

Once Upon (an RFP)

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Monthly Newsletter, April 2020

Dear Friends,

2020 has become a year of unprecedented change. With many states and countries issuing mandatory stay-at-home orders, our work-life balance is indeed shifting.

What it means to be productive is changing. With productivity often hand-in-hand with leaving the house for work, running errands, or socializing, it can be challenging to find meaning and be productive while staying at home.

However, being forced to stay at home and occupy your time in different ways can be a creativity-inducing constraint. You may find yourself discovering a new workflow that works better or feel refreshed spending more time with family.

When you are feeling so much uncertainty, it may be helpful to jot down your short-term goals. The excitement of New Year is usually the time to focus on the greater scope of your year and what long-term goals you'd like to accomplish, but often our smaller short-term goals get buried under the pressure of big ideas months later.

Take the time to break your big ideas up into workable projects and attainable goals. With each smaller goal that you accomplish, the closer you get to the grand finale. Don't feel as though you need to complete a big task every day. Working towards smaller goals can reduce mental clutter and open up the path to reaching higher peaks.

Perhaps you'd like to add five new clients to your repertoire this year. Well, what does it take to make the initial contact with the first client?

Does your plan involve networking? With conferences canceled left and right, professionals are looking for new ways to network and create meaningful connections. Take to social media and broaden your circle!

Or, maybe you're looking to achieve a new goal in professional development — a new certification or specialization. Many companies are currently offering free or discounted webinars and virtual learning sessions to help professionals continue their growth remotely.

Not every goal needs to be a work-related goal, tackle those personal goals too! Could it finally be time to paint the bathroom you swore you'd finish five years ago? Or create the Spring garden of your dreams? Embrace the extra time that you may now have and create a new kind of work-life balance.

Without smaller and more immediate goals, our grander aspirations can begin to feel farther away as the year progresses. It helps to take some time to break open the big ideas and look for the details that you can manage day-to-day to work towards that big goal. Doing so can break up the monotony of what has become a working-from-home lifestyle for many.

Need some help creating effective plans for your immediate bid proposal goals? We at Once Upon an RFP are here to help.

Are you struggling to figure out what the first step is? Let us help you prioritize and stay organized.

As we send this newsletter, we are eager to see how you conquer your goals and continue to feel inspired. Thank you for taking the time out of your busy schedule to read this newsletter. Our hearts go out to you and your families as we navigate the unexpected during this COVID-19 outbreak.

We hope you liked last month's recommended reads. Below are links to a few articles with tips on working from home and using new software to streamline your proposals, as well as a book that we've read and loved. We hope you enjoy them, too.

Wishing you a healthy and productive April!

Kind regards,

A handwritten signature in black ink, appearing to read 'Caryn', written in a cursive style.

Caryn Kent Dean
Founder, Once Upon an RFP

P.S. Interested in learning how we can support your business with proposals or RFP responses? Please reach out. We offer a free 30-minute consultation.

Schedule yours today at <https://www.onceuponanrfp.com/contact-us>.

GOOD READS

PROPOSALS

[Real Solutions for Managing Unrealistic Proposal Schedules](#)

By Frances Moffett, February 25th, 2020, [Winning the Business](#)

[20 Best RFP Response Tools for 2020](#)

By Beau Wysong, [RFP360](#)

BUSINESS & BALANCE

[The Future of Work Is From Anywhere, At Anytime](#)

By Mike Swigunski, March 1, 2020, [Entrepreneur](#)

BOOK

[Excuse Me, Your Life Is Waiting](#)

by Lynn Grabhorn, © 2009, Hampton Roads Publishing

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