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Ten Tips for a Tremendous New Year

- 1. Be here now**
Stay focused in the present. Don't rehash the past or worry about the future. It robs you of joy and sends you into overwhelm.
- 2. Know your values and live them.**
Aligning your actions and decisions with your values will help you to prioritize and create a fulfilling life. It will also increase your energy.
- 3. Be proactive rather than reactive**
Be powerful by initiating action, choosing your attitude or determining how to handle a situation. Assume positive intent. Do not let circumstances or another person steal your power.
- 4. Laugh- often**
Do this with yourself and friends. It helps to keep things in perspective and not make them so significant.
- 5. Learn to say no without guilt**
By saying no to one thing you are saying yes to something else. Are you focusing on your priorities? What would you rather be doing?
- 6. Schedule white space in your calendar**
Schedule blank time between appointments, phone calls or meetings. This extra space will give you a cushion if you encounter traffic, a talkative colleague or an unexpected situation. It allows you to catch your breath.
- 7. Spend ten minutes of quiet time daily**
Don't cheat yourself of this luxury because you don't have time. It will center and ground you during your busy and most likely overscheduled day.
- 8. Go the extra mile**
Details matter. Take the time to create a moment by doing the extra thing that you think no one will notice. They will and you'll feel great.
- 9. Be grateful**
Acknowledging three things a day for which you are thankful will create abundance. Magic happens when we feel positive.
- 10. Don't hold back**
Live with passion. Treat yourself to flowers. Use your good silver. Tell people you love them. Get a weekly massage. What are you waiting for?

Mary Ann Masur, PCC, CPCC, president of Synergy Consultants, LLC, is a professional business coach, author, speaker and trainer who works with individuals and teams to meet their professional and personal goals. She helps those who are overwhelmed at the helm to be effective and fulfilled. She trains in the areas of leadership, communication, team development, change, customer service and strategic visioning. She can be reached at maryann@synergy-consultants.net or at 410-377-7323.