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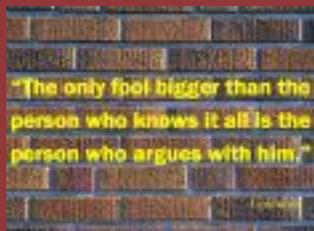
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### Thought for the Day

Remember ...



## 10 Reasons to Do Personality Assessments

Personality assessments, like the DISC or the MBTI, provide insights into people in minutes what can take months or years to do without them. In addition to saving time getting to know the person, below are 10 reasons to use these types of assessments in the workplace. **Why use assessments? Because they:**

1. Help make informed decisions about placement, promotion and leadership by measuring attitudes, work habits, interests and motivations.
2. Encourage employees to develop by delineating strengths and opportunities for improvement.
3. Identify communication skills required for people to thrive in new positions.

4. Help build a team so that blind spots are covered.

5. Assist teams to understand each other and work better together.

6. Support both managers and sales people to design their programs to gain better acceptance and results.

7. Help people to build on their strengths and adapt strategies to improve on their weaknesses.

8. Instill an appreciation that different does not mean wrong.

9. Reduce conflict by having an understanding of why people do what they do.

10. Reduce turnover. People stay when personality conflicts are reduced and people get along.

By the way, the next DISC Certifications are June 13 and Sept. 19!



## Rumors, Gripping and Gossip

**What's the difference between "rumors," "gripping" and "gossip" and how do you deal with it?**

"Rumors" center on institutional or team issues, such as layoffs and reorganizations.

The best way to deal with rumors is to keep your team members informed about issues that affect them, go to the source and/or focus on the task at hand. If nothing is new, simply informing people is helpful.

"Gripping" is typically a response to some work-related issue that irritates an employee.

The best way to deal with gripping is to

listen and help them to explore options to remove any real obstacles that are getting between the person and their goals.

"Gossip" deals with a topic that doesn't directly affect the people who are gossiping. It's either about what they heard somebody say to somebody else, or even worse it's about the interpersonal affairs of other employees.

The single best way to deal with gossiping is **NEVER** pass on gossip, no matter where you are or who you are with. Become known as a nonparticipant and let people know that gossiping is usually hurtful and unproductive. If someone tells you something in confidence and you promise not to say anything, keep your promise! If you do, it is amazing how quickly you will be "in the know" and trusted.

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## Did You Know That Hull & Associates Offers ...

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## FUN + WORK = CREATIVITY!

One of the requirements for any program that we do is that it has to be fun. Why? Because studies show that when fun is an added component to work, productivity and creativity increase. Ask Southwest Airlines or Google employees and they will tell you that their culture is one of high energy and high fun. Fun at work is not a new idea. Even during the Agricultural Age, work songs helped ease dreary tasks .

Boomers like to separate work and fun. The X and Y generations believe that if it is not fun, it is not worth doing. To them, fun is not the reward, it is the work itself.

So how do you make work fun?

Capitalize on the spontaneous. If one person is having a funny experience, let them share it. Fun can't always be scheduled.

Embrace "out of the box" thinking.

Expand boundaries. Intentionally, brainstorm silly solutions to problems. Don't make rules that limit the process.

Do physical and/or competitive team-building activities. Have a watermelon seed spitting contest. When we say physical, getting out of the chair and talking in a circle facing out rather than facing in typically brings a smile to the face and ideas to the brain.

Encourage people to express themselves. Have fun things on hand and handy such as balloons, balls, markers, large sheets of paper, play dough, silly putty, and dress up clothing are just some of your tools.

Let people volunteer to be the Fun Master of the day. You will be surprised at how much more creative and productive your organization will be!



## A New Generation Is Reinventing Retirement

Age 65. For many years, this magic number was the sign for people to say goodbye to the workforce and hello to a leisurely life of retirement. This is hardly the case today. Those in their 50s, 60s and beyond don't want a traditional retirement lifestyle. They desire new challenges, social connections or extra income, all of which they can find through employment.

While employment certainly delivers many of the benefits the 50+ population seeks, it has its challenges. Mature workers face many decisions when considering employment prospects. They do not want to continue doing what they have been

doing and are not sure what they want to do next.

**What should you do if you are considering a job change?** No matter what your age, conduct a personal assessment to determine what it is you need and want from a job. By clarifying the work experience desired, you increase the odds of finding the right job.

Particularly if this is a second career, consider: Do you want:

- A steady job or seasonal employment?
- Part- or full-time work?
- Occasional work or a regular schedule?
- To learn a new field or work in one where you have experience?
- A large or small business?
- A single employer or varying jobs/employers?
- A regular or seasonal paycheck?

If working after retirement is a yes for you, a small investment of thought and planning can yield big rewards in job satisfaction. If you're facing this decision soon, take the time to evaluate your employment preferences now and plan for the future.

## Getting More Done

Did you know that if you reduce your wasted time by just five minutes every hour, productivity can jump 8.3 percent, and you will raise your value to your organization and lower your stress levels.

Efficiency levels rise as you focus more time completing critical tasks. Other advantages of effective time management include:

- accomplishing more each day
- meeting project deadlines
- serving more customers without adding staff, equipment, or office space
- spending less time doing paperwork and attending meetings

### Tap Into A Powerful Tool for Self-Assessment

Meeting the daily challenges of managing professional and personal responsibilities requires a learning strategy that focuses on your individual needs. There are 12 time-related arenas. (Attitudes, Goals, Priorities, Analyzing, Planning, Scheduling, Meetings, Written Communications, Interruptions,

Delegation, Procrastination, and Team Time) By knowing your strengths and deficiencies in each, you will manage your time better. The **Time Mastery Profile** helps you assess your time-management effectiveness and helps you create a personal plan for improving your skills in all 12 areas.

An interesting fact is that most people need less than one hour to take the first steps toward more effective time management once they know what to do! **Contact Hull & Associates (407) 628-0669 or Info@hullonline.com** to receive a **free sample Time Mastery report** or learn about our **Time Mastery Seminars**. Get more done with less stress!



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## TIME MASTERY TIPS

- Plan and prioritize your tasks each day.
- Don't underestimate the time something takes.
- Divide large tasks into smaller doable ones.
- Work on a dreaded task for 10 minutes each day.
- Learn to say no to low priority tasks.
- Delegate and eliminate nonessential tasks.
- Do it right the first time.
- Handle things once.
- Take a break.
- Rejuvenate.
- Develop productive routines.
- Pick up a good habit.
- Start tomorrow today—end your day with a list for the next day.
- Write yourself notes.
- Be flexible.
- Evaluate how you're spending your time. Take the online Time Mastery Profile.
- Get help—via a class, reading and/or coaching.
- Feel free to contact us. We can help!

From - Mastering Your Time - by Dr. Mimi Hull

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## VISIT OUR BLOG!

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## THANKS FOR YOUR REFERRALS

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the personalities. Learn and integrate the DISC tools and workshops into training, counseling and coaching applications and EARN CEUs

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**C** by Dr. Mimi Hull

THE corporate couch



**Q:** I was recently hired by a company for a management role. A few of the employees with whom I interact speak languages other than English, and their accents are so thick I sometimes can't understand them. I keep asking them to repeat themselves, and I fear it is becoming annoying. The job description never specified the need to know other languages. Nevertheless, I find that the lack of understanding is impeding the communication, as well as the production process of the job. How can I better understand my employees?

— *Lost in Translation*

**A:** Corporate America is a salad bowl, and its language barriers are real and

need to be overcome. It is okay to ask your staff members to repeat something if you did not understand what they said. In turn, remember to be respectful if they ask you to repeat information. Consider suggesting that you both speak slower until you get comfortable with the speech patterns.

The best way to learn another language is to immerse yourself in it and become familiar with its dialects and speech patterns. Holding conversations with these employees outside of the business context may help train your ear to hear how they pronounce certain words. Try going to lunch together. Be sure to choose a quiet place so you can concentrate on what your staffers are saying.

— *Dr. Mimi*

Dr. Mimi Hull heads Hull & Associates, a team of trainers, speakers and consultants. A licensed psychologist, she has a master's in counseling and personnel services and a doctorate in psychology with specialization in business management from the University of Florida—Gainesville. Her B.A. in psychology is from Syracuse (N.Y.) University. Reach her at [www.HullOnline.com](http://www.HullOnline.com) or [DrMimi@HullOnline.com](mailto:DrMimi@HullOnline.com).