

HULL &  
ASSOCIATES

# The Corporate Communicator

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## Hull & Associates

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## When the Personal Affects the Professional

We all face personal hardships, such as losing a loved one, the ending of a relationship, and various family and health issues. It is inevitable to feel affected by them at work. **How do you keep it together when you feel like you are falling apart?**

### 1. Avoid sharing too many details of your personal life with your coworkers.

Everyone does not need to know everything. Keeping good personal boundaries can help prevent conflict and help you manage your time and emotions better.

**2. Practice mini relaxation methods for positive coping.** When feelings come flooding in, use on-the-spot relaxation methods to help. Try simply breathing

slowly in through your nose and letting it out slowly through your mouth. This can help keep anxiety, anger, and stress at bay.

**3. Practice Mindfulness.** Mindfulness is the practice of developing a hyper-awareness of the present moment and focusing on it without judgment.

### 4. Determine if your work environment is the best one for you.

While some people enjoy working from home, others feel like they work better when they have people around them.

**5. If your home situation is affecting your work, let your boss know and ask for help.** You may need to take time off or change your hours. Typically, your boss, more than your co-workers, can help you find appropriate solutions.

## So You Are Being Laid Off!

**Getting laid off is difficult.** It is an extremely stressful time. This can cause you to feel that you are not good enough, even when you know that the organization is going through hard times and it is not your fault. Although it may feel like the end of the world, it can be a redirection to where you are supposed to be. **Here are some ways to handle being laid off and taking care of yourself through this readjustment.**

**Shift your perspective.** To remain positive through this change, alter your perspective. Instead of constantly thinking that being laid off is a huge loss, reprogram your perspective to see that you will have a new experience that will be greater and better than the last one! Remind yourself that things will improve, and each job experience is beneficial,

and you will continue to gain better experiences.

### Write down your accomplishments.

Just because you are no longer with that organization doesn't mean that your work didn't count. Remind yourself of all your successes as well as what you want to accomplish in your new career. As stated before, being laid off does not have to be a reflection on you. Companies change! You will reap the benefits of your hard work which will be realized through your future work opportunities.

**Ask for Help:** Do not be shy about seeking assistance. You may have many emotions and thoughts going through your head during this process. Start networking immediately. Ask for connections and resources. Any help is useful and can be a great way to find your future ideal position.

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## Managing Quiet Quitting

Quiet quitting refers to employees who do the bare minimum at work so that they are not fired or laid off. Organizations need to watch for quiet quitting signs so they can remedy the situation and effect change. Quiet quitters lack passion for their work and may actively dislike what they are doing and/or whom they are working for. They do just enough to receive their paychecks and benefits. Some signs of quiet quitting are a lack of communication, being disengaged, and being checked out. Quiet quitters often miss deadlines and/or produce low-quality work. **To prevent quiet quitting:**

**Create purpose in the work environment.** Quiet quitters sometimes feel that what they do has no meaning and/or that they are unimportant. This can be because their interests do not align with those in the organization. Giving

employees something that correlates with their interests will help sustain their motivation and passion for work. Let them know how their job contributes to all that is done in your organization.

### **Ask your people for their opinions.**

When workers are allowed to express their concerns and thoughts, it makes them feel appreciated and wanted. Listening to their concerns allows you to learn, change and improve. This can prevent the employees from quiet quitting because they now have a sense of ownership of the company.

### **Encourage employment engagement.**

Creating a community in the workplace can foster impactful and resourceful relationships. If people feel like they are a valued part of the team, it can prevent loneliness in the workplace and create social connections. **Remember: People work for people!**

## Dealing With Workplace Conflict:

Conflict is an inevitable part of any workplace and can arise from a variety of causes such as misunderstandings, differing opinions, and/or competition for resources. If unresolved, conflict can be detrimental to a team's morale and productivity. Having said that, conflict is not all bad as it can also be an opportunity for growth and improvement. **Here are the steps to effectively deal with workplace conflict.**

**Identify the root cause of the issue.** It is important to understand why the conflict has arisen as this will help determine the best way to resolve it. Speak with all parties involved and gather information about their perspectives. Each person may have a different opinion because, from their vantage point, their ideas are the only ones they can see. **Don't talk or give advice. Just listen!**

**Approach the situation in a non-confrontational manner.** Avoid accusatory language and placing blame on other people. It is important to focus on finding a solution that is beneficial for all parties. Remember that each person involved in the conflict has an emotional commitment to their own viewpoint, and

it is essential to respect this while searching for a resolution.

**Effective communication is key.** That includes listening for understanding not just rebutting! While both parties should be encouraged to express their opinions and concerns openly and honestly, it is equally important for each party to listen and consider the various perspectives. This allows for a deeper understanding of each other's perceptions and can lead to a more productive and effective resolution.

### **Always remain calm and professional.**

This helps to prevent the situation from becoming more heated and difficult to resolve. Speak slowly and don't raise your voice. Remain open to compromise and look for solutions that benefit both parties. Each one may have to give up something to get something.

**Finally, remember that conflict is not always negative.** When handled properly, it can lead to improved relationships, increased creativity, and a more productive and harmonious workplace. **By taking these steps, organizations can create a workplace environment that is productive, harmonious, and free from the negative effects of unresolved conflict.**

## Dealing With Workplace Stress

Work brings a lot of pressure and work-related stress. Managing stress can be forgotten during times of extreme stress and you may feel too scared or overwhelmed to express your feelings. If you fail to manage your stress, it can build up and significantly impact your mental and physical state long term.

**Some common work-related stressors include excessive workloads, difficult deadlines, low salaries, and lack of social support.** While these sources are work-related, they can follow you home and take a toll on your total well-being. **Here are some ways to combat stress.**

**Journal and track your stressors.** This can help establish healthy responses to stress. Simply writing things down will also keep the ideas from swarming in your head and thus reduce your stress.

**Do acts of self-care to recharge your mind and relieve stress.** Eat healthily and get enough sleep and exercise to give you more energy during the day and reduce your stress. Limiting screen time before bed contributes to better sleeping

patterns.

**Disconnect from work and relax.** If you feel like you must check on work during your time off, set a specific time to do this, rather than checking and rechecking.

**Reach out for support.** Getting support within the workplace, with friends, and/or with a professional can help build trust and alleviate stress.

**Speak up and advocate for yourself.** Setting healthy boundaries relieves pressure. Don't over-commit and be straightforward with what you can reasonably complete.

**Create routines and a balanced schedule.** With a balanced plan, you can find time to take care of yourself and also complete strict deadlines and manage your busy work schedule.

**Find meaning within your work and take pride in what you are doing.** This alleviates stress by making work less of a drag and more purposeful.

If you do these tips, the stress in the workplace and the toll on your health will lessen.

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DrMimi



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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).

**Dear Dr. Mimi:**

Recently I was to have a meeting with another manager located on another floor. They had me waiting for over an hour. I had work that I needed to do and my time was wasted. I told the manager I am no longer interested in working with them on this project. Was I wrong?

—*Tired of Waiting*

**Dear Tired of Waiting,**

It would have been better if you had waited a reasonable time (maybe 15 minutes) and then said that you realized they were busy and that you would reschedule or that they could come to you when they were free. About working on the project, don't let this be the only criterion upon which you make your decision.

—*Dr. Mimi*

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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).

**Dear Dr. Mimi:**

I have an in-person interview with a company I don't know much about. I have prepared myself for questions that they may ask me. I want them to know I am interested as well, and I am certain that I will be asked if I have any questions. What are some captivating questions to ask during an interview?

—*Interviewee*

**Dear Interviewee,**

Researching to gather information about a company is important. You can look up what they do, what companies they work with, what products are used and what their values are. In addition, you can ask the person interviewing you what attracted them to the organization, what they appreciate about the organization, what their role is and why they stay!

—*Dr. Mimi*