

June 2012

Interactive Customer Learning Options

- <u>4 Steps to Career</u> Focus
- <u>5 Steps to Self-</u> <u>Employment</u>
- 10 Steps to Venture Success
- 12 Steps to Venture Growth
- Creating <u>Knowledge</u>
 <u>Management</u>

 <u>Systems</u>

Helpful Options for YOU as a Voc-Rehab Counselor

The following options are also available should you require additional support in helping any of your customers with...

- Review and refinement of Tier I Business Proposal
- Review and refinement of Tier II Business Proposal
- Direct Customer
 Consultation support
 on an hourly basis for
 further business
 development guidance

Contact us to learn more or to request professional services accordingly.

Think and Act Like a CEO

Mastering Who You Are to Get Where You Want to Be

While CEO is most commonly used to describe the person in charge of a business operation, the essence of what a CEO does is also applicable to being in charge of ourselves and our lives.

For example, a CEO is someone who optimally manages ever-changing resources to achieve objectives. In business, many of these resources are well-established people networks, processes and technologies. For example, visit BUZGate.org to connect with and leverage the expertise of volunteer business counselors that will work with you on most any aspect of venture start-up, growth and profitability.

In life, however, processes for progress are often less clear and yet even more important. After all, if you're not in charge of who you are, it's hard to be in charge of where you're going! Below are three easy processes to help you get and stay on track in this regard.

- Power Notes: While simple in concept, power notes are powerful in application. Power Notes are notes that you write to yourself and place where you see them often to remind you of a specific task, goal or objective. In business, for example, a power note might be to make "x" number of calls each day to close sales.
- 2. Power Symbols: Like Power Notes, Power Symbols are frequent reminders of a goal or task important to you. In business, this might be a keychain of a dollar symbol to help you stay focused on growing sales. Feng Shui is an art that encompasses the use of symbols to bring about specific outcomes.
- 3. Reality Check: This is a 60 second exercise where you draw a circle in the middle of a piece of paper to represent you. Next, write around the circle all of the things going on in your business and life and then draw an arrow between you and each topic. Point the arrow toward you if you view the topic empowering, and point it away from you if you view the topic as a challenge. Look for balance. Too much going out may mean too much negative stress and not enough peace of mind.

The objective of these tools is to get your ideas where you can see them. The very process of doing so equates to action and action leads to results!

As always, if you have questions, feel free to AskBUZ. Thank you.

<u>Knowledge Institute</u> specializes in entrepreneurial education and small business development through <u>eLearning</u>, <u>curriculum development</u>, <u>publishing</u>, <u>interactive resource communities</u>, <u>speaking</u> and <u>philanthropic endeavors</u>.