

"Ask Neen how you can boost your sales with exceptional presentation skills"

April 2004



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Welcome to my new subscribers from Telstra, Work Directions and the readers of the Singapore Times.

We all seem to start the year with the best intentions, set new goals and new resolutions for the year and then we get caught up in the busyness of our everyday routine. For some of you it might be time to re-look at some of the goals you set yourself for this year and for others it might be time to set new goals. I find it useful to review my goals regularly and recently reset quite a few of them and thought you might enjoy this article to assist you re-establish your goals too. Enjoy!



"Your presentation was very interesting, informative and very energetic and was enjoyed by all members. With comments such as "Neen was super....can we have her back?" and "Neen James was an excellent speaker" we would love you to come back and speak at our meeting again".

A. Lydamore - First National Real Estate

Tips on how to set goals

There are many ways you can set goals and there are many books you can read about how to do this. Here are a few simple and practical suggestions to make this easy for you.

1. Set an appointment with yourself – make time in your diary to find a comfortable and quiet location to set your goals. I spend a morning in January at the Sheraton on the Park (a beautiful hotel in Sydney city) every year in the same spot, and I set my new goals for the year.

2. Review your goals regularly – each year when I set my new goals I also review the previous year's goals to see how I went against target. This is a rewarding activity – give it a try.

3. Set up 5 categories or headings for your goals:

- > Physical
- > Educational
- > Spiritual
- > Financial
- > Relational

This will help you create a balanced approach to your goal setting.

4. Write down your goals- it makes them more powerful when you can see them.

5. List the possible obstacles and how to overcome those – for each goal you have set yourself, spend some time considering all the possible obstacles that will get in your way and develop a plan to

**Neen's
Recommended
Reading for
the Month**

**Selling the
Invisible**

overcome those obstacles.

6. Write the goals in positive language – use words like “I will” and “I am” – this will help you feel as if you have already achieved it. i.e. “I am going to the gym 3 times per week”

7. Review them twice a day – I have been told that the difference between a millionaire and a billionaire is that a billionaire reads their goals twice a day. Simple really.

8. Stick your goals around the house – I have my goals in several locations in my house including on my bathroom mirror, on my printer, outside my shower screen, on the fridge and on my printer, on my bedside table and in my wallet – these are all places I see every day and it makes it easy for me to read them every day (more than once...)

9. Share your goals with a buddy – make yourself accountable to someone else you trust. Share your list with them and ask them to check on you regularly to see if you are on track.

10. Allocate timeframes for completion of each goal. Give yourself specific timeframes for the achievement of each goal and you are more likely to achieve it.

11. List your reward for each goal you set yourself – don’t just make a big list. For each goal you have achieved determine an appropriate reward for when that has been achieved. This will inspire you to repeat the behaviour as you reward yourself each time.

Goals can help you boost your performance, feel better about yourself and help you achieve an amazing life – start today.

Recommended Events for your Diary

Come along to the Art of Presentation - how to engage your audience of 1-1000 EVERY time!

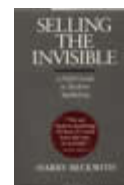
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Thursday JUNE 10th 2004

Sheraton on the Park, 161 Elizabeth St, Sydney

- What if you could stop getting nervous when you had to present?
- What if it only took you 10 minutes to prepare for a presentation?
- What if you could engage every audience you presented to?
- What ideas do you have that you want to share with the world?
- What if you could pitch your product or idea in any forum?
- How would you feel?

To boost your confidence and sell your big idea or experience



Harry Beckwith

Great book, full of terrific ideas and easy to reading

Anything She Can Do I can do Better



Rachael Oakes-Ash

I met this fabulous author recently and thoroughly enjoyed her book. If you have any females in your life they will love it!

Spotlight on Suppliers

limestar 
design studio

I am regularly asked who does all my newsletters, website and marketing. I am proud of the team at Limestar Deigns who are always able to provide me with innovative ideas and concepts at competitive prices. [Contact](#) Cherie or

you need a great system. Neen James believes everyone can be an engaging and on-purpose presenter. In this workshop she will share with you how to sell your big idea in any forum and how to be a world class presenter. To find out more details and how to book log onto <http://www.centrumevents.com.au>

Custodian Women for Wealth



Come along and spend the night in Melbourne with Neen and meet some fascinating other women. Neen is going to be talking about how to achieve amazing things in your life by being incredibly organised.

7.00PM

Thursday 22 April

The Half Moon Hotel (Upstairs)

120 Church Street,

Brighton 3186

To reserve your seats please contact Jessica Duffield via email jessicad@custwb.com.au or phone: 03 9593 3280.

Do you need help organising Your team? Your work place? Your business? Your conference? Your Life?

If so, give me a call on **0412 733 986** and we can chat about how we can help you to achieve amazing things in your life by being incredibly organised.

Do you need help preparing for your next big presentation?

Do you need help pitching your idea to new clients? If so, contact me at 0412 733 986

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Lara and find out about their special newsletter offer this month.

Do you spend time on your BAS and wish someone else could do it for you?

Do you have alot of administrative tasks you don't enjoy but need to be done? I can highly recommend Fiona Toy and her team at Virtual Admin Solutions. She is my virtual PA and also now assists alot of my clients.

[Contact her](#) and the team and find out how they can save you time for a really small investment - they are worth every cent.

Please feel free to share this information with your friends and colleagues. If you would like to republish these tips please credit this to Neen James.

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