

Christopher Wilcox  
McCormick Klessig & Associates  
PO Box 66  
522 Clermont St.  
Antigo, WI 54409

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## **MESSAGES from the Masters**

### ***Four Ways to Master Change by Sheila Murray Bethel***

We are living in exciting age of unprecedented change. Today's accelerated rate of change presents us with unique challenges and opportunities. When change brings success, keep your ego from getting out of hand. When the change is negative, use your sense of humor to get through it. Once you learn to handle change, you can take your skills, talents, and abilities and help others change. Let's look at four ways to enhance your mastery of change.

#### **1. Don't Fight It.**

The natural tendency is to protect what you know and value, what has become familiar and comfortable. Unfortunately the world will change with or without you. So you must adapt again and again. You make your life so much more complicated when you fight the change. You cause yourself stress and can actually become ill. Remember the old Serenity Prayer: God grant me the serenity to accept the things I cannot change, The courage to change the things I can and the wisdom to know the difference.

#### **2. You don't have to like the Change.**

No one ever said you have to like the changes you are experiencing. However, you do have to understand them so you can progress. Study, explore, and read everything you can about the current matters that affect your perception and handling of change. Life is not always about "liking." It is about doing the best you can, with what you you've got and getting on with it--right now!

#### **3. Know what to defend against change.**

There are some things we should resist changing because change does not always translate into better. Change for the sake of change alone can destroy valuable situations, assets, and relationships. Many values deserve to be defended. Ask yourself what you will change and what you will defend.

#### **4. Have a Sense of Humor.**

Humor can give you a momentary "emotional vacation." A sense of humor can conquer pretense, and diffused anger and hostility. It can take an impossible situation and change it into an acceptable one. The old axiom, "if you take yourself too seriously, no one else will," is key. The most effective people are spontaneous and can use humor to express their feelings, and to encourage others. When you set out to be a change master and to make a difference in this world, there is no guarantee that it will be easy. By learning about change, serving others and helping them to learn to change, you will indeed be making a difference.



Christopher Wilcox  
PO Box 66  
522 Clermont St.  
Antigo, WI 54409  
Office: (715) 627-4302  
cwilcox@mccormickklessig.com  
www.mccormickklessig.com

Quest Capital Strategies 25231 Paseo de Alicia, Suite 110  
Laguna Hills, CA 92653-4615 (800) 527-9989 Member  
FINRA and SIPC

#### **About Our Firm...**

McCormick-Klessig & Assoc., Ltd. provides individuals, families, small and medium sized businesses with complete coverage of personal and business risks in all product lines: Commercial Personal Life Accidental and Health ( including group products).



## Document Checklist

**You may find this Document Checklist of assistance in your planning.  
Please contact my office if we can be of further assistance.**

Document	Location
<b>Personal:</b>	
Birth Certificate	
Marriage License	
Pre- or Post-Nuptial Agreement	
Will	
Trust(s)	
Living Will(s)/Power(s) of Attorney	
Mortgage Papers	
Automobile Titles/Papers	
Income Tax Returns	
Gift Tax Returns	
Insurance Policies	
Employee Benefit Documents	
Passport	
Military Records	
Medical Records	
Citizenship Papers	
Warranties	
Current Bills	
Funeral/Burial Documents	
Other: _____	
<b>Business Ownership:</b>	
Partnership/Incorporation Documents	
Buy-Sell Agreement	
Section 303 Stock Redemption Agreement	
Business Valuation/Appraisal	
Business Tax Returns	
Other: _____	

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