



## A C.I.E.A.R. Path Forward™

Welcome to the February 2017 edition of A C.I.E.A.R. Path Forward™. This newsletter is intended for the friends and clients of Kathy Hart navigating personal or professional change in their lives. Each month I provide you with a monthly question, personal actions for clearing the fog, and a recommended book. For this issue, read to the end to learn about Kathy's New Year offer.

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### **What's Your Lean in Word for 2017?**

Forget New Year's resolutions! They never come to fruition, and you spend more time berating yourself than actually achieving results. I do however recommend identifying one word to focus your energy and efforts for the coming year. A consulting friend of mine chose "Create" to focus more on writing and increasing her creative pursuits. My selected word is "Transform," to encompass all the changes I want for my business, along with planned personal growth.

So how do you find your word? Reflect on the results you want to achieve for the coming year. Write down key objectives, for both your business and personal. Review these with others, both for accountability and garnering support from those closest to you. Once done, identify the word that most closely aligns with what you want to achieve. Post it in a conspicuous place, and ask yourself each day, "What actions am I taking to lean into [word]?"

**ACTION:** Once you've identified your word for 2017, send it to me at [kathy@clearvisionconsult.com](mailto:kathy@clearvisionconsult.com). In return, I'll share the collective words gathered in my March newsletter.

### **Clearing the Fog - Personal actions for carving out time**

- *Ruthlessly schedule your day:*  
Yes, you are probably very good about scheduling time in your calendar for meetings, writing reports, and family activities. But be just as committed to scheduling for other activities such as: personal development, email processing, weekly review of activities, travel time, etc. When you get ruthless about your schedule, as opposed to just letting it happen, you actually begin accomplishing a lot more.
- *Reduce precious time responding to text/email:*  
Texting and email were never intended for long back-and-forth chats, unless you're a teenager. If you are spending more than a few minutes responding, ask yourself if this is the best medium to use. Might a meeting via Skype, phone, or face-to-face make more sense?
- *Plan your meetings:*  
Every meeting, even if it's only 15 - 20 minutes with your boss, significant other or friend, needs to have a purpose, with key points to cover, and resulting next steps. You can either write these down and share ahead of time or start the meeting by agreeing to them upfront. Spend the last few minutes ensuring you are both clear on the next steps: activities, who will do them, when they will be completed, and followup.

### **Recommended reading - Deep Work: Rules for Focused Success in a Distracted World by Cal Newport**

Deep work is defined by Cal Newport as "Professional activities performed in a state of distraction-free concentration that push your cognitive capabilities to their limit. These efforts create new

value, improve your skill, and are hard to replicate." He then goes on to make the case for why deep work is necessary, what the results will be, offers specific examples of how others achieve deep work, and provides specific actions anyone can take to enhance their ability for more deep work. If you do even one activity a month, you'll be amazed at the time you too can carve out for deep and meaningful work.

## Special New Year Offer - Transitional Services Extended to February 17, 2017

Provided below is a series of packages, varying in services provided and commensurate pricing, for those navigating professional or personal change. I am offering a 50% price reduction for those who book by Feb 17, 2017.

This half-price offer is only available to my January newsletter subscribers.

Silver Package 4 months of support	Gold Package 6 months of support	Platinum Package 9 months of support
<ul style="list-style-type: none"> <li>• ½ day intensive with Kathy Hart</li> <li>• Strengths Finder assessment</li> <li>• 7 check-in calls + 1 bonus call</li> <li>• Unlimited emails</li> </ul> <p><b>Total Cost: \$3,500</b></p>	<ul style="list-style-type: none"> <li>• Full day intensive (or 2 half-days)</li> <li>• Strengths Finder, Emotional Intelligence and Social Style assessments</li> <li>• 11 check-in calls with recordings + 2 bonus calls</li> <li>• Review of developed materials</li> <li>• Unlimited emails</li> <li>• Quick call access</li> </ul> <p><b>Total Cost: \$5,000</b></p>	<ul style="list-style-type: none"> <li>• Full day intensive (or 2 half-days)</li> <li>• Strengths Finder, Emotional Intelligence and Social Style assessments</li> <li>• Additional assessments as appropriate</li> <li>• 17 check-in calls with recordings + 3 bonus calls</li> <li>• Review of developed materials</li> <li>• Unlimited emails</li> <li>• Quick call access</li> <li>• Bonus workshop</li> </ul> <p><b>Total Cost: \$7,500</b></p>