

Bonus Articles

Ideas For Building Engaging Workplaces & Satisfying Lives

© Patricia Katz, MCE CHRP
Productivity and Balance Strategist



10 Tips For Making The Most Of Time & Life

Ten action strategies that build perspective, purpose and productivity.

Tech Talk Detox – Do You Know Where Your Off Switch Is?

Points to ponder, questions to answer and actions to take to minimize the negative impact of technology on work and life.

10 Keys To A More Appreciative World

Ten appreciative actions that will help you lead a brighter, more appreciative and hopeful life.

Exercise Leadership In Work-Life Balance

Ten ways to ease the pressure on yourself, your colleagues and your employees as you lead a group through high-pressured times.

10 Ways To Fritter Away Your Time & Rack Up More Regrets Every Day

Ten ineffective workplace habits and practices to change or avoid at all costs.

Celebrate Your Success

Motivating strategies for paying attention to the things that are going right in your life.

10 Ways to Celebrate Success At Team Meetings

Ten ways to celebrate big wins and small gains, lift spirits and build commitment in your team.

Overhauling Overload & Overwhelm

10 rules of engagement for controlling and reducing the impact of workplace overload.

How to Kill The Spirit Of A Meeting

Common meeting practices to avoid, so you don't drain life and energy from your team.

10 Point Productivity & Perspective Tune-Up

A ten point checklist for building focused attention, disciplined action, and healthy relationships.

Wondering How To Keep Me Happy?

Thoughtful tactics for including and engaging new employees in your workplace.

Workload Streamlining Techniques

How to reduce demands by identifying tasks and processes to streamline out of existence.

10 Vacation Maximizers

Five do's and five don'ts for making the most of your vacation time.

Surviving The OO's – Sane & Satisfied

Corporate and leadership mindshifts that will ease workplace overload for all.

Hidden Value – Finding The Meaning In Everyday Life

Tapping into the value in what you do, who you are, and being in the moment.

By reducing the impact of overload and overwhelm in the workplace, Patricia Katz helps organizations and their leaders generate stronger results while creating a more satisfying work and life experience for all.

To learn more about Pat's programs and publications or subscribe to her free weekly e-zine, Pause, visit www.patkatz.com.

To bring Pat's expertise to your organization, call (306-934-1807) or write pat@patkatz.com.

WorkWise – Article Series

Success & Survival Strategies For The Non Stop Workplace

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This series of articles, authored by Patricia Katz of Optimus Consulting, offers fresh insights on productivity challenges in the non-stop workplace.

From time use to technology choices to workplace learning, WorkWise – The Series will challenge you to rethink your habits and fine-tune your practice.

These twelve thought provoking articles make superb inserts in employee or client newsletters. As a regular series, they add great value to company or industry magazines.

The Pause Wise series is available in both print and electronic formats.

- **Who's Got Time to Learn Anything New?**
Building learning and professional development into a hectic work schedule.
- **Technology Rules...or Does it?**
Encouraging a more balanced strategic response to technology.
- **Who's Training Whom?**
Making on the job training visible and handling it fairly.
- **Multi Source Madness**
Juggling multiple task and info sources more effectively.
- **Getting Real About Workload**
Strategies for negotiating realistic job loads.
- **Coping with Upgrade Mania**
A realistic approach to upgrading software skills.
- **Show Your Work**
Communicating more clearly with clients and colleagues.
- **You've Got Mail!**
Techniques for harnessing the power of email.
- **Who's that Knocking at Your Door?**
Minimizing problem interruptions and appreciating positive interruptions.
- **Lost in the Details**
Systems for handling the fall out of multiple projects.
- **Too Busy Getting Organized**
Investing in organizing tasks that yield a positive return.
- **Where to Now?**
Refocusing your business for the future.

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WorkWise – Article Series

Success & Survival Strategies For The Non Stop Workplace

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Other Article Series

Be sure to ask about other series of articles available from Optimus Consulting.

Second Thoughts Series:

Make Peace – Not War – With Time

A series of 12 articles that offer strategies for building a more satisfying relationship with time – so that you can continue to do well and be well, too.

PauseWise Series:

Restoring The Rhythm of Renewal To Life & Work

A series of 12 articles that offer options for coping with life's overload and overwhelm. You will be encouraged to balance the pressure to perform with well-paced pauses for renewal – enhancing performance, productivity and satisfaction in work and life.

By reducing the impact of overload and overwhelm in the workplace, Patricia Katz helps organizations and their leaders generate stronger results while creating a more satisfying work and life experience for all.

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PauseWise – Article Series

Restoring The Rhythm Of Renewal To Life & Work

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Productivity and Balance Strategist



This series of articles, authored by Patricia Katz of Optimus Consulting, offers positive alternatives to the crash and burn model of coping with life on the run.

PauseWise – The Series will shift your understanding of performance and renewal.

You will be challenged to rethink your beliefs and adjust your habits to assure a healthy sustainable approach.

These twelve thought provoking articles make superb inserts in employee or client newsletters. As a regular series, they add great value to company or industry magazines.

The Pause Wise series is available in both print and electronic formats.

Stop, Drop & Roll! The Paus-able Cure For A World On Fire

A memorable, doable three part strategy for sidestepping burnout.

Nine Great Reasons to Jump Off The Treadmill! Give Yourself Permission to Pause™

From perspective and productivity to health and energy – nine compelling reasons to pause.

Restoring the Rhythm of Renewal

Press Pause ... Press On
Burned by overload? Bored by underload? Sidestep the extremes. Balance your press for performance with a pause for perspective.

Strategic Signals: Ten Key Cues That Call For a Pause

Ten triggers to prompt you to build more pauses into the everyday flow of life and work.

Living in the Moment: 10 Ways to Pause When You've No Time To Spare

Ten ideas for going about your everyday business in ways that are more present to the moment and less frenzied about the future.

Are You Fluent In The Language of Haste? Calm Your Words ... Calm Your Life

From 'hustle and hurry' to 'ease and grace'. Shift your language...shift your experience.

Can't Stop ... Gotta Run! Overcoming Resistance To Pause

Common beliefs that will keep you on the run, and challenging views to help you shift gears.

More Than A Black Hole: Pausing Defined

How a renewing pause is so much more than a simple absence of thought and action.

Beware The Message In Your Model: Is It Helping Or Harming?

As a leader or a CEO, you set the tone for all who work with you. What are the consequences of the work-life balance messages you are telegraphing today?

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Paused On Purpose Or Stuck On Hold?

There Is A Difference

Pausing as a strategy for getting unstuck and shaking free from a holding pattern.

There's No Better Time To Be Here Now!

The Trials Of An Im-Paus-able Day

Pausing for reflection and redirection is the first step in getting a grip on a frenzied day.

The Pause Starved Month From Hell!

A Case In Point...

Lessons learned in living through high pressure, high stress times.

Other Article Series

Be sure to ask about other series of articles available from Optimus Consulting.

Second Thoughts Series: *Make Peace – Not War – With Time*

A series of 12 articles that offer strategies for building a more satisfying relationship with time – so that you can continue to do well and be well, too.

Work Wise Series: *Success & Survival Strategies For The Non-Stop Workplace*

A series of 12 articles that offers fresh insights on productivity challenges in the non-stop workplace. From time use to technology choices to workplace learning, you will be challenged to rethink your habits and fine-tune your practice.

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Second Thoughts – Article Series

Make Peace – Not War – With Time

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Patricia Katz of Optimus Consulting beams a spotlight at the roots of our love-hate relationship with the clock. She offers strategies for building a more satisfying relationship with time – so that you can continue to do well and be well, too

You'll appreciate the hurry up and slow down message at the core of this series.

These twelve thought provoking articles make superb inserts in employee or client newsletters. As a regular series, they add great value to company or industry magazines.

The Second Thoughts series is available in both print and electronic formats.

- **The Race is On**
Not every life experience is a competitive event.
- **Who's Got the Button?**
Access to tools and a sense of choice make a huge difference in performance and satisfaction.
- **Time Matters – or Does It?**
Pick and choose those moments in life where time really is a factor.
- **Save or Savour?**
Speeding through the things you love is counter productive.
- **Twenty Four/Seven or Bust**
Are you really so indispensable you must always be accessible?
- **Kairos or Chronos?**
Some moments are more important than others – no matter what the clock may say.
- **Monochronic or Polychronic?**
'One thing at a time' people in an 'everything at once' world.
- **At Your Leisure**
You have more free time. Who would have thought it possible?
- **Beneath the Busyness**
A preference for flap and frenzy cuts out thoughtful reflection.
- **Techno Choices**
Technology is neither good nor evil. Your choices determine the impact.
- **Loose Ends**
Rarely 'done' and never caught up? There's value in progress as well as completion.
- **Roses? What Roses?**
Speed keeps you from paying attention and tuning in. What are you missing?

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