

Message from Maria ...

Hi everyone

It's already November! Where has this year gone?! Have you found yourself asking that very same question?

Christmas is just around the corner and Christmas decorations have already started to appear in the major department stores. The year seems to be racing to its conclusion faster than most of us would like!

The close of the year can also bring greater stress levels - planning for the new year coupled with meeting goals for the current year. Not to mention preparing for Christmas!

So my article this month - Is it that time of the year for you? - covers some strategies to help you deal with stressful communication situations that can occur at this time of the year.

Thanks to those of you who replied with your thoughts on last month's article on [emails](#). If you missed the article or would like to catch up on previous ones, feel free to visit the **Infinite Growth [blog](#)**.

As always, we welcome your [feedback](#) or feel free to hit the reply key and send an email directly to me.

Happy reading!
Maria

Is it that time of the year for you?

Now is the season to plan, plan, plan. Yet deadlines still need to be met, clients still need to be attended to and there are only two months left to the year...

This time of the year can become very stressful for many people. High stress levels can result in tense situations which will have an impact on our communication style.



A situation which may normally cause minor irritation could be a breaking point when feeling stressed.

I was recently speaking with a friend who mentioned an acronym that she'd developed. I liked it so much that I asked if I could share it with you. Sue graciously said yes!

The acronym is Sue's and the expansion of points is my contribution.

In this day and age of acronyms, here is one to add to your collection.

- C** Courage to step back
- A** Analyse your options
- L** Logic instead of emotion
- M** Master of actions versus reactions

Here is how this acronym could assist you.

[Read more...](#)

Quote of the month

'The greatest weapon against stress is the ability to choose one thought over another.'
- *William James*

About Infinite Growth



Infinite Growth offers a range of professional development services in the areas of communication skills, leadership development, customer service, business writing and presentation skills to assist individuals and businesses to achieve their goals.

We empower individuals and teams to transform their communication skills so that the business can deliver more efficient and effective service to clients.

Contact us to find out how we can assist you.

If you know someone who could benefit from this newsletter feel free to forward it to them!

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