

*Entelechy's Newsletter for Trainers, Managers, HR Professionals and Others
Responsible for the Performance of Others*

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TIME MASTERY: FREE PREVIEW

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In the previous two issues, I asked you to STAY TUNED for a free preview of Entelechy's *Time Mastery for Managers (and Other Leaders)* eGuide. Well, it's here!! Seventy-five packed pages of time mastery techniques to help you achieve what you want to achieve – and find time to do it! Cost to *The Key* subscribers – FREE!

Simply go to <http://unlockit.com/freestuff/>, enter your name and email address, and enter TMFM (all caps!) as your Download Code. Then click on the "Click to download" link and start mastering YOUR time today!

Pass this on to a friend! Cut and paste the following text into an email. They will thank you for thinking of them!

Here's a pretty sweet deal! For a limited time, Entelechy's giving away a free preview of their brand new *Time Mastery for Managers (and Other Leaders)* eGuide! All you have to do is go to <http://unlockit.com/freestuff/>, enter your name and email address, and enter TMFM (all caps!) as your Download Code. Then click on the "Click to download" link and start mastering YOUR time today! (BTW, by entering your email address, you'll begin receiving *The Key*, Entelechy's newsletter. It's not bad if you're into training or

managing the performance of others. Plus, you can always unsubscribe if you don't like it.) Pass this freebie on!

The information for Entelechy's *Time Mastery for Managers (and Other Leaders)* eGuide comes from *Time Mastery for Managers*, one of the modules in Entelechy's High Performance Management program. If you would like the full training course, you may download and customize the training materials for this module to deliver to YOUR company. Visit us at www.unlockit.com and select Training & Tools -> High Performance Management -> Time Mastery for Managers.

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E-LEARNING RANT

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Increasingly I've seen companies emerge from the elearning marketing smoke to realize that elearning has indeed provided more learning opportunities for their employees and that elearning has helped them realize some significant travel expense reductions. Yet, elearning isn't shaping up to be the performance panacea that companies had hoped (and been promised).

Check out Entelechy's home page for the complete rant. If you're a dyed-in-the-wool, "give me elearning or give me death" proponent, let me prepare you – I take a healthy swing at us in the elearning space for overpromising and painting an unrealistic view of elearning's capabilities.

Go to <http://unlockit.com> for the rant.

I'd love to hear YOUR opinions. Write me at <mailto:ttraut@unlockit.com?subject=eLearning> and let me know what YOU think. I'll publish selected responses in the next issue of *The Key*.

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TIME MASTERY TIPS

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Tip: Cut these tips and sprinkle them in your emails, newsletters, and other communications.

It's been a month since the beginning of the new year. Today is a great day to recommit yourself to your goals and resolutions.

The true sign of commitment is action. Commit to something by acting on it today.

Winston Churchill: Success is never final. Failure is never fatal. It is courage that counts.

Ask yourself, "What one thing can I do TODAY that – if I did superbly – would have significant positive results in my department, my career, or my personal life?" Then do that one thing.

Do not let what you cannot do interfere with what you can do. – John Wooden

Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer much, because they live in the gray twilight that knows not victory nor defeat. – Theodore Roosevelt

Great things are not done by impulse, but by a series of small things brought together. – Vincent Van Gogh

The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will. – Vince Lombardi

Excellence is the gradual result of always striving to do better. – Pat Riley

Destiny is not a matter of chance; it's a matter of choice. It is not a thing to be waited for; it is a thing to be achieved. – William Jennings Bryan

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REPOST: ARTICLES ON THE WEB

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In case you missed these from the last issue of *The Key*, check out these other articles written by yours truly and posted at The Manager.Org.

Characteristics of high performing teams:

http://www.themanager.org/HR/High_Performance_Teams.htm

Handle challenging situations with a customer-focused mindset:

http://www.themanager.org/Strategy/Challenging_Situations.htm

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MAILING AND PRIVACY INFORMATION

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Send this email to your friends and colleagues who may be involved in training and the performance of others and could benefit from FREE performance tips, tools, and techniques.

Entelechy will not sell, rent, or otherwise provide anyone else your membership information for any reason. Period.

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