



*Unleash the magic within your organisation*

**Issue: 12**

**Date: December 2004**

**In this issue:**

- Reflections: Measuring the year 2004 the IQ, EQ and SQ way.
- This newsletter provides you with tools to take a fresh look at your achievements as an individual or a team.

**What's new from Change Designs**

- Watch for Ruth Tearle's latest novel on practical spiritual intelligence. Working Title. Soul Café. Due to be published in 2005.

The Change Designs newsletter is free to clients and members of the Change Designs Community.

The purpose of this newsletter is to provide thought provoking articles, practical change tools, motivational quotations, and ideas to help you in your job as leader, consultant, or strategist.

I hope you find the information contained in this newsletter practical, inspirational and useful.

Please feel free to email me suggestions of topics you'd like to see in future issues. And forward this newsletter to friends who are interested in strategy or change.  
Kind regards

Ruth Tearle. ruth@changedesigns.co.za

**THE CHANGE MASTER SERIES**

A series of change and strategy courses  
Packed full of practical  
intellectual, emotional, and spiritual tools  
for consultants, leaders and strategists.

Learn how to capture the imagination of your customers and employees

**SETA accredited.**

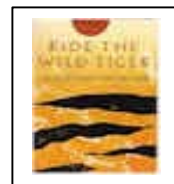
**The Change Leader . March 2005  
Innovation Tools and Techniques May 2005.  
The Successful Facilitator. May 2005**

For more information visit [www.changedesigns.co.za](http://www.changedesigns.co.za) or contact Ruth Tearle at 021 712 2154.

**GIVE A GIFT OF ENERGY THIS CHRISTMAS**



**Unleash the magic within you  
Inspirational cards.  
R120 per set.**



**Ride the Wild Tiger  
Inspirational cards.  
R120 per set.**

**For more information visit  
<http://www.changedesigns.co.za/products.htm>**

## REFLECTING ON 2004. THE IQ, EQ AND SQ WAY

### REFLECTING ON 2004.

It is December. Another year has passed. A few loose ends to complete, and many of us are off on a well-deserved break.

How do we end the year on a positive, satisfied note? How do we ensure that we, and our staff are excited about returning to work in the New Year?

Before you leave the office, give yourself and your team an end of year present. A fresh way of reflecting on the challenges and achievements of the year. A gift of insight and meaning.

In the last newsletter we looked at the three types of intelligence used by leaders today: intellectual, emotional and spiritual intelligence. This newsletter shows you how to measure your progress during 2004, using all three types of intelligence.

Simply answer the questions in this newsletter as an individual, and then together with your team. And end the year with a feeling of completion, achievement and anticipation for 2005.

### THE INTELLECTUAL INTELLIGENCE (IQ) WAY.

#### INDIVIDUAL ACHIEVEMENTS.

1. What have you achieved this year?
2. What have you produced?
3. What knowledge or know how have you picked up? (From training courses, experiences or simply chatting to others.)
4. What skills have you learned? What can you do now that you couldn't do a year ago?
5. What insights have you gained about life – and what works or doesn't work for you?
6. What contacts have you made? Who have you met?
7. What time have you saved for next year as a result of changes you've made in your life this year?

"What is this life if, full of care,  
We have no time to stand and stare."

William Henry Davies

### THE EMOTIONAL INTELLIGENCE (EQ) WAY

#### Individual achievements

1. What frustrations or irritations did you get deal with during 2004?
2. Who or what still irritates you? What will you do eliminate these frustrations in your life next year?
3. What/who are the biggest time wasters in your life? What action can you take to use your precious time better?
4. What causes you stress? What practical action can you take now to reduce stress in your life next year?
5. Who or what makes you feel good about yourself?
6. How can you create more time and space for people and activities that give you positive energy?

### THE SPIRITUAL INTELLIGENCE (SQ) WAY

#### Individual achievements.

1. What promises to yourself, did you keep?
2. What special people have come into your life this year? What could they mean to you? What lessons did they teach you?
3. What good things have come into your life this year? (E.g. ideas, insights, focus, gifts...)
4. What insights have you gained during the year about what works and doesn't work for you, or what makes you happy, and what doesn't.
5. What have you done to simplify your life?
6. What have you done to make your life worth living? E.g. hobbies, sports, exercise, diet, reading inspirational books...
7. When do you feel as though everything is against you? When do I feel that everything is working for you, and that you're in the flow?

The Master once told the story of a priceless antique bowl that fetched a fortune at a public auction. It had been used by a tramp who ended his days in poverty, quite unaware of the value of the bowl with which he begged for pennies. When a disciple asked the Master what the bowl stood for, the Master said, "Your self!" Asked to elaborate, he said, "All your attention is focused on the penny knowledge you collect from books and teachers. You would do better to pay attention to the bowl in which you hold it."

By: Anthony de Mello

## REFLECTING ON 2004 AS A TEAM

### THE INTELLECTUAL INTELLIGENCE (IQ) WAY.

#### Team

Use the following right-brained exercise to discuss your team achievements:

*"Since Christmas 2003, our team has been on a journey. Draw a picture of this journey showing:*

- *A map of where we came from, and where we landed up.*
- *The type of vehicle we used for each stage of the journey.*
- *Interesting sites we visited along the way.*
- *Barriers we had to overcome, and how we did it.*
- *Our achievements along the way."*

Or answer these left brained questions:

- What goals did we achieve this year?
- What new customers did we obtain? Which dissatisfied customers did we keep?
- What foundations did we lay this year?
- What successes did we have?
- What insights did we gain?

### THE EMOTIONAL INTELLIGENCE (EQ) WAY

#### Team

- How did we work together as a team?
- When do we work well together? When don't we work well together? When is it easier to pretend?
- What do we need to do to ensure that next year, everyone in the team can perform at their best, and that working in this team is fun, exciting and rewarding for us all?
- How did we work with other divisions?
- How do people from outside of our team feel, when dealing with us. (Consider internal and external customers.)
- Which divisions do we need to form relationships with next year, to help us perform better?
- Who else should we be networking with next year?

"What counts cannot be counted"  
Ruth Tearle. Soul Cafe

## REFLECTING ON 2004 AS A TEAM

### THE SPIRITUAL INTELLIGENCE (SQ) WAY

#### Team

- **Why are we a team rather than a bunch of individuals?**
- **What is our special purpose?  
When have we felt that our work has a special meaning?**
- **What dreams do we have as a team?**
- **What have we created together this year?**
- **What or who has helped us this year, without our asking them?  
Why did this happen?**
- **What energises us or inspires us as a team?**
- **When have we been so focused on what we were doing, that we were no longer aware of time?**
- **What wonderful things do we want to do in 2005 to make a real difference to:**
  - **Our own lives**
  - **Our families lives**
  - **Our company**
  - **Our community**
  - **Our country?**

*We at  
Change Designs,  
Wish you  
A carefree holiday  
season  
And a wonderful  
2005.*

*I've learned that you can't have everything  
and do everything at the same time.  
Oprah Winfrey. O Magazine. April 2003.*