



IT HAPPENS

Catch up time!

It has been some time since I communicated with you.

Life has been hectic – I decided to sign up for the SHE Women’s triathlon in February and then realized I couldn’t swim! I signed up for swimming lessons and had four before the triathlon and also had to buy a bike!

The day was great – a 300m swim, 10km bike ride and 3 km run – all completed in 50 minutes. Very rewarding – also participating with 3500 other women.

I have since had broken ribs from a casual restful day on a yacht!

Hope you are all keeping fit!

I also have a new office assistant Karen Pratt who I am sure you have spoken to and who is available to assist you.

I found a Buddhist saying that I found quite meaningful and inspiring:

Watch your thoughts – they become your words
 Watch your words – they become your actions
 Watch your actions – they become your habits
 Watch your habits – they become your character
 Watch your character – it becomes your destiny



How to save fuel

Slowing down a little saves a lot

You’ll use 25% less fuel by travelling at 90kph rather than 110kph.

The smoother the better

Minimise acceleration, stop start driving and braking, which all use more fuel.

Weight watching

An extra 50kg can increase your fuel bill by 2%. Remove items like roof racks when you don’t need them.

Less is more

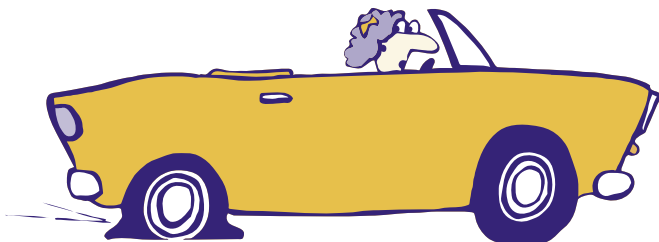
Cold starts and short journeys use 40% more fuel. Try and avoid multiple trips.

Air Conditioning pricey

Use the air conditioner sparingly – it can suck 10% of fuel.

Pressure to perform

Ensure your tyres are at the correct pressure and make sure your car is properly maintained.



How much do you leave to chance?

Most of us work hard to achieve financial security and a lot of effort goes into establishing and growing our assets and investments. Very few people these days are bargaining on social support in their old age and planning has become increasingly important.

We spoke to Lara McKittrick, Trust & Financial Services Consultant at Guardian Trust who explains, "Part of planning for the future – our own and our family's – should involve sound estate planning arrangements.

Estate Planning is about having proper legal arrangements in place to cover both foreseen and unforeseen events; it's about making sure your wishes will be carried out in the event of your death or incapacity."

Have you updated your Will in the last three years?

Circumstances and legislation change constantly. It's important to know the long-term effects of your Will on your family.

"Guardian Trust advises that you should review your Will at least every three years to make sure it meets your wishes," says Lara.

"Just like your regular medical check-up, you should review your Will every so often. It is especially important to update your Will if there have been any changes in your circumstances such as the birth of a child, a marriage or divorce (equally, if you've started or ended a de facto relationship), or if you have bought or sold any major assets."

Who would manage your affairs if you couldn't?

Enduring Powers of Attorney allow you to appoint someone to act on your behalf if you suddenly became incapacitated through illness or an accident.

"Effectively, this means your appointed attorney could 'step into your shoes' so that your day-to-day business and personal transactions could continue for that period," explains Lara.

These are not complicated documents to prepare and the benefits far outweigh the risks and cost of not having anything in place.

Could your hard earned assets end up in the wrong hands?

In recent years we have seen a substantial increase in the number of people setting up Trusts. What is the attraction?

"People are concerned about protecting their assets during their lifetime and a Trust, if properly set up, diligently managed and fully gifted, can provide excellent protection," says Lara. "For example, a Trust which meets these criteria can protect your personal assets from your business risks. Concerns about securing assets have also arisen from the new provisions of the Property (Relationships) Act which potentially enables your de facto partner to claim 50% of your assets if they are considered 'relationship' property as defined in the Act – whether you intended this to happen or not!"

No one knows what the future holds and all we can do is make the best possible plans to mitigate any risks. The things we can control shouldn't be left to chance!

If you would like to arrange a complimentary consultation or would like further information about estate planning contact Sheryl at It Happens on (09) 357 6444 or sglasse@ithappens.co.nz.



What to do with a tax refund

The tax year has ended and hopefully some people will be receiving a refund. It is amazing how a little "windfall" like a tax refund can disappear so quickly. Here are a few ideas for putting it to good use:

1. A little luxury is OK, so you're allowed to splash out and spend, say around 10% of it
2. Pay off your credit card
3. Fund your retirement
4. Boost your emergency fund
5. Contribute to a child's university fund
6. Continue your own education
7. Attend a conference.



Feeling overwhelmed?

It's a cry I've heard from a number of managers. 'I've lots to do – everything is a competing priority.' 'My day finishes and I feel I haven't achieved a thing.' 'The gloss has gone off my job. I'm not sure I want to be doing this anymore.' 'I feel overwhelmed with it all', each says, naming some common symptoms.

Sound familiar? Overwhelm is a common condition that can temporarily or permanently freeze people in a most uncomfortable position. There are some steps that can be taken, however, to assist in moving from over- to under-whelm.

Acknowledge and name the state that one is in is important. Temporary overwhelm doesn't mean personal failure, poor coping skills or overall inadequacy for the job. Rather, it is a signal that too much is happening at once and the way forward is unclear. It means it's time to get some advice, support and direction.

Stop everything

Well, not forever, but long enough to identify all the different issues, situations or stressors that are collectively contributing to the overwhelm state. If you get stuck with your own analysis, get someone to ask you the questions, reflect back what you've described and then give their perspective on your situation.

Identify all the component parts

Put them on the table, so to speak, and consider each one. For example, do they all need to be worked on at once, simultaneously? What are the priorities amongst them? Do they all have to be actioned by you, personally? What can you delegate? Can you work on some things with others? What's in the too-hard basket and causing concern? What

simply needs a finishing touch, to get it out of the way?

Have a plan

You don't need a glossy bells and whistles affair – a simple action plan will do. Determine how far out your plan is to be for, i.e. six months, a year, and record what you must do. Identify the baby steps to get to the final outcome. Add the timeframe you're working to, the sequential actions that must be taken, the resources you need and the outcome you require. Your plan will give you the blueprint for action and a path forward. It saves carrying information around in your head and creates 'head space'. It also enables the achievements and successes along the way, to be seen.

Get support around you

Have you got trusted colleagues you can brainstorm issues with? Can you discuss your plan with your manager? And outside of work, have you friends or key people you can talk to, over coffee?

Follow the plan

Having got it, use it. Take the Nike approach – just do it. Find a beginning point and go for it.

Another important step is to simplify your world. For example, are you tolerating things in your life that irritate and drain your energy? Tolerating a messy office, dirty office

windows, uncomfortable desk and chairs? Tolerating junk email, sloppy work practices, missed deadlines? What about your home? The blocked sink, the dripping tap, the unfinished paint job, the home office that isn't quite finished.

Make a list and begin to remove items. Buy in people to help, set time aside to do things, do whatever it takes to remove the tolerations and energy drains around you.

An imbalance in the personal and working worlds and a lack of self-care can also contribute to overwhelm. Working longer and longer hours, skipping breaks and packing more and more into the day in an effort to get on top of things, can be ineffective.

Factor in self-care as a priority (it'll be hard to remove overwhelm without it) and work to develop a balanced working and personal world.

It's easy to get overwhelmed. Sometimes the realities of our working and personal lives can make us lose perspective and feel out of control. It's generally temporary and will go when some specific actions put control back in the hands of the individual. But left unchecked, overwhelm can become permanent and damage individuals, their working lives and their organisations.

Sue Dwan

*Personal Management Trainer
sioux@xtra.co.nz*

In quotes

"If I'd known how old I was going to be I'd have taken better care of myself."

*Adolf Zukor,
Founder of Paramount Pictures
on his 100th birthday*



"In the depth of winter, I finally learned that within me there lay an invincible summer."

– Albert Camus



"As you travel through life, whatever be your goal; keep your eye upon the donut and not upon the hole."

– Unknown



Help us to help you

Insurance advisers are now required to comply with new regulations, which means it is becoming increasingly important for regular communication between It Happens and our clients.

Sometimes, when we phone clients for a review, we encounter a certain reluctance to agree to an appointment – perhaps they think it is going to cost them money. Remember that an appointment with your adviser is at no cost and obligation-free.

More importantly, this appointment time gives us the opportunity to bring each other up-to-date. For example, we can let clients know about industry and product changes that could benefit them. And clients can let us know about changes that may have occurred in their business, family or personal lives, which may mean the advice and recommendations they were given five years ago

or longer are no longer relevant and need to be readdressed. It could also mean they are paying to protect a risk that no longer exists, or that a new risk or priority is exposed.

Unless we know what your present circumstances, concerns, wishes and priorities are, the chances are we cannot provide the appropriate solutions or recommendations.

Some particular concerns for us are not being informed of a change address in address or occupation, or that you are no longer working for a particular reason, e.g. taking time out to do study.

Such information is very important, particularly if an income protection policy is in place. It is not usually possible to insure income that doesn't exist, however there are options available if a client's working situation changes, either temporarily or permanently.

It is also very important that we be made aware of any health changes that may result in a claim. It is dangerous, risky and potentially costly not to keep us fully informed. This applies particularly to income protection and other disability policies such as medical insurance and trauma or serious illness concerns. We can even be of assistance to people with life cover only who have been diagnosed with a terminal illness.

In conclusion, what we are endeavouring to do is provide professional insurance and financial advice. In order to do so, we require the co-operation of our clients. The better the relationship we have with you, the better the communication process will be and the better the solutions and advice we offer.

Let's work together. If we do not have your current phone number, residential, postal or email address, please give us a call so that your records can be updated.

Successful women financially aware

It's amazing the difference a generation makes. Women today are more financially aware than their mothers were, and their grandmothers ever needed to be.

Managing successful careers, and one-parent households, women face a unique set of factors when it comes to saving for retirement.

For one thing, women live longer than men – and could be facing 25 years in retirement.

Women spend more time out of the workforce, caring for children and elderly relatives. Statistics reveal seven out of 10 unpaid caregivers are women.

Women earn less than their male counterparts, and spend more.

The prospect of increasing numbers of women spending their retirement years alone only serves to highlight the importance for women to consider how they will fund their own retirement income.

Relying on a spouse's superannuation scheme is not ideal. And it's equally as important to know where all of the household income comes from, how it is spent, and how it is invested, and what the expectation is in retirement. Insurances and Wills are also important.

On the plus side, women tend to seek professional advice for investment decisions, and are more 'risk averse' than men when it comes to finance and investing. Such traits should be used to advantage to ensure there's gold in those retirement years for women in their prime.

Did you know?

The average human body contains enough iron to make an 8cm nail.

You share your birthday with at least nine million other people in the world.

The human body contains enough sulphur to kill all the fleas on an average dog.

Of all the senses, smell is the most closely linked to memory.



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INSURANCE & INVESTMENT ADVISERS

Level 10, 17 Albert Street, Auckland. P O Box 105-370.

Telephone 09 357 6444. Mobile 0274 747 755. Facsimile 09 357 0480.

Email sglasse@ithappens.co.nz Website www.ithappens.co.nz

