



Mix & Match Ezine Content Options

INSTRUCTIONS: Each month, you'll be sent a reminder email that asks you to select your articles for the upcoming month's ezine. Using the titles below, **select TWO articles** and reply to our email with the two titles. You can choose a Top 10 and a Quiz, a Top 10 and a Feature Article, a Quiz and a Feature Article or two Feature Articles. (If you want to get a better feel for our article content and writing style, go to www.ArticlesForSale.net and peruse the excerpts.)

In addition, each month you will send us the following: 1) a short paragraph or two of personal information that you'd like to share with your audience, and 2) your **personalized promotional section** material. Some suggestions of material that works well here (but not all at the same time...don't overload your readers!) are: upcoming classes or speaking gigs, product promotions, case studies, links to videos or audio interviews, testimonials, special offers, etc.

For questions, contact Linda Puig at Claire Communications, 866-200-6945.

Pick two from any of the below articles. Keep track of your selections month to month. Article choices will be updated once a year.

Top 10s

- Top 10 Myths About Owning Your Own Business
- Top 10 Ways to Get a Good Night's Sleep
- Top 10 Powerful Writing Tips
- Top 10 Best Email Habits
- Top 10 Ways to Stay Accountable
- Top 10 Ways to Handle Difficult Conversations
- Top 10 Tips for Great Idea Generation
- Top 10 Ways to Keep Your New Year's Resolutions
- Top 10 Questions for Your Year-End Review
- Top 10 Stress Reducers
- Top 10 Questions to Ask Yourself Before Taking a Leadership Role
- Top 10 Things to Do to Get Hired
- Top 10 Powerful Questions That Work
- Top 10 Ways to Have a Successful Business Meeting
- Top 10 Everyday Retreats
- Top 10 Ways to Lighten Up at Work
- Top 10 Myths of Public Speaking
- Top 10 Ways to Take Care of Yourself at Work

- Top 10 Sources of Stress
- Top 10 Considerations When Choosing a Partner
- Top 10 Ways to Set Clear Expectations
- Top 10 Ways to Support Your Team
- Top 10 Fears that Keep Us from What We Want
- Top 10 Steps to Achieve SMART Goals
- Top 10 Ways to Handle Adversity
- Top 10 Ways to Have a Great Day
- Top 10 Ways to Chase the Winter Blues
- Top 10 Ideas for Journaling
- Top 10 Daily Relationship Practices
- Top 10 Warning Signs of Stress
- Top 10 Barriers to Connection
- Top 10 Routine Maintenance Points
- Top 10 Ways to Start (and Maintain) a Good New Year
- Top 10 Things to be Grateful For
- Top 10 Ways to Cope with Change
- Top 10 Ways to Simplify Your Life
- Top 10 Ways to Build & Keep a Positive Attitude
- Top 10 Ten Signs of Strength
- Top 10 Ten Ways to Stay with Today
- Top 10 “Top 10” Lists to Create
- Top 10 Ten Things We Can Control
- Top 10 Ways to Sidestep Holiday Stress
- Top 10 Things to Say to Yourself
- Top 10 Questions to Ask Yourself

Quizzes

- Quiz: Are You Taking Good Care of Yourself?
- Quiz: How’s Your Integrity?
- Quiz: How Well Are You Maintaining Your Personal Brand?
- Quiz: Are You a “Warrior” at Work?
- Quiz: How Well Do You Make Presentations?
- Quiz: How Controlling Are You?
- Quiz: Are You Sabotaging Yourself?

- Quiz: Do You Have the People-Pleasing Syndrome?
- Quiz: How Defensive Are You?
- Quiz: Test Your Temper
- Quiz: How's Your Joy Level at Work?
- Quiz: Practicing Empathy in the Workplace
- Quiz: How Well Do You Motivate Others?
- Quiz: How Well Do You Handle Workplace Conflict?
- Quiz: How Well Do You Handle Failure?
- Quiz: How Well Do You Manage Your Energy?
- Quiz: How Well Do You Recognize Those Who Work With You?
- Quiz: How Well Do You Delegate?
- Quiz: Do You Have Workaholic Habits?
- Quiz: How Well Do You Handle Worry?
- Quiz: How Well Do You Deal with Change?
- Quiz: How Well Do You Communicate?
- Quiz: How Healthy Is Your Relationship with Money?
- Quiz: Are You Too Busy? How Can You Tell?
- Quiz: Are You a Perfectionist?
- Quiz: How Well Do You Express Your Needs?

Feature Articles

- Legacy: What Are You Leaving Behind?
- Credibility: A Critical Foundation of Leadership
- Improving Performance With Collaboration
- Curiosity and Results: What's the Connection?
- Overcoming the Obstacles to Midlife Career Change
- Becoming a Trusted Leader
- The Active Leader: Moving from Ideas to Action
- Designing the Alliance
- Exploring Perspectives at Work
- Powerful Speaking
- Accessing the Power of Meaningful Work
- Job Transition: Why the First Few Months Are Critical
- Effective Listening
- Is It Time for a Productivity Tune-Up?

- Lessons in Ethics
- Quiet Leadership
- Attraction—Getting What You Want to Come to You
- The Profit Imperative
- Impossible Thinking
- Tolerations
- A Good Laugh is Good for Business
- Time is More Than Money: It's Your Life!
- Disconnect: Exploring Workers' Emotional Connection to Jobs
- Thinking Like an Entrepreneur (Inside the Corporate Walls)
- Everyday Leadership: An Inside Job
- Taking Stock of Our Lives
- The Victim at Work
- Listening Practices: Tips and Traps
- Getting Unstuck
- From Drive to Overdrive: Kicking Your Momentum Into High Gear
- Playing to Strengths
- Creating Systems for Success
- Business Results of Coaching
- Marketing Lessons for Anyone in Any Walk of Life
- Bounce Back: Developing Emotional Resilience
- Emotional Intelligence and the Resonant Leader
- Competing Devotions
- Dealing with Difficult Co-Workers
- Mentoring for Success
- Personal Branding
- Procrastination: The Thief of Time
- The Importance of Follow-Through
- Getting Organized for Success
- Building Endurance for Maximum Performance
- Improving Personal Productivity
- Productive Partnerships
- Succeeding with Failure
- Getting Beyond Our "Stories" at Work
- Taking the War Out of Our Words
- Claiming the Empty Spaces: The Importance of Idle Time in a Fast-Forward World

- Recognizing Burnout
- Intuition at Work: A Pathway to Unlimited Possibilities
- How Healthy Is Your Relationship to Money?
- Speaking Clearly
- The Green Office
- Time Chunking
- Don't Miss a Step—Take Time to Celebrate!
- The Hat Trick: How to Wear the Right “Hat” for the Task
- Giving an A: Measuring Possibility
- Getting Things Done on Time
- Unlocking the “Yes”: Pitching Your Project Past Resistance
- Changing “Yes, But” Thinking
- Parenting as a Management Tool
- The Role of Games in Building World-Class Teams
- Generating Brilliant Ideas
- Keeping Your Cool in Negotiations
- Optimism: A Positively Essential Work Skill
- Speaking Up
- Working the Networking Groups
- Playing the Inner Game to Win
- Developing Dynamite Presentation Skills
- Taking Control: It's a One-Person Job
- Taking Feedback (to Heart)
- Money Talks, But What's It Really Saying?
- Emotional Work Connection: Bridging the Gap
- Unlocking the “Yes”: Pitching Your Project Past Resistance
- Putting the Value Back into Performance Evaluations
- Life Stages: Changes, Choices and Challenges
- Give Your Relationship a Tune-Up
- Loving Yourself: If Not Now, When?
- Living From Gratitude vs. Grievance
- The Power of Forgiveness: Moving Forward in Our Lives by Letting Go of What's Past
- Creative Conflict
- Accepting the Gift of Criticism
- Gifts of the Shadow
- Organize Yourself for *Life!*

- Commitment: It's Not Just About Relationships
- Befriending Anger
- Power of Poetry
- Letting Go
- Voice of the Inner Critic
- Taking Feedback (to Heart)
- Grace in Action
- An "Exercise" in Vitality
- Taming the Monster: When Envy Rears Its Ugly Head, Listen to What It Has to Say
- Got a Hunch? Trust It. Intuition: A Pathway to Unlimited Possibilities
- Overcoming Overwhelm
- The *Serious* Importance of Play in Our Lives
- Respect for Others and Self
- "Normal" Is a Very Big Playing Field
- Asking for What You Want
- Resentments & What to Do with Them
- Make Your Worrying Work for You
- Paying Attention to Red Flags
- Life's Choice Aren't All Easy, But They Are All Yours
- Maintaining Balance is an Inside and Outside Job
- Money Talks, But People Don't
- Listening to Our Bodies
- A New Look at Selfishness
- Tending the Fences: Setting Healthy Boundaries
- Moving Sleep Up on the Priority List
- Truth About Lies
- How to Say Yes to Yourself and No to Others
- The Call to Create
- Recognizing Victimhood
- Putting Childhood Play to Work for Us
- The Ultimate Act of Self-Care: Clearing Clutter
- Enough Not Being Enough
- Move Your Body, Move Your Soul
- What's (Self) Love Got to Do With It?
- Cultivating an Attitude of Gratitude
- A Merry Heart Doeth Good Like a Medicine (The Benefits of Laughter)

- To Make Time, Take Time
- The Health of the Human Spirit
- Optimizing Your Life Energy
- The Holidays: Here They Come, Ready or Not
- Curiosity
- How Avoiding Things Keeps Us Small
- Giving an A: Possibility, Not Measurement
- How I See It: A Look at Perspectives
- “Scare” Yourself Into the Life You Want
- Lifestyle: Choice Not Chance
- Self-Acceptance
- Optimism: A Positively Essential Life Skill
- Power of Intention
- Empowerment Through Self-Forgiveness
- Fear: A Little Word with a Big Voice
- Self-Responsibility Starts with an “I”
- Out of Judgment and Into Aliveness
- The Wise Teacher: Life Lessons from the Garden
- Reclaiming Our Lost Silence
- Enrich Your Life...Take Risks!
- Taking Control of Your Life
- Self-Care: Becoming Your Own Best Friend