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Smart Strategies Solutions for Workplace Challenges



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In This Issue

[Supervisor Tip: Coaching](#)

[Time Management Tip](#)

[Time for a Laugh](#)

[Non-Profit Financial Workshop](#)

Dear Alan,

We've been on a long hiatus and I can't make any promises about how often we'll have an issue... but for now, we're back. Please let us know if there are any topics you'd like us to address or any tough situations you'd like some insight into, regarding working with others in your workplace.

I hope you had a good Thanksgiving and are surviving the shopping mania. I'm thankful to have you as a reader and supporter of our efforts to help people improve their interactions in the workplace.

I hope you enjoy this issue!

Sincerely,

A handwritten signature in blue ink that reads 'Alan'.

Alan Krieger

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You may also reprint any of these articles as long as you include the following in the reprint and send a copy to me at alan@krsol.com:

*"Reprinted from 'Smart Strategies - Solutions to Workplace Challenges', a newsletter from Krieger Solutions, LLC.
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COACHING - Prevention is the Best Strategy

In this era of do more with less, many supervisors feel overwhelmed with their day-to-day responsibilities and don't feel they can take on any additional work. They often feel they are continually putting out small brush fires... as soon as one is out, another pops up somewhere else... and occasionally they flare up into a full fledged forest fire that consumes a great deal of time.

Experienced fire fighters know that the remedy for this is to force themselves to spend time clearing out the brush before there is a fire.

To see how this ties to coaching, [click here](#).

TIME MANAGEMENT TIP: Proactive Planning

It's coming up on New Years and a time for reflection and resolutions. I've learned that the best of intentions often fade away over time, but that doesn't stop me from trying. I hope you'll take time to reflect on your life and resolve to improve in one or two areas.

That's the first tip - brainstorm a long list, then ruthlessly prioritize it. Choose only one or two focused areas to work on, knowing that the rest of them will be on your list to choose from next year! Prioritizing the list and then sticking with your choice is the most difficult part of planning.

Once you've selected your top 1 or 2 priorities, then you need to figure out how you are going to get from here to there. [Click here for the rest of the](#)

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**Financial Governance for
Non-Profits: A Board
Perspective**

**Comments from Previous
Participants:**

A non-profit manager:
*"Outstanding practical
information and helpful
definition of responsibilities
and potential pitfalls."*

A board member:
*"Common sense presentation,
easy to understand."*

[story.](#)

TIME FOR A LAUGH

Those of you who are living busy lives, especially those of you in my generation, may be finding that you keep losing threads of your day and end up forgetting an idea almost in mid-thought. Doing more with less, multi-tasking, being continually wirelessly wired to our lives... it takes a toll. Here's a short video clip of a fellow sufferer!

[You Tube Video - AAADD](#)

Send me links to your favorite humor from the web. Laughing each day is great medicine!

NON-PROFIT BOARD MEMBERS & STAFF - FISCAL WORKSHOP

If you are a leader or board member of a non-profit agency, or know anyone who is, this workshop could be very helpful to you. Board members and non-financial staff play important roles in the oversight and management of an agency's financial system. Yet they often don't understand this system or their role in it.

I will be co-leading a two-hour interactive workshop that will be presented in plain English, with lots of opportunity for questions. It's called: Financial Governance of Non-Profits: A Board Perspective, and will be helpful to program and management staff as well as board members.

The workshop will be held on Thursday, January 10th at 8:00 a.m. at the Manfred Learning Center, 920 Albany Shaker Road in Latham. The cost is



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