## HULL& ASSOCIATES

# The Corporate Communicator

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#### **Hull & Associates**

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#### Consider This ...



#### **Getting Past Failure**

Bill Gates was a Harvard dropout. He co-owned a business called Traf-O-Data, which failed. Walt Disney was once fired from a Missouri newspaper for "not being creative enough." Michael Jordan did not make his high school basketball team.

So how can you overcome failure in your life?

Accept what happened. You can't change it. Take a few days to think through what occurred and accept your emotions. If you need to talk it out, find and talk with a trusted friend who is not at all involved in the scenario. If writing helps, write yourself a letter or keep a diary or journal.

**Figure out what went wrong.** Try to see things from an outsider's

perspective. Take responsibility and don't make excuses or try to blame others. Ask yourself what really caused the failure. Assess your strengths and discover opportunities for improvement.

Look for ways to improve. Find a balance between optimistic thinking and realistic planning. Don't put artificial limits nor unrealistic goals on yourself. Take small steps. Find a mentor or a coach. Take a class. Read up on what you want to learn. See your defeat as a minor setback, rather than a total devastation.

Try again ... and again! With each effort, hopefully you will get closer to your goal. Don't make your life one of regrets. The people mentioned above were not afraid to risk failure and neither should you!

#### **Working With an Introvert**

Introverts lend a positive aspect to the workplace. Here are some tips for working with introverts, especially if you are an extrovert.

- 1. Be patient. Introverts take time making decisions and solving problems because they want to do it right the first time. They quietly contemplate options before making decisions. When discussing an issue it's always wise to circle back to your introverts after they've had time to consider their options.
- 2. Don't overwhelm them with emotion. Introverts don't openly express their feelings. They may smile when others laugh. They avoid when others express. If there are negative issues, let them know that you want to work things out calmly.

- **3. Give them space.** Social settings can drain introverts and need quiet time to "recharge." Giving an introvert alone time is like giving water to a plant, it helps them grow.
- 4. Introverts seem guarded. –
  Introverts may say, "I'm fine" even when
  they are not. If in pain, they recoil to
  their shell and fortify defenses. They
  need to trust you to be direct and
  honest with you.
- 5. Introverts get angry. Introverts may let stressful events grow until they can't take it anymore. Should they blow up, it's often the straw that broke the camel's back. Don't push back. Let the person cool off. Calmly talk things out, lend a listening ear and let them know that you're willing to work with them.

Introverts add a lot to an organization ... as do Extroverts!

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

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Call us today at (407) 628-0669 to see if we can help you satisfy your talent management and organizational development needs.

#### An Interesting Perk - Unlimited **Vacation Time**

Unlimited vacation time proposes that employees take time off as they see fit. This takes the anxiety out of saving days off for employees while also taking the stress out of tracking time for managers. However, this experimental policy may not be the best choice for all workplaces. Here are some things to consider:

What is your organization's size? This policy is better built for larger companies than smaller ones because the workload can be more easily covered if there are several people who know how to do the work.

Is this something your employees want? Some employees don't take paid time off because they fear they will fall behind at work and it is not worth it to have to catch up. There is also a fear that vacations. decisions that affect them may be made

in their absence. Have a talk with your staff and gauge their preferences; maybe they love the idea or maybe not!

How secure is the relationship between the manager and employee? Trust is crucial for this policy to work. If the manager feels confident in their employee's work ethic then they can comfortably let the employee take the time off. If there is doubt, this simply won't work.

Is there a variation on this policy that could work for your organization? Maybe you can't provide unlimited vacations, but you can have optional "short days" or "long lunches?" Can employees take time off to see their child's play or participate in their volunteer commitment? Often these opportunities can be just as motivating as unlimited

#### What is DiSC®

All of us have developed behavioral patterns - distinct ways of thinking, feeling, and acting. The central core of our patterns tends to remain stable However, the demands of the work environment often require different responses that evolve into a work behavioral style.

Everything DiSC Workplace presents a plan to help you understand yourself and others in a specific environment. Your behavioral style is represented as a dot in a circle. Each quadrant represents a behavioral style: Dominance, Influence, Steadiness and Conscientiousness.

DiSC® moves you toward a more successful work style and stronger team. **Everything DiSC Workplace** is not a test. You can't pass or fail. There isn't a best pattern. Research evidence supports the conclusion that the most effective people know themselves, know the demands of the situation, and adapt strategies to meet these needs.

We really like the **Everything DiSC®** Profiles because they are not only descriptive...but also prescriptive! You will DrMimi@Hullonline.com or 407-628-0669. also receive excellent customized

strategies on how to best work with others.

At no additional charge you can run comparison reports between two people which give each person insight and suggestions on how to work better because it reflects our individual identities. together. There is also the Team View. The Team View puts the graph of each selected team member on one report and within the Everything DiSC Workplace profile is a short but comprehensive overview of each graph. This allows each person to get a read on every other person presented in the Team View.

> In summary, the Everything DiSC Workplace enables you to:

- Identify your work behavioral style
- Create the motivational environment most conducive to success
- Increase your appreciation of different work styles
- Identify and minimize potential conflicts with others
- Learn strategies to better work with others
- Reduce conflicts
- Create a better and stronger team!

Want to do the DiSC? Contact us at

#### **Dealing With Difficult People**

The Gossip Queen, the Know it All, the Grouch. At work, you expect others to act professionally, but at least one of them will cross your path and you will question how to keep your sanity! Here's how to better handle these people.

Don't wish them away. Wishing won't help! The chances of their leaving and/or changing are slim. Admit to yourself that you have trouble with some people. Only then can you begin to think of ways to work with them.

Don't get sucked into playing their game. Challenging people are actually trying to control you. They want you to listen and agree with them. Don't! When they get off track, bring them back to the work issue rather than reinforcing their behavior.

Get some distance. Mentally and physically remove yourself from the situation. This helps you to see what people are really trying to do and provides you an opportunity to form a suitable response ... which may mean saying nothing!

Be confident. Believe in vourself. Difficult people look for victims. If you are self-assured, you will be a less desirable target for their childish behavior.

Don't grumble to others. No matter how tempting it may be, avoid complaining about your difficult person. If other people are working with the same person, they already know and don't need you to spread the word. Also, you risk being labeled as a whiner or trouble maker.

Set limits sooner than later. You may need to set parameters. It's better to handle the situation while you're emotionally in control. If it goes on too long, you might speak out of anger or frustration and say things you will regret later.

Maintain a pleasant relationship. Even if you don't like the difficult person, you may still need them and can possibly even learn from them. You probably won't be best friends, but try to understand their perspective. This will make working with them a lot easier!



Have you ever said, "but I told them ... "You probably did, but the message you sent was not the message they received. Call Dr. Mimi to help improve communications!!!

Dr. Mimi Hull is a fully licensed psychologist who has helped many organizations improve communication, leadership and team building. She can help you, your organization, your board and/or your staff.

Her most requested programs are in the areas of Communication, including Team Building, Leadership, **Conflict Management and Board Development.** 

Contact her for a FREE consultation!

E-mail -

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Visit our WEBSITE AT www.hullonline.com.

Read articles, comment, ask questions and access archived newsletters. Follow us on TWITTER to receive updates and ask your most pressing workplace questions. twitter.com/drmimi

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#### **NEED HELP?**

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#### Learn the DiSC!

The next DiSC Certificate Program is Tuesday, December 8th.

This is an affordable, practical training that you can immediately put to use. It fills up fast! Contact us today about registering!

#### Our Contact Information.

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#### Dear Dr. Mimi:

I often feel pressed for time to get all the work done that my boss gives me. I am one of those people who prefers to finish one task before starting another. However, my boss believes more can be accomplished if I multitask. I have never missed a deadline. How do I make my boss understand my work style?

—Distressed

#### **Dear Distressed:**

Everyone works and accomplishes tasks differently. If multitasking is not for you, let your boss know. Find out the real deadlines and suggest that it might be more effective if you can create your own schedule so as to best meet the deadlines. Current studies show that although multitasking may be effective in some situations, the quality of the work often suffers, and the "do-over" time cancels any perceived time gains. As long as you meet the deadlines, how you accomplish the tasks can be left to you.

—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 <a href="https://www.HullOnline.com">www.HullOnline.com</a> or <a href="https://www.HullOnline.com">DrMimi@HullOnline.com</a>.



#### Dear Dr. Mimi:

Recently, my supervisor evaluated my work and emailed the evaluation to me. I scored the lowest I ever have since I joined this company. I do not know how my performance was scored or the reasons for the comments he gave. The evaluation, I believe, is inaccurate and does not reflect the work I do. This evaluation affects my raise and bonuses. How do I approach my supervisor about this unfair evaluation?

—Distraught

#### **Dear Distraught:**

First, reread the evaluation objectively. Sometimes people can be defensive to what is supposed to be constructive criticism. If you still have a problem with the evaluation, schedule a meeting with your supervisor, explaining that you received his comments and had some questions about them. During your meeting with your supervisor, ask him to explain his views and give examples from which you could learn. Ask him to offer suggestions for improvement. Perhaps ask for a re-evaluation, maybe from someone else who knows your work. Whatever the outcome, remember to not take it personally and to use the information as an opportunity to grow.

—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 <a href="https://www.HullOnline.com">www.HullOnline.com</a> or <a href="https://www.hullOnline.com">DrMimi@HullOnline.com</a>.