

Successful Woman

A guide to achieving success in six life areas

sample



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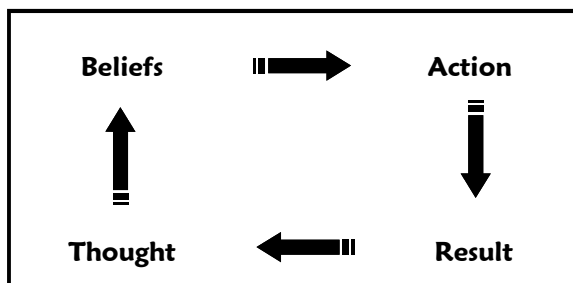
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Successful Thinking

Karen Boyes

Motivation isn't something you can have permanently. It's something you have to keep working at, and a big part of this is believing in your own ability.

Creating success over and over again is as simple as following four areas of the success cycle.



The Success Cycle

Beliefs

Your beliefs are a combination of your experiences and lessons since birth. They are a set of ideas about life that you hold true. Your beliefs affect your abilities. At school, if you believed you were no good at maths, then your potential for learning in that subject in class dropped. On the other hand, if you believed you were good at maths, you were likely to keep on improving. Sometimes, the difference between being good and not so good, is simply a matter of what you believe.

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Successful Time Management

Top Time Tips for Working Women

Robyn Pearce

In this chapter you'll find 10 key tips in each of three time-related areas, and expansions on six of them. They're a small selection of Robyn's tips from her second book *About Time - 120 Tips for Those with No Time*.

Prioritising and Planning

1. Effective prioritising is the major time challenge for most people - and yet it is so simple. The only hard part is the discipline of staying with the current 'main thing'.
2. Procrastination is not the key problem with time management - lack of clarity about what's important is.
3. Once you learn to develop a proactive focus in all areas of your life, including the small things, you conquer the big things. The results will amaze you.
4. Weekly planning is the fastest way to get focus on the important tasks and achieve great results.
5. You keep appointments with other people, don't you? How about making appointments with yourself for the things that really matter.
6. If, every day you achieve the top few items off your 'To Do' list, in a very short number of years you will achieve success beyond your wildest dreams.
7. Use only one diary, planner or organiser, if at all possible.
8. Choose a diary system that you enjoy using.

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Successful Health and Fitness

Kim Morrison

You hear it everywhere. Eat less, do more. Take care of your health, eat nutritious meals, exercise for 30 minutes a day, eat carbs, don't eat carbs, eat foods according to your blood type, avoid high GI foods, eat six times a day, drink eight glasses of water, supplement your diet, take an antioxidant, quality sleep is imperative, take time out - oh and whatever you do don't let stress get in the way of all these things! Truth is, taking care of health and fitness for many, *is* stressful. The whole body image and diet phenomenon has got out of control. People want to do something to change their body or improve their wellbeing and yet feel totally bamboozled. There are so many health and diet books, magazines and articles out there that many find themselves downright confused and wouldn't really know where to begin. And who can blame them?

The multibillion dollar health – and in particular the weight loss – industry constantly bombards us with the latest fad, the best diet, the healthiest fast food, the quickest and most effective workout... but how do we know what is the truth and which programme will actually work? There is no doubt it can be extremely confusing and contradictory. The media reminds us daily that as a nation we are getting more obese, heart disease and diabetes is on the rise and we are becoming more sedentary by the minute. On top of that people want the 'quick fix' solution. Many diets out there give more instant results hence their popularity. It's easy to get drawn in and expect to become a successful diet statistic. However, one has to understand there are down sides to many of these diets. Mood swings, weight fluctuations, mental fatigue, illness, stress, exhaus-

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Successful Money Management

Five Tips on Wealth Creation

Alison Renfrew

Tip One:

Invest in your education

This is my most important message.

A week before writing this I drove into a petrol station. The attendant who came to stand beside me while the petrol pumped looked at the message on the rear window of my car and said:

'Oh, *Creating Wealth*, Dr Renfrew. He didn't employ me.' This man had applied for a position in our financial planning company.

The car was drinking a lot of petrol so we had plenty of time to talk. He was from Malaysia.

'I'm studying Financial Analysis via correspondence from the USA,' he confided. Financial Analysis is a very mathematically challenging discipline. 'I find it difficult to get employment in New Zealand, but once I have my papers in financial analysis I think I'll be able to get a job in the USA.'

This petrol pump attendant was a man who was working long hours to support his young family while studying a difficult course, but he was carrying a dream that one day he would be able to have a financially rewarding career, rather than working as a petrol pump attendant.

As I paid for my petrol I promised the man that he would be

Successful Speaking

Kim Chamberlain

Great communicators are not born. They are ordinary people who constantly learn and apply techniques that help them connect with others and deliver their message effectively.

The difference between a poor speaker and a great speaker

Imagine a continuum where the great speakers are at one end, and the poor speakers at the other. What separates one end of the continuum from the other?

First, let's look at how we would describe the characteristics of a great speaker. We would probably say they have confidence, enthusiasm, are knowledgeable about their topic, have clear speech, connect with the audience, are presented well, and so on.

Few, if any, of us would prefer a speaker who has the opposite of these characteristics. We generally don't seek out a speaker who lacks confidence, is unenthusiastic, has little knowledge of their topic, has unclear speech, doesn't connect with the audience and is poorly presented. We all look for the same aspects from people when they are speaking.

What separates a great speaker from a poor speaker is that those at the 'great' end of the continuum understand that people look for particular aspects in a speaker... and they learn the skills in order to acquire these aspects. Their focus is on meeting the needs of their

Successful Image

Your Unique Style

Chryssie Russell

Being passionate in what you wear!

I have been in the clothing and image industry for the past twenty years and I know one thing for sure - that clothing does make a huge difference in not only how you feel about yourself, but how others respond to that image that you portray.

I know for some that the image you have now is not the image that you would like. Why is that? In my experience I have generally found that most people do not know how they truly like to dress. The 'shoulds' that we have put upon us over time from well meaning parents, teachers, friends, family members, partners, and fashion dictate the decisions we make when we go shopping for our clothes. 'Shoulds' like: 'I need to buy classic so it won't date'; 'I need it to go with everything else', so that when it doesn't measure up you end up not buying at all; 'I shouldn't wear red because I am a redhead' - sorry to say but red is your best colour - just make sure it is the right red; 'It's on sale so it's a bargain'. A bargain is only a bargain when you know it is absolutely right for you - would you buy it if it was full price? 'It only cost \$10 so it won't matter.' I believe you buy only when you fall in love with a garment. That way you will always enjoy wearing it and feel fabulous every time.

The subject of clothes is a huge and when I get into conversations about it both men and women alike are very equivocal about the