chores appealing. For some reason "wife swapping" is popular enough to have a reality show, so don't dismiss chore swapping so quickly.
4. Are there any to-do's that could be removed from the list; they just aren't necessary anymore? You'd be amazed at how many things over the course of my life I have done for a boss, when I came to find out after I had completed it, they he/she no longer needed it.
5. Review due dates of tasks that may have some flexibility. Are there dates that you aren't sure of that you could look into, to see if they could be moved out? We can often times buy ourselves an extra day or two--all we need to do is ask.

Once you've started with the basics, like steps 1-5, you can employ greater creativity and consider even more options to efficiently and effectively *tackle the to-do list*. For example, from the top priority tasks that you need to do yourself, can you arrange them in a specific sequence that allows you to save time when accomplishing them? This means that instead of leaving the house four times over the course of a weekend or leaving your office five times over the course of a day, you instead group your tasks and put them in the order of where/when they need to be addressed. This activity can save you a significant amount of time coming and going, shaving off five minutes here and another ten minutes there.

The next time you find yourself stuck, unable to move forward, consider if you have taken the necessary steps to learn and practice the fundamentals first. You just might be amazed at how quickly you can reach the end zone, simply by tackling those tedious tasks with toil and tenacity.

News to Share

NEW KEYNOTE Message!

With the recent launch of my newest book noted below, I am now offering a new inspirational keynote message entitled, "Tame the Turbulence: Avoid Losing It. Fly Through It." that nicely aligns with it.

Overview: In this hectic and chaotic world, we are constantly facing turbulent circumstances and feeling out of control, with stress considered by many experts, to be the number one health problem today. The undeniable daily demands on our time and attention can leave us feeling over-committed and overwhelmed. Instead, choose to become the pilot in your life and Tame the Turbulence! Tracy's practical applications will help you to live a more productive, balanced and meaningful life--one with less stress and greater success. You will walk away inspired to make positive, long-lasting changes, with enhanced insight, optimism and confidence.

[Click here to see all three keynote descriptions!](#)

NEW BOOK - Tame the Turbulence: Avoid Losing It. Fly Through It.



- Chapter 1: Undress Your Stress
- Chapter 2: Lighten the Load
- Chapter 3: Forget Perfect
- Chapter 4: Treat the Disease to Please
- Chapter 5: Sleep Baby Sleep
- Chapter 6: Workout Your Worry
- Chapter 7: Make it a Fundae!
- Chapter 8: Poise Over Pressure
- Chapter 9: Reflections Become Reality
- Chapter 10: Plan, Persevere and Prosper

[Click here to purchase this book for \\$17.95!](#)

eBooks for *Tame the Turbulence, The Perfect Pair of Jeans & Conscious Choices.*

My two top-selling books plus my new release are now available in an ebook format. Simply search by title or my name from any of the e-reader retailer's below and you'll be able to download them, each retailing for \$9.95. (*Online Retailers:* Amazon Kindle, Kobo, Baker & Taylor, Barnes & Noble, Gardner's, Sony, and iBookstore.)

Opportunities to Connect

Please get in touch with me if you want to connect when I'm in your area or if you're interested in a similar program for your organization.



February 5

Clear, Concise & Confident Communication - (AM session)

Proactive Personal Development - (PM session)

Oshkosh, WI

Private Client

February 6

Proactive Personal Development - (AM session)

Emotional Intelligence for Leaders - (PM session)

Oshkosh, WI

Private Client

February 13

Emotional Intelligence: The Impact of Thoughts/Feelings in Workplace - (AM session)

Conquer the Chaos! Stress Less Inside & Out - (PM session)

Oshkosh, WI

Private Client

February 19

Proactive Personal Development - (AM session)

Clear, Concise & Confident Communication - (PM session)

Oshkosh, WI

Private Client

February 21

Candid Conversations that Drive Results

Neenah, WI

Private Client

February 25

Be the Architect for Your Life: Dream it, Plan it, Live it!

Darboy, WI

Fox Cities Chapter of Credit Unions

February 28

Candid Conversations that Drive Results (2 sessions & book signing)

Chicago, IL

[Click here for agenda and registration information!](#)

2013 NAMIC Commercial Lines Seminar

(National Association for Mutual Insurance Companies)

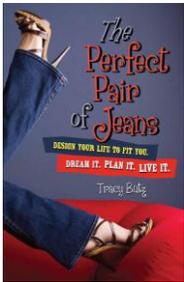
Inspirational Products ~ Perfect gifts or tokens of appreciation!

These inspirational products make perfect gifts or represent a special way to express appreciation to an individual or team. Say 'thank you' or recognize someone today!

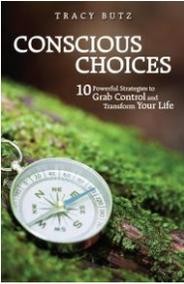
To purchase inspirational products - click here!



Tame the Turbulence
\$17.95
\$18.95

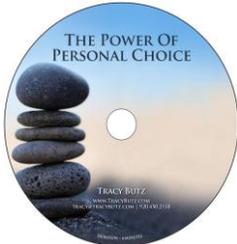


**The Perfect Pair of Jeans:
Design Your Life to Fit You**



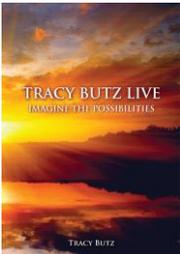
Conscious Choices
\$16.95

NEW!



Inspirational 4-min. Movie!
\$14.95

[To preview this movie, click here!](#)



**Live Keynote:
"Imagine the Possibilities"**
\$18.95

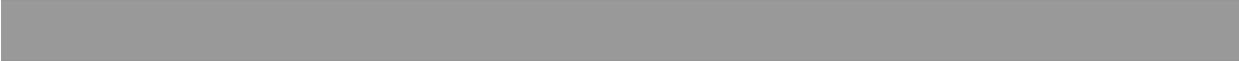


**Monday's Motivational
Message (Minibuk®)**
\$5.95

Moments of Motivation
Five Minibuk® Series (pix below)
\$29.75



To shop for and purchase inspirational products, click here!



Helping you to create the life you want to live!

Tracy Butz
Think Impact Solutions
920.450.2118