

HULL &  
ASSOCIATES

# The Corporate Communicator

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## Hull & Associates

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## Table of Contents

Build a Better..... Pg. 1	Resume!
Balance Your Life! .... Pg. 1	
The Power of Self ..... Pg. 2	Talk
Dealing with ..... Pg. 2	Naysayers!
Resilience at Work ... Pg. 3	Dear Dr. Mimi:
Coworker cheating .. Pg. 4	on time sheet!
Dear Dr. Mimi:	
Micromanaging ..... Pg. 4	Boss!

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You will go as far as  
you think you can go!



## Build a Better Resume!

The job market is competitive, and a resume is often the first impression an employer/recruiter gets to see of your qualifications and experience. A recruiter looks at a resume for about six seconds, so it is important to make your resume stand out! **To make your resume memorable:**

**Make it concise.** Keep it to one page unless you have relevant job experience. Don't make it a summary of all your experiences. Summarize your relevant job responsibilities and skills.

**Create an original template to stand out.** Be sure it has a logical order and flow and use a readable font.

**Cater your experience specifically to each job!** Use the same words that are in the job description. If your current job

is not in the same field as the one for which you are applying, emphasize the skills that your past job gave you that relate to the job you are seeking. Get creative and make meaningful connections.

**Use strong action words** such as designed, improved, and established. This is important to establish yourself as a confident and capable candidate!

**Double and triple-check for grammatical and spelling errors.** These errors are viewed as signs of laziness. Formatting errors are seen as a lack of technical skill. Send your resume as a "pdf" so that your formatting doesn't get messed up.

**Update your resume regularly!** Use the various tools available to impress your future employer.

## Balance Your Life and Prevent Burnout!

Working and maintaining a life outside of work is challenging. Finding time to put down your phone or leave your computer is a challenge. **To prevent burnout, here are some tips.**

**Create work and life/play goals.** Set goals that will keep you motivated when going to work and when you are home. This allows you to look forward and give yourself the feeling of accomplishment and success when they are completed. To create balance and a sense of fulfillment in both your personal and professional settings, create life goals that do not intertwine with work goals.

**Prioritize your health.** Listen to your body both physically and mentally. Listening to your body allows you to be

more productive by feeling more satisfied. Find time to exercise, maintain a good sleep schedule, eat healthy, have social connections, and be sure to take time off when you need it.

**Say no.** This gives you more time to focus on the important tasks that bring you joy and also provides relief. Keep track of the time you spend at work and create a schedule that allows you to work enough without feeling overwhelmed.

**Take breaks.** When working on projects, take 10 minutes to move, relax, eat, drink some water, and breathe.

**Ask for more time.** If you feel stressed and overwhelmed, it is acceptable to ask for an extension on a deadline.

**Have self-compassion.** It is okay to not be perfect nor to do it all yourself. Ask for help when you need it.

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

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## The Power of Self-Talk

Self-talk can determine your success. **Negative self-talk** is when you talk about yourself in a defeating and detrimental way and this can adversely affect your outcomes. **Positive self-talk** is your internal dialogue that is motivating and uplifting. It exudes confidence and focuses on strengths.

Shifting your language from negative to positive self-talk helps you be more confident and successful, both at work and in daily life. **Here are two examples of shifting your self-talk language:**

**1) Negative self-talk:** I'm upset and disappointed with my work evaluation. I feel like there is no purpose in staying in my position. I am going to keep getting bad reviews. I just can't please my boss.

**Positive self-talk:** Although I expected a higher evaluation, I'm proud of myself for the time, work and effort that I did.

## Dealing With Naysayers

You can find them everywhere. They are co-workers, friends, and even family members. They are negative and shoot down your ideas. They are quick to point out a problem, but rarely a solution. They seem joyful when things don't work out. *They are Naysayers!* **Here's how to deal with them.**

**Use their doubt as motivation.** Make a wager with yourself or promise yourself that you will prove them wrong. Do not let the uncertainty of others keep you from pursuing your dreams. What they think really doesn't matter. You have control over your destiny!

**Set boundaries.** If they hurt your feelings or your actions, they are too close. Boundaries help you set a healthy distance. Limit your time with them. Don't spend lunches or breaks with them. Be polite yet firm with your limits. You don't need them to become your supporter, and they probably won't be, but don't allow them to discourage you. Discouragement breeds doubt and doubt can be limiting!

**Embrace solitude and reflection.** While you are hustling to achieve your goals, be sure to give yourself some downtime to

Next quarter, I will reach out for assistance and learn new ways to fix the errors that I made last quarter. I will remain confident so that my next evaluation will show improvement.

**2) Negative self-talk:** I want to apply for a new job but I don't have all the requirements. I believe that I am not skilled enough and am unprepared to apply for different jobs. Why bother applying!?! I probably should stay in the awful job I have because I know I won't be as qualified as other candidates.

**Positive self-talk:** I will succeed in finding a new job. I will challenge myself to apply for positions for which I have to stretch to achieve all the requirements. I will also adjust and learn so I can learn and get experience doing new tasks. I will continue networking and educating myself so that I can be successful in a new position.

reflect on your path, your strengths and your progress. Take pride in how far you have come, and if needed, reevaluate your plan of action. This quiet time will revitalize you and allow you to develop new ideas and more motivation.

**"Keep it private until it's permanent."** Although commonly used regarding romantic relationships, this saying applies to sharing with naysayers. Don't discuss your plans with people who aren't supportive. Your success will speak for itself once you reach your goals. If they bring it up, change the topic.

**You don't owe people explanations.** You don't have to justify yourself, your goals, or the path you are taking. Everyone is different, no two people live identical lives nor achieve their goals in the same way. If someone questions you, simply say, "I can see how that works for you and I need to do what works for me."

**Surround yourself with positive supporters.** There are people that believe in you and will help you to achieve your goals. Seek counsel from people who seek to build you up. When times are tough, look for cheerleaders who reassure you and urge you to keep going and growing.

## Resilience in the Workplace

**Life comes with hardships, and hardships cause emotional tolls.** 65% of Americans consider their job to be the biggest stressor in their life. In the workplace, long hours, difficult work environments, conflicts, low social support, and unrealistic deadlines all bring high stress. **People low on resilience are four times more likely to burn out.**

**Resilience is the ability to recover from adversity.** Resilience is made up of five different traits: mindfulness, positive relationships, self-awareness, self-care, and purpose. **Mindfulness** is the ability to be fully present, being aware of where you are and what you are doing, and **not** being overly reactive or overwhelmed by what's going on around you. Resilient employees are motivated, supportive, and productive. They build strong connections and help others work toward their goals.

**Creating a resilient workplace is essential for having resilient employees.** Resilience aids in job satisfaction, expands employee engagement, improves

communication, and supports innovation. Organizations can develop a healthy work culture by having training, a usable support system, and encouraging their employees to access them. A strong support system plays an active role in resilience in the workplace.

**Developing excellent leadership improves resilience.** By setting goals, creating a motivational environment and being confident about reaching these goals, leaders engage their team and make their employees more resilient. *Leaders are trained, not born!*

**Optimism overcomes challenges.** Leaders who create a confident outlook and exhibit positive energy build personal resilience.

**Work-life balance builds resilience.** People need time to recuperate and revitalize to keep from getting stressed and sick by being overworked.

**Change is inevitable and needs to be dealt with.** Encouraging and developing adaptability benefits employees by helping them accept and adjust to changes and become more resilient.

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# HULL & ASSOCIATES

## FREE CONSULTATION

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 - [DrMimi@Hullonline.com](mailto:DrMimi@Hullonline.com)  
Phone - (407) 628-0669



DrMimi



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**CC** by Dr. Mimi Hull

THE corporate couch

**Dear Dr. Mimi:**

My co-worker has been inaccurate with her time sheet. We all fill out our own forms and I noticed that hers was not accurate. She is now asking me to “cover for her” and I am feeling very uncomfortable. What should I do?

—*Honest John*

**Dear Honest John:**

Do not cover for her. Let her know that you have your job to do and she has hers, and that she needs to be honest on her time sheet about her working hours. If she needs accommodations, she should ask her boss for them. Not 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 [www.HullOnline.com](http://www.HullOnline.com) or [DrMimi@HullOnline.com](mailto:DrMimi@HullOnline.com).

**CC** by Dr. Mimi Hull

THE corporate couch

**Dear Dr. Mimi:**

My manager is new at her job and is micromanaging me and I hate it! How can I get her to stop?

—*Microed*

**Dear Microed:**

First, identify the behaviors she is showing that make you feel micromanaged. Then, ask yourself why she is doing them. Once you have these answers, talk to your boss and let her know what you are doing and ask her politely what she needs to know so that she can have confidence in your performance. Give her what she needs and that should help!

—*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).