

Secret Chorus Business

Dare to be Different

CKC COMMITTEES 2017

Final Week to put your name down!!!

This week people will have the opportunity to put their names down to assist in particular areas of chorus life. Start thinking about where you believe you can help our chorus and bring your enthusiasm and team work.

Committees/ roles to consider are:

- Finance
- Membership
- Public Relations
- Historian
- Hospitality
- Music Librarian
- Fund Raising
- Social
- Resource Librarian
- Costume
- Props (new)

COACHING – GAIL JENCIK

Friday 7 July – 7.30pm
 Saturday 8 July – 9.30 to 5pm
 Sunday 9 July – 9.30 am to 4pm

We are fortunate to Gail Jencik visit us again.
 Coaching with Gail will be on Friday evening, Saturday and Sunday.

Please bring your own lunch



SAT. 8. July	GAIL JENCICK COACHING – LEADS & BARIS TO BRING FOOD TO SHARE FOR MORNING TEA	INESE & TEAM
SUN. 9. July	GAIL JENCICK COACHING – TENORS & BASSES TO BRING FOOD	CATHY & TEAM

STAR OF THE WEEK

Congratulations **Pippa Anderson**



Our star this week goes to Pippa Anderson for being an amazing Bari and doing a fantastic job at our social with the Colorado Children's Chorale.
 Who is a Star! It may be that member you know who has gone above and beyond, who has personally helped you, who has made a special difference or contribution to

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the Chorus, who has tried extra hard. There are many other attributes you will think of which will be appropriate.

To nominate a member:

Please email Jen Senior (jasenior@hotmail.com) with the member's name and short description as to why you would like to nominate that person.

MEMBER LEAVE

Are you planning on taking holidays or unable to attend rehearsal?
If so please email absence@circularkeys.org

Using this email address ensures the Musial Director, Membership and the Music Team are all notified at the same time.

Current & Upcoming Member Leave

- Kaye Kendall 31/05/17 – 23/08/17
 - Alison Anderson 06/06/17 – 26/07/17
 - Lorraine Barlow 22/06/17 – 13/07/17
 - Liz Perry- Windhorst 05/07/17 – 19/07/17
 - Barb Morris 08/07/17 – 02/08/17
 - Liz Vrhovsek 26/07/17 – 23/08/17
 - Verne Mantova 23/08/17 – 18/10/17
 - Betty Fuller 23/08/17 – 20/09/17
 - Cheryl Wolfenden 06/09/17 – 04/10/17
 - Cheryl Benson 12/10/17 – 02/11/17
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EDUCATION EVENT

August A Cappella 2017

<https://www.sweetadelines.org.au/events/>

Sydney – Saturday 12th and
Sunday 13th August

Faculty – Alex Morris & Glenda Lloyd

Location – Club Ryde, 724
Victoria Road, Ryde

Cost : Sat and Sun \$60
Sat Only \$45
Sun Only \$25



See link above for further information and registration.

SUPPER ROSTER

5. July	ANN K, CHERYL B, SUE G, VERNE M	VERNE & INESE
SAT. 8. July	GAIL JENCICK COACHING – LEADS & BARIS TO BRING FOOD TO SHARE FOR MORNING TEA	INESE & TEAM
SUN. 9. July	GAIL JENCICK COACHING – TENORS & BASSES TO BRING FOOD	CATHY & TEAM
12. July	DORIS W, JEN S, MARY O, YASI W	YASI & CATHY
19. July	DORIS W, VIOLETA O, MAREA W, ANNE H	ANNE H & INESE
26. July	DEB P, CAROL, JENNY D, VERNE M, CATHY (cake)	VERNE & CATHY

SUGGESTION BOX

The Suggestion Box is kept on top of the microwave during rehearsal for you to place a note you would like management Team to address.

UPCOMING BIRTHDAYS

<u>Mary Owen</u>	Jun 25	<u>Diane Jenkins</u>	Jul 25
<u>Cheryl Wolfenden</u>	Jul 08	<u>Debbie Proctor</u>	Jul 27
<u>Inese Kamenyitzky</u>	Jul 21		

DIARY DATES

2017	
July 7 – 9	Coaching Workshop – Gail Jencik
July 14	Music Team Meeting
July 16	Fundraising - Bunnings BBQ – Castle Hill
July 27	Management Team Meeting
August 9	New Membership Drive – 1 st night (6 week program)
August 16	Section Practices - Crestwood Community Centre
September 27	Rehearsal at Epping Creative Centre
November 5	Coaching – Judy Pozsgay
2018	
February 23, 24, 25	Coaching – Lynda Keever
March 23 & 24	Coaching – Molly Huffman
May 5 & 6	Coaching Workshop – Lynne Smith

June 27	Coaching – Lori Lyford
October	SAI International – St Louis

FEATURE: OVERWHELMED? 7 Easy Steps to Get Back on Track

You know the feeling. The tasks in front of you are huge...the deadlines loom...the potential fallout of non-completion is massive.... Yet, unable to get started, you spend the evening watching You Tube videos of dancing cats. You have fallen victim to O.P. (Overwhelm Paralysis). Read on for how to get out of that state and create the mental space you need to thrive again.



7 STEPS TO ELIMINATE OVERWHELM

STEP 1: STOP & BREATHE

Yes, I know that sounds elementary. Seriously though, when was the last time you actually STOPPED, closed your eyes and breathed? On purpose.

Do this right now. Stop. Close your Eyes. And take 3 deep belly breaths.

Open your eyes. I am certain you feel a lot of things right now. Hopefully your shoulders have come down a notch from your ears...some of you might even feel emotional. Our mental clutter is paralyzing. We need to give ourselves space to think, to *be*. Remember, we are human *beings*, not human doings.

STEP 2: EMPTY YOUR HEAD

The myriad of obligations and commitments that contribute to overwhelm swirl around in our heads, filling our mental hard drives. We have no RAM left! It's not only the tangible items taking up space, but perhaps more crippling, it's the emotional pieces that take up the most mental bandwidth. Perhaps you are concerned about your child who is having difficulties at school, maybe you are in a relationship funk, or are worried about your parents health.

The first step to regaining control is to look at what is causing your current state of overwhelm. What is taking up space in your mind? If you name and identify those things, it takes the charge out of them and allows you to feel calm, in control again and ready to move forward again.

Take 5 minutes right now to empty your head by creating your **REALITY CHECKLIST**. This is simply an objective acknowledgment of everything on your mind right now. List everything on your plate. The big, the small, everything that's contributing to your feelings of overwhelm. This isn't necessarily a "To do" list of tasks, it's a list of stuff that's taking up space in your head. And that could include less linear things, eg/ how you are *feeling* about something, or a relationship etc.

Look at your list. Does it seem clear why you are in a state of overwhelm? I thought so! Writing it down takes the charge out of it, doesn't it? Name it and we tame it!



STEP 3: GET OUT OF THE RED ZONE

The Red Zone is what I call the emergency zone, or crisis zone. In order to unlock, unblock and move forward, you have to first get out of the emergency Red Zone.

Look closely at your REALITY CHECKLIST. Is there anything on that list that is something that you would classify as an emergency? Something that if not attended to right away, would cause serious repercussions? If the answer is "Yes", then stop reading this, and go attend to whatever that is right now.

Here is another tricky part of the Red Zone: Even if it's not a life or death crisis, it feel like that in your head and be totally clouding everything else. So something non-life threatening could have the energy of a crisis. Which means you will want to tackle that first by going to Step 6 right now. Cycle back to Step 4 when you are safely out of the Red Zone.

Step 4 : CREATE YOUR **CLD** LIST

Once you are out of the RED ZONE, it is time to organize and prioritize your TO DO lists with my handy CLD system. [Click here to DOWNLOAD your free CLD TEMPLATE](#)

If you are unable to download the template right now, simply draw 3 columns on your page. Label the columns left to right as C, L and D. Now take a look at your "REALITY CHECKLIST" and calmly allocate those items into the appropriate column on your CLD list.

Column 1 **C** - CRITICAL

The first Column is your "C" Column - Your CRITICAL column. Decide what on your reality checklist is absolutely critical. Your business could depend on them being done now, heads may roll if the things in the C list are not done (and maybe even *your* head!). If you don't complete the stuff on your "C" list there most definitely will be negative fallout. Remember, your "C" list can contain stuff that simply *feels* urgent and is therefore taking up an inordinate amount of mental bandwidth.

Column 2 **L** - LIKE to do

The middle column is your "L" Column - Your LIKE TO DO list. Transfer the things from your REALITY CHECKLIST into the LIKE TO DO column if they are things that you would prefer to do sooner rather than later; if they are important to you, but not as time-sensitive as your "C" column. If they would make you feel good to have completed. Like to Do. Perhaps they are things that bring you joy. Ideally, most of your list will have an L beside it. Important but it's not a crisis, it's not pressing.

Column 3 **D** - Defer

The third column is your "D" Column - your DEFER list. Transfer things here if you can defer them to a later date with no great fallout. These are "Someday" items. Items you don't want to lose track of, but absolutely don't need to be done right now. (or perhaps don't need to be done by you at all!) Open to that wise voice inside you that's telling you what you can afford to defer. Feel a sense of freedom by deciding what you want to do, not what you think you "should" do. Feel the sense of control that brings you.

STEP 5 : FOCUS ON THE "C" - WHAT'S THE MAIN THING?

Take a good look at your "C" LIST. Ask yourself: "What ONE THING on this list, if I managed to take a few bites of it, or even complete it, would make me feel better, lighter, in control again?"

The standard reason for overwhelm to hit is because there are too many things to do in too little time. That may well be true, as most of us are over-committed and over-extended - yet most of the time, the *actual* paralyzing part is usually ONE THING on the list.

Perhaps it is a task that is too huge to even contemplate, perhaps it is something you are unsure about how to do /or don't feel confident completing, perhaps it is something you have been putting off that you "should" do (eg/ your annual taxes), perhaps it is something that carries extra weight because others are depending on you , or carries a lot of emotional heaviness. Identify (without judgment) that one "main thing."

**STEP 6 : THE POWER OF INCREMENTAL SHIFT**

Q / How do you eat an elephant?

A/ One bite at a time

Start with the Main Thing from your "C" list. (Step 5) There are two huge areas ? Okay, start with 2. Look at your "Main thing" area and focus on the one thing that could make the biggest difference to relieving the overwhelmed feeling.

The latest research in neuroscience recommends "fractionalizing" your tasks in order to avoid overwhelm. In other words, break it down into bite-sized achievable, measurable pieces. If you consider breaking down that "main thing" , what **one small thing** you could take action on right away that will put you back in the driver's seat - having taken control?

One small completed action will break the logjam, start some momentum, and move you forward out of the state of overwhelm paralysis. Eg/ You want to declutter your house. That's a big, overwhelming task. What could you do in 30 minutes? Set a timer. Commit to working on that task for 30 minutes. When the alarm goes off, STOP. And do another 30 minutes tomorrow. Each 30 minute piece moves you forward. Each 30 minute piece is a piece that wasn't done yesterday. It's the power of incremental shift.

STEP 7: REWARD YOURSELF

A finely tuned reward system is critical. Celebrating and acknowledging your own efforts will keep you in motion. Be sure to add in some acknowledgment when you do get unblocked. Even a big checkmark beside that one item will focus you on the progress you are making.

Lightbulb of the Month

"The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one."

- Mark Twain (1835 - 1910)