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The Corporate Communicator



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Hull & Associates

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Are You Managing Your Time?

Whether you are working from home or back in the office, time management is important. Good time management reduces stress and increases productivity.

Answer these questions to determine if you are using your time wisely. If you answer "yes" to any, you probably could use some help!

Do I spend time wondering what I should do next? Make a decision. Even if it isn't the top priority, at least you will have done something.

Do I let "routines" control me? What do you do when you arrive at work? Do you waste time doing things just because they are habits? Try changing your routine.

Do I say "yes" too often? It is OK to

say "No". It is good to help others, but be sure that you are not doing so much for others that your own priorities don't get done.

Do I put off simple, boring, or tedious tasks? Every time you think about these activities, you are wasting time. Just do them. Do them fast and get them done. You will feel very accomplished.

Do I daydream? If you are not sure, periodically ask yourself, "What am I thinking about at this moment?" If it is not about the task you are doing, you are not as effective as you could be.

Have I never taken a Time Management Inventory? Learn your strengths and get useful tips to improve your weaknesses so you can have better control over your time. **Call us today to learn more.**

Why Proactive Leadership

During these times, leaders are being pushed to find new and creative ways to do business as well as keeping their team engaged. Being a leader requires being proactive both in good times and bad. When things are difficult, leaders tend to do whatever needs to be done to navigate through the immediate challenges.

Leaders also need to be proactive when things are "fine". We tend to relax when things are moving at a comfortable pace or when a crisis is averted. Unfortunately, these times leave no room for complacency and **as a true leader, you need to:**

Create and work toward an enhanced vision. This keeps your people attentive. Vision speaks to the future and the constant communication of it

ensures you and your team stay focused and move forward.

Stay disciplined and pay attention to the details. This causes you remember to do the smaller, but important, things to keep the ball rolling.

Keep track of what you are doing. This lets you know that you are making progress and allows you to focus on the journey as well as the destination.

Collaborate with others. This means seeking ideas from your team. Ask them for their suggestions. This keeps fresh ideas on the table. When you work alone, it is easy to tell yourself that you have done all that you can do.

Celebrate! This keeps people motivated. Celebrate even small victories. While there is always more to be done, celebrating accomplishments is very motivating for you and your team.

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What's a Leader to Do?!

During the pandemic, many leaders prioritized the business side of the organization, forsaking the need for “human-centered” leadership. This gave their people a lack of psychological safety and increased anxiety.

Leaders must **care about the physical, mental, emotional, and financial wellbeing of their team members, especially now.** You must step up, become innovative and optimize your focus on your team members.

Leaders need to listen and learn from their team members. As a leader, it is important to ask your people for their feedback on not only about what they are doing, **but also about how they are feeling.** This benefits everyone: the leader, the organization and the team members.

In return, leaders need to **give feedback to their team, sharing how they,**

too, are feeling as leaders. Team members appreciate leaders who take the time to share, coach, and inform them as they also lead them.

Leaders need to share and learn from other leaders. Peer feedback, as well as feedback from leaders in higher positions, is vital. When seasoned leaders **share best practices, as well as their pitfalls and problems,** they invite emerging leaders and their team members to also be open and honest.

Good leaders are listeners, not interrupters. Not interrupting and truly listening are powerful tools in creating a strong foundation for trust and stability.

After they listen, leaders need to reflect before they react and respond. Reflecting puts the subconscious in gear so that a leader can develop an even better, more thoughtful, response.

7 Ways to Overcome New Job Anxiety

Starting a new position is nerve-racking. Not only is it a new job and new people and a new environment, it is also a different culture – all of which causes stress. *Here are some coping tools:*

1. Practice Self-Validation. Before you begin your first day on the job, remind yourself why you were hired. Think and list your strengths that landed you the position. Take a deep breath and focus your thoughts on these strengths. This will boost your confidence and ease your anxiety.

2. Talk to an Encouraging Friend. Sometimes it is hard to give yourself the positive feedback you need, especially if you're finding it difficult to pinpoint your strengths. Call a close friend or family member and talk through your emotions – have them validate all the great things they know about you.

3. Prepare the Night Before. Preparation helps first day nerves and ensures a smoother morning routine. Assemble what you may need for your first day. Do a test run to be sure you have enough time to get ready and arrive on time (early) for your new job.

4. Plan a Reward. Plan to do or have something fun after your first day of work. Knowing that you have a fun reward waiting leads to a more positive mindset and eases anxiety.

5. Engage with Your New Coworkers. People who are more experienced may seem intimidating, but work to connect with them whenever possible! Keep in mind that everyone started off new, and they may be more willing than you think to offer their support and encouragement.

6. Accept Feedback & Be Patient. You can't know everything right away. Your tasks may be more time consuming at first since you are learning the process and culture of the workplace, so be patient with yourself! Seek help from others to get a better understanding of your job. Don't take corrections personally. It is part of the learning experience. As time passes, you will get a better hang of the job.

7. Deal with your anxious feelings. It is normal to feel anxious when you are experiencing new things. When you are feeling stress, take a few deep breaths, remind yourself that you are doing your best, and see your new job as an exciting opportunity.

A Current Miracle: 15 Minutes of Mindfulness

Research shows that we are experiencing increased stress as we return to work. Research also shows that practicing **15 minutes of mindfulness daily** reduces this stress.

What is Mindfulness? Mindfulness is simply the ability to pay deep attention to what's happening, internally and externally, minute by minute. Research reports that **physiologically, mindfulness decreases the size of your amygdala, the part of the brain that initiates stress.** It also **reduces your cortisol level, which is a stress hormone.**

Mindfulness is achieved by intentionally focusing, having moments of meditation, doing breathing exercises, having quiet time, and simply paying attention. If you practice mindfulness 15 minutes a day, it becomes a habit. As with any habit, you will be mindful automatically. Then you will be able to **consolidate your thoughts and ideas, so they are less overwhelming.** When your mind is focused, you can think clearly and

this also increases your creativity. As you control your thoughts and behaviors, mindfulness promotes **empathy and self-regulation.** Lastly, mindfulness **improves productivity** because you working more efficiently and more strategically.

The benefits of mindfulness stretch beyond the workplace. People who engage in mindfulness are able to learn quicker, have more empathy, have a higher acceptance and tolerance of change and perform better overall.

Mindfulness can be taught both in-person and virtually. Participants need to practice these techniques and organizations can promote this by providing, not only the training, but also spaces where employees can take a few minutes of downtime to relax, meditate, stretch and/or simply zone out.

All of this works to enhance the individual's comfort and productivity.

When the employees function at full capacity, the organization benefits as well.

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Contact her for a FREE consultation!

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 by Dr. Mimi Hull

THE corporate couch



Dear Dr. Mimi:

I am working from home, and the hours that I am working are crazy. Does working from home mean working longer hours?

—*Exhausted*

Dear Exhausted:

Only if you're doing it wrong! How much you work should relate to the job you have or the project you are working on, not if you are working remotely or not. Some people work more hours remotely because they aren't good at setting boundaries or they are new to remote work and haven't adjusted yet. Minimize distractions as much as possible. Make a to-do list, track your working time, and when you are done, stop working!

—*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 or DrMimi@HullOnline.com.

 by Dr. Mimi Hull

THE corporate couch



Dear Dr. Mimi:

Is it wrong for my boss to go through my work email? I sometimes use it for personal stuff. I know she reviews it because she will mention something that she could only know checking my email.

—*Violated*

Dear Violated:

Many organizations have you sign an agreement that your email can be reviewed. You can check with your human resources or systems office to see the conditions of such an agreement. In any case, I would strongly suggest that you keep your work email and your personal correspondence separate, especially since you know she is checking it.

—*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 or DrMimi@HullOnline.com.