

## Smart Strategies

### Solutions for Workplace Challenges



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Greetings!

March has been a crazy weather month and a crazy busy time for us! We're launching two exciting training initiatives, and I'm plugging away at my Time Management book. We're also working on two interesting evaluation projects.

In this newsletter we also introduce two new blogs we've posted this month! Also, do you suffer from Monkey Mind? It hits me whenever things get busy. Read all about it!

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

Alan Krieger

*As always, would love to hear your [feedback](#) and feel free to forward this to your colleagues.*

 Forward this issue

[Work/Life Balance -  
Monkey Mind](#)

Measuring results, outcomes, deliverables has become the order of the day. In some settings, it's fairly straightforward - change your process and the desired outcome is that you'll produce more with less waste. In manufacturing that's easy to measure. In human services programs, it becomes much more difficult.

We've been working with the NYS Independent Living Council to help them increase the specificity and impact measurement of projects undertaken as part of a three year statewide plan for independent living. This includes conducting the evaluation and providing training and coaching in evaluation to members of the Council and to various subcommittees. It also includes developing a needs assessment go guide future planning and assisting with the development of outcome objectives for these plans.

We have also just begun working with the New York and New England Yearly Meetings of the Religious Society of Friends (Quakers) to help them design an evaluation for a project to foster more vibrant multigenerational meetings

When I'm under pressure my "monkey mind" is in high gear - jumping from one task to the next, never digging into anything for long. At times like this, I find it very hard to focus and "still my mind" at work. When I try to stop the monkey mind it only gets more agitated. I got some great advice from Annemarie Lanese, the co-founder of [Greene Tree Technology](#), who gave a talk on "Zen Entrepreneurship" at the [Consulting Alliance](#) this month.

I choose one task to focus on and first visualize myself working on it. What will I do first... what has to be in place so I'm ready to do that? Then what will I do next, and what do I need to accomplish that step? In my mind I lay out a process, I explore the process with an optimistic mind. The focus is on how will I do this so I'm successful? The monkey mind jumps up now and then with words of pessimism, anxiety, etc. I take a deep slow breath and return to my focused visualization, and the monkey mind quiets down.

Read more about this in my [new blog](#).

## Time Management - New Blog

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As I mentioned last issue, I'm working on a time management book and sharing some pieces of it through our blog. I welcome your questions, challenges and suggestions. Our newest blog looks at one of the biggest time stealers at work - interruptions.

Some interruptions are self-generated (see Monkey Mind, above). Most are the results of phone calls, emails or someone coming over and

(congregations). The initial stage involves trying to identify the core elements that attract, engage and retain participants of all ages in local meetings. The evaluation will then measure how well the project enhances these elements and if in fact that leads to more vibrant intergenerational meetings.

If you have a process, program, or staff you'd like to evaluate, give me a call to explore ways we can help you make this simple and meaningful. 518-895-2939

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talking to us. We'll address phone calls and emails in more depth in a future blog.

For how to handle the people interruptions, see our newest [time management blog](#).

## Two New Training Initiatives!!

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### **1. Group Coaching on Time Management**

We have developed a *new hybrid training model* that provides information in a compressed, compact manner and allows for in-depth small group discussions to help you apply this to your situation. All without leaving your work place!

We call it group coaching and it combines the best of webinars and individual coaching in a low-cost, high impact model. We're testing it out this spring with a focus on time management.

In this era of *do even more with even less*, people are constantly running to catch up and falling further behind. We've developed strategies to help you get a hold of your time before it runs away from you! We'll be presenting these in our group coaching program and working with you to find ways to implement them into your work day.

For more information, [click here](#).

### **2. Classroom Training - in New York's Capital Region**

## Share this Newsletter



Feel free to forward this email to friends and colleagues.

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](mailto:alan@krsol.com):

*"Reprinted from 'Smart Strategies - Solutions to Workplace Challenges', a newsletter from Krieger Solutions, LLC.  
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We have partnered with the [Capital Region Theological Center \(CRTC\)](#) to deliver a series of five workshops geared to non-profit agencies, but open to the public. Three of the topics are in our usual range of professional development programming:

- Dealing with Difficult Behavior
- Building Strong, Engaged Boards
- Declutter Your Work Space - Systems for Staying Organized.

At CRTC's request, we've expanded our catalogue to address more spiritual/personal development with two programs:

- Discover SoulCollage® a Window to Your Soul
- Beyond Words: A Guided Tour of Visual Journaling.

These last two programs will be taught by Judith Prest, from Spirit Wind Studio, LLC and will definitely stretch our range!

For more information, [click here](#) .

## Support the Hope Mission School

Two close friends of mine, John and Lyn Kucij have been working to support people in Liberia through a long, harsh civil war and most recently the Ebola epidemic. They have partnered with the Westminster Presbyterian Church in Albany, NY to fund the Hope Mission school in an impoverished suburb of the Liberian capital, and provide direct support to 9 orphans. They will be part of a May 3-12, 2016 humanitarian mission bringing vitally needed school supplies, laptop computers and solar

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lights for classrooms. They will also do a needs assessment with stakeholders. John & Lyn were Peace Corps volunteers in Liberia over four decades ago.

If you'd like to join me in supporting them, your tax deductible donation will help with travel costs and finish building 4 more classrooms. Donations to Westminster Presb. Church, 85 Chestnut St, Albany, NY 12210. (Note on Check "Liberia Projects") or online go to [wpcalbany.org](http://wpcalbany.org). Click on "Give" (on the top menu) and choose African Ministries with a memo entry for "Liberia". On the WPC website you can also see a 90 sec video of John Kucij explaining the projects in Liberia. For more information , contact John Kucij at [lkucij@gmail.com](mailto:lkucij@gmail.com)

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