

## **Pace Yourself: Make slow time work for you**

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It's hot out there. Half the team is on vacation and the other half might as well be, mentally at least. Unless it's the day before their day off, nobody is moving very quickly these days. Now's the time to take advantage of your competition's summer slump and start moving fast toward your own success.

Sales people understand using slow times to lay the groundwork for new business, but non-sales people can use the same ideas to get ahead. When business is slow, get organized. Clear out old files, rearrange your workspace and revisit the tasks at the bottom of the to-do list. Scratching a few of these off because they are completed or obsolete will feel good and free you up for more important things.

Like goal-setting. Remember your New Year's resolutions? That last performance evaluation? How long since you've looked at those? Are you making progress? Does your career plan need some fresh perspective? Now might be a terrific time to map out the next several months so you'll know where your work and your career are headed.

Connecting is another good way to get through the slow summer months. Notice, it's not networking. It's connecting. Meaning, actually schedule time to meet and lay eyes on friends, colleagues, former bosses and new mentors. Seek out people you have been meaning to connect with and do so. It's not too cold, too rainy, nor too busy. Make plans and keep them. When you find yourself buried by your work once again, these connections will have energized your spirit and may bring you new associates to collaborate with.

When business is slow, get busy making the most of your downtime. Your career will thank you.

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