

# As the Bigger & Better Journey Continues... Changing Your Quality Of Life

BY MELANIE CRAWFORD

It seems odd to me that as we enter into 2010 our company is just now launching programs that are intended to teach a version of Microsoft software that is already 3 years old. The reality is that with the combination of high upgrading costs and the downward spiral in our economy, organizations are just now starting to shift into the new version. Even if the upgrade has previously been completed, most companies have had to make substantial cuts in their budgets which would make training and development a low priority.



■ Warren and Melanie Crawford

The good news is that the biggest and most obvious change in Office 2007 is simply how it looks. Although the new interface appears to be intimidating at first, the fact remains that the new version has brilliantly made features more accessible and user friendly—but until someone gets you started in the right direction and unveils ways to harness it you may find yourself struggling and longing for the “old familiar” version.

It is usually expected that the New Year will provide a refreshing new beginning, an opportunity to step away from the old habits and embrace some new ones. In keeping with this notion the Bigger & Better Journey Team will be launching a series of Lunch Lesson Fridays that will reveal how to regain the level of comfort and confidence you had in previous versions of Microsoft Office. As always, the Bigger & Better Journey Team is finding ways to break the barriers of conventional training by offering our community and fellow businesses what is truly needed. Nothing more—nothing less. ■

**BIGGER ideas...BETTER results...the JOURNEY begins here.**



Melanie Crawford & her husband Warren own and operate Bigger & Better Journey Learning Centre with over 25 years of combined experience in educating & empowering others.  
[www.biggerandbetterjourney.ca](http://www.biggerandbetterjourney.ca)

# Get Smarter!

“Use this bit of software and make your self noticeably more resourceful.”

BY DENNIS O'NEILL

Make yourself a whole lot smarter by installing new software in your brain. It's free. Use this bit of software and make your self noticeably more resourceful.



Dennis O'Neill

**The Stanton Solution**  
Frank Stanton ran CBS radio and television for many yeras. When

his people would come to him, he would ask them questions about their areas of responsibility. Often they answered “I don't know”. Stanton would state... “LET'S FIND OUT”. You probably already have figured out that he meant it as an order.

### Ignorance vs Knowledge

Ignorance, not knowing, hardly makes you powerful. “Knowledge is power” said Sir Francis Bacon. If you don't have the knowledge, get it.

In previous generations perhaps you had an excuse when you said “I don't know”. You couldn't just go to the

library 25 times a week. Chances are the stuff there was outdated or lacking. Today, you can find out, and fast.

### How To Program Yourself

Next time, and anytime you hear yourself say... “I don't know”, program your mind thereafter always to say “let's find out”.

Finding out becomes a way of life. You can ask someone who knows, you can google it... yahoo it or whatever. The internet puts the worldwide knowledge library at your fingertips. You can find out almost anything. But only if you program yourself.

Write down the thing you don't know. Then follow up by finding out. So anytime you hear yourself or someone else say “I don't know”, act on it. Say “Let's find out”. Make it your habit. Say “Let's find out”. That habit, that piece of software will make you smarter. Make it your 'default mindset'. ■

Dennis O'Neill is the Business Growth Coach. For more information visit [www.dennisonneillocoach.com](http://www.dennisonneillocoach.com)



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