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## Aspire Consulting, Ltd.

*Aspire... Higher*



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### ***Aspire: Alphabetically Speaking (N)***

Necessary: according to dictionary.com is being essential, indispensable, or requisite: a necessary part of.

Aspire Consulting partners with organizations and businesses to maximize all of their resources by aligning their people, systems and strategy. Identifying only those few things that are truly necessary and sufficient to your business or organization and strengthening and maximizing those things fuels growth and sustainability

[More Info about Aspire Consulting](#)

### ***Tip of the Month***

Time Management; a Priority Setting Plan

Manage your time better by dividing tasks into four categories:

1. Direct value. High priorities: making a sale, presenting to your staff, writing a report.
2. Indirect value. What pays off later: learning new skills, setting goals.
3. Necessary non-value. Things you must do that have no value for you: filling out forms, taking many phone calls.
4. Unnecessary non-value. These include things such as writing routine reports that co-workers no longer read. How to categorize:
  - Log your daily activities for at least one week. Review what you did and classify each activity according to the value definitions.
  - List the most important internal and external customers who should get most of your attention. Then compare your list and your log.



### ***Aspire Consulting, Ltd.***

***Wouldn't it be great to work with a company that listened to you, understood your pain and implemented solutions that not only solved those things that keep you up at night now, but give you and your team the ability to continue your success?***

Our customers develop a clear vision for where they want to take their business and know how they are going to get there. Their employees develop and apply the attitudes, skills and knowledge needed to accomplish the plan.

The benefits to our customers include:

- Increased Internal and External Customer Loyalty
- Improved Profits
- Improved Productivity
- Improved Performance and Quality of the Services they Deliver

The Aspire Advantage:

- We are deeply rooted in our communities and are here to stay
- Once a customer always a partner for long term success
- We are part of a group of senior executives that give us access to the best in research, industry experts, tools and technical support

Determine how much high-value work you think you're doing for your most important customers. Ask those customers to tell you which of your activities they consider to have the highest value for them.

[More Info on Time Strategies](#)

### **Business Process Improvement**



□ A compelling vision supported by values, a base business strategy, and a strategic plan are the foundational supports for business success. Strong leadership with the appropriate knowledge, skills and attitudes to implement the plan are also essential. Without processes that are functioning optimally to support both the plan and the employees implementing the plan, outcomes are significantly compromised.

One component of improving processes is decreasing the time required for "cycle time reduction." Cycle time reduction is defined as reducing the time taken for the transformation from input to final output.

We know that time is money and thus reducing time decreases costs.

It is specifically NOT:

- adding costs to the process
- decreasing quality
- rushing the work
- working longer hours

It IS making processes:

- *effective*, by producing the desired results,
- *efficient*, by minimizing the resources used
- *adaptable*, by increasing flexibility and ability to adapt to changing customer and business needs

Cycle Time reduction enables businesses to focus on the customer as it:

- Better predicts and controls change

We always start with a no cost consultation. To find out about how the Aspire Advantage can help you, [lets talk](#).

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### ***Food For Thought***

#### **That's the Way We (Used To) Do Things Around Here**

The ideas in this article are excerpted from an article by Jeffery Schwartz, Pablo Gaito, and Doug Lennick.

We are learning more about the brain and the neurological workings that affect our everyday behavior.

For example, habits are hard to change because of the way our brain manages them. Our brain stores them in the basal ganglia, an area that is deep in the center of our brain that works at a faster speed than other parts of the brain. Because of this, using the basal ganglia is rewarding and requires less effort. In addition, the more we repeat a behavior the more we reinforce it within the basal ganglia. Conversely, taking on new behaviors means embedding new patterns to the basal ganglia. This can be tedious and difficult.

The brain is highly plastic; it can be easily molded and changed. Metacognition (thinking about thinking) and metaawareness (moment by moment awareness of where your attention is focused) will aid in reworking the wirings of your brain. Although paying attention to new ways of thinking can be uncomfortable at first, you can rewire your brain by focused attention. Your brain has the ability to activate exactly those pathways that you are thinking about. When you think to yourself, "I don't want to fail", your brain sees it as the "I want to fail" pathway and responds exactly in a way that will support your failure. Attend to the positive. Rather than thinking about

- Improves use of resources
- Effectively manages interrelationships
- Provides a systematic view of an organization's activities
- Maintains focus on process
- Develops complete measurement systems
- Helps employees understand how input becomes output
- Helps employees understand how good you can get

A correctly implemented process that is management driven, employee supported, and customer focused will deliver a significant return on investment.

[More Info on Business Process Improvement](#)

### **In their own words...**

"Even if you are on the right track, you will get run over if you just sit there." ~ Will Rogers

"If we would have new knowledge, we must get us a whole world of new questions." ~ Susanne Langer

"Never mind what others do; do better than yourself, beat your own record from day to day, and you are a success." ~ I. Boeteker

what you are doing wrong, focus on what you are or will be doing right.

Work on building your focused attention over time. Next month we will outline the authors' steps for doing just that.

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