

From My Desk

By
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"For beautiful eyes, look for the good in others; for beautiful lips, speak only words of kindness; and for poise, walk with the knowledge that you are never alone."

Audrey Hepburn, (1929-1993) Belgian born British Actress and Humanitarian

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Welcome to Issue 7 of From My Desk!

Greetings and welcome to you all!

I hope you've had a great four weeks! Hard to believe that in 32 days time it will be Spring - whatever happened to winter? For those who know me, I love winter; it's such a positive anchor for me. I remember the days of driving to work in Canberra. The fields were covered in frost, the temperature a rather crisp -9°. It even snowed a few times around the month of October. Am I looking forward to another hot and humid summer? The simple answer to that is, no.

The past four weeks have been a flurry of activity. I've been busy with 'readings', project work, and completing my long awaited e-book. War and Peace was probably completed in less time!

I've learned so much through the writing of this book and now, thankfully it's come to the 'finding a publisher' stage. There has been so much information to wade through and read I'm surprised my eyes aren't square - well maybe they are and I just can't see it. It took me three full days of writing individual e-mails to every website owner of links I wanted to use, requesting their permission to do so. I learned if you quote a copyright or intellectual property website you must have a notice stating that you didn't receive any editorial input from them. Then there were the webmasters who allowed me to mention their web address with strict conditions, and there were the many responses I didn't receive!

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On the IT front it has been reasonably quiet here with the exception of a modem meltdown. Last week I experienced a couple of power outages in quick succession. I soon discovered that modems do not like these outages and will refuse to function without first speaking to, and at great length (aka: a long time), a selection of helpdesks. I've locked the following computer technology into my memory and pasted the instructions my office wall:

- Step 1: Unplug the modem router first, then the router, leave for approximately 20 seconds.
- Step 2: Plug in the modem router, then the router. Check a web address to see if back on-line.
- Step 3: Repeat Steps 1 & 2 if nothing happens.
- Step 4: Call the internet provider again and also the modem/router helpdesk who by now will immediately recognise the incoming caller as you and will greet you by your first name.

Lastly, I would like to extend a heartfelt thanks to all those who have given me feedback regarding this newsletter - I really appreciate it and will endeavour to keep providing a quality publication.

Until next month, may you have many wonderful moments!

Michaela

8 Simple Ways to Help you get through the Work Day... (Oldies but goodies)

- Upon rising in the morning try to have some quiet time and fit in some meditation. I generally try to in at least ½ hour (one hour if I can) first up.
- Decide what kind of day you will have - will you have a good day, great day or will you decide a "what's the point?" statement? If yesterday was a painful downer, do you want more of the same today?
- Bring in fresh flowers and a nice vase to place on your desk. To prolong the life of your flowers wash out vase each day and rinse flower stems. Most times these will last for most of the week. If flowers are not your thing, try a small plant such as a broad leafed succulent (cacti) - at the moment these are very Zen.
- Breathing exercises are a great way to centre and balance oneself. Take a few deep breaths before starting the work day and do whenever you need time out.
- Visualise your office space encased in white light and ask that your work space be filled with love. I've often carried out this little exercise, with the only downside being that people will tend to gravitate towards your workspace - which is very nice if one is not busy.
- If permitted in the workplace, use a singular or blend of essential oils for mental clarity, focus and de-stressing such as lemon, lime, bergamot, lavender or lemongrass. Place the oils either in an electric oil burner or place the drops onto a tissue to inhale when needed. Please always read the safety precautions of the essential oils first. Also, if using an oil burner, ask your work colleagues if they're okay with the aroma - what you think is a heavenly scent may be hell for others.
- Keep what you have on your desk to a minimum. Put away files you're not using, place pens, pencils and other small items in a drawer or container - less is more and you'll notice this will free up your workspace making it lighter and brighter.

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- Plug in a headset and listen to soothing music to work by. Whenever I need to be creative and have focus I listen to the deep tones of a Japanese Bamboo Flute. If my work requires me to format documents or similar then I listen to more upbeat music. If there is no headset, ask your colleagues if you can play the music softly in the background - some people find music in the workplace very distracting.

How to Reduce Stress and Ease Worries In Just 3 Minutes

Written by Ananga Sivyer

Stress is everywhere, we know it's unhealthy, and we know the conditions it can lead to. Many of us feel we really should do something about it, but the trouble with stress is when we're in its grip it's difficult to do much about anything.

Meditation, relaxation, and visualisation are the standard recommendations for reducing stress, and they are all beneficial and useful to us in many ways, however, they are not so easy to put into use when stress strikes with its disruptive companions frustration, confusion, and anxiety in full attendance.

Here's something simple you can try to diffuse stress quickly and easily, anytime and anywhere.

1. Rub your forehead with both hands in vertical lines from your eyebrows to your hairline for a few moments
2. About an inch above each eyebrow you will find a bump, rest your fingertips there lightly, and hold
3. Take a deep breath in and lighten the pressure of your fingertips until they are touching those points very softly
4. Breathe deeply again and allow yourself to sink into how you are really feeling right now, focus clearly and specifically on the one thing that is mainly causing you stress, or anxiety
5. Allow yourself to think the truth of the matter, hold the points and breathe and remain that way for a couple of minutes
6. Concentrate on the area you are holding and feel for pulsations under your fingertips as the blood flow, previously diverted by stress, is restored to your

forebrain. Now you can begin to think clearly again as you feel stress drain away and find yourself in control and able to choose how you wish to respond to what's at hand.

What many of us don't realise about stress is that although it is often triggered by our mental states and emotional responses it is in fact a physiological occurrence. The body responds directly to every impression we feed it be it real or imagined; it makes no difference to the body. If you tell it you are stressed it will respond immediately by sending the majority of the blood from your forebrain to your chest for faster breathing and the more efficient pumping of blood through your heart and to the muscles of your legs for whatever action they may need to take.

When you consider this automatic physical response it's easy to see why we don't always think well under stress. This simple technique tells your body to stand down and encourages the blood flow to return to the brain for clear thinking and decision-making.



"If there was nothing wrong in the world, there wouldn't be anything for us to do"
George Bernard Shaw (1856-1950) Irish Literary critic, Playwright & Essayist, 1925 Nobel Prize for Literature

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Try this for:

- Diffusing stress on the spot and stopping it from accumulating;
- Easing worries;
- Regaining control of your resources and having access to your full capacity for dealing with any given situation;
- Preventing the digestive disorders associated with stress developing. (Use this before eating to make sure that your digestive system is ready and willing to receive the goodness from your food in a calm and efficient manner.);
- Relaxing and clearing your mind before sleep; and
- Inducing a feeling of calm from which you can then step deeper into a meditative or relaxed state.

About the Author: Ananga is a writer for LifeScape magazine and author of The Art & Science of Emotional Freedom Subscribe to her ezine today and get a FREE COPY of her Energy Balance e-book.

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For an appointment with Michaela, or more information call 07 3863 0688 or email enquiries@michaelascherr.com

Testimony

I've known Michaela for 15 years and find her gifts truly exceptional. The accuracy of the information she conveys is repeatedly remarkable. For example, I once lost a charm from a bracelet that had sentimental value, so I called Michaela to find out where it was. She told me it was in a cane basket beneath a stairwell, and that is where I found it!

There have also been times when Michaela knew something was wrong with my mum, and again with my husband's dad in her dreams. Totally spot on! *Vicki, Sydney NSW*



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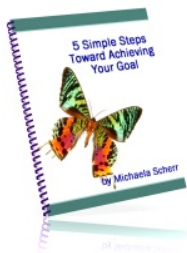
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Performance Tips for Training:

- Know and recognise the mood you are in;
- Change 'State' by removing yourself from the environment for at least 10 minutes. Walk outside, get fresh air and concentrate on something completely different (a construction site for example);
- Have music playing and interact with people away from the front of the room, create a relaxed and welcoming environment for both you and your participants;
- Allow yourself plenty of time to set up and get to know the layout of your classroom, sit in different chairs to make sure the participants can see everything. Check all equipment and logistics for the day (catering, break times, location of facilities and who to contact if you need something in a hurry).

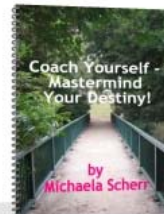
Self Help Tool Gallery



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"If you've heard this story before, don't stop me, because I'd like to hear it again"

Groucho Marx (1890-1977) American comedian, actor, and singer

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