

Methods to Get Your Team to Follow Your Lead



At some point in your career you've either managed or been part of a team where there was a noticeable disconnect between the person at the top and everyone else. Sure, objectives and responsibilities were explicit, but when it came to getting things done and maximizing productivity, it was a constant struggle. Any number of factors can cause a team to not function at its best, but employee engagement is almost always part of the problem. So, if you're struggling to get the results you want from your team or feel like you're struggling to get everyone on the same page, read on.

It Starts with You

If you want to get the most out of everyone on your team, you need to show them that you're 100% invested. Sure, you've got your own set of responsibilities, but you have to demonstrate that you're not afraid to get your hands dirty too. Whether that means carving out time every week to help with the more menial activities or just checking in with folks on an individual basis, the people you manage need to see you as one of them.

Never Lose Sight of the Bigger Picture

When work becomes repetitive and the members of your team focus are just getting through the day, you're headed for trouble. Before you know it, productivity begins to slide along with the quality of work being done. All of sudden, doing the bare minimum becomes arduous and it's all you can do to meet

deadlines and basic operating goals.

This is why it's important that everyone on your team feels like they are working for something bigger than themselves. When you're able to connect day-to-day tasks with a grander plan, your team members take pride in their work and become more productive as a result. Even though it might not happen overnight, there are plenty of ways to motivate your employees to get behind your mission. Bonuses, paid time off and team bonding activities are just a few.

Make Collaborative Decisions

You have the final say when it comes to making big decisions. But if you want to get the most out of your team, their input needs to be considered before you make a final call. When people feel like they're empowered to share their thoughts and ideas, they automatically become more invested in the process. While your meetings with managers and higher-ups aren't going anywhere, regularly scheduling all hands-on deck meetings with your team fosters an environment of inclusion. And the best part is you'll often find that some of the best and brightest ideas come from the folks that are in the trenches on a daily basis.

Recognize Strengths and Delegate

No one wants to work for a boss that feels like they have to do everything themselves in order to get things done right. That's why recognizing people's strengths and delegating responsibilities accordingly is so powerful. Do you have an entry-level employee whose attention to details is impeccable? Great, charge them with reviewing documents or procedures and follow up communication with those involved. Not only will you have more time to focus your attention in other areas, you'll make that team member feel valued as well.

Make Your Strategy Visual

Everyone has different learning styles. Some people need to learn by doing while others just want a set of directions. There's no underestimating the power of seeing something in action, however. That's why video has become so prevalent in the workplace. When people are able to see what success looks like with their own eyes, it becomes cemented in their minds. Seeing is believing and when

you're able to make your words come to life, your ability to lead and influence grows exponentially.

In order for your team to reach its full potential, it's paramount that they follow your lead. If you're the type of leader that spends all day in his office shouting orders and circulating company memos, you don't stand on a chance. On the flip side, if you make a conscious effort to lead by example, give people the freedom to utilize their strengths and involve them in the decision-making process, your team can become an unstoppable force capable of achieving the kinds of results you've only dreamed of.

Why Body Language Matters for Leaders



As a leader you're no stranger to making crucial decisions, inspiring others, giving tough love and talking in front of individuals and big groups. Think about the last time you prepared for a presentation or spoke in front of the entire team of organization. Doing this is old hat, but you still went through your normal routine of practicing in front of the mirror and memorizing important talking points. You can do this in your sleep, but you're disciplined enough to not cut any corners. But when was the last time you stopped to think about your body language? The fact is, even if your words are the most compelling ever, they only go so far. When people listen to you speak, they aren't just listening to your words, they are subconsciously reacting to your body language. So, what exactly

does that mean?

First Impressions Count

When you first meet someone, they will immediately make a judgement about you as a person. Sure, you shouldn't judge a book by its cover but unfortunately, it's human nature. Whether someone sees you as warm and trustworthy or standoffish and questionable, every interaction from that point forward will be judged through that initial filter.

In order to make that initial interaction a positive one with everyone you meet, there are some important things keep in mind.

Eye Contact

When you meet someone the last thing you should be doing is checking email on your smartphone. If your attention isn't wholly focused on the individual, you'll immediately send signals that you don't have time for them or they're unimportant. Instead, as you approach a stranger, make eye contact. Right away this conveys that you're open and friendly.

Smile

It's no secret that happiest people are the ones that smile the most. There's nothing that exudes warmth and openness like a genuine smile. When you smile, you put others at ease and allow them to let down their guard.

Lean In

Have you ever heard of Brene Brown talk about leaning in? She's talking about vulnerability. And there's a reason she chose the phrase leaning in. When you lean into someone upon meeting them, you show them that your guard isn't up and you're vulnerable, just like they are. So, when you go in for that initial handshake, meet the person you're greeting halfway.

Handshake

Speaking of shaking hands... How you shake someone's hand tells them a lot about you. If your handshake feels like someone grabbing a dead fish, you portray

disinterest and lack of confidence which are huge turnoffs. On the other hand, if your handshake firm and solid, it lets the other person know that you are genuinely excited to meet them.

Talking with Your Hands

Think about the most memorable speeches you've ever heard. Whether it was at a company event with a large group of people or just a meaningful conversation with a friend or colleague, think about what the speaker did with their hands. Chances are they weren't resting in their pockets or glued to the side of a podium. In order to add meaning to their words, great speakers use their hands to express the message they're trying to get across. So, next time you're talking with someone you want to make an impression on, don't be afraid to use your hands. This isn't something that's mechanical or that you should think too much about. Just let it happen naturally and your listener is sure to see you in a favorable light.

The Importance of Face-to-Face

Even though the majority of modern communication occurs over text messages, emails or video, there is no substitute for face-to-face. Sure, our ability to share information quickly and easily has made our lives easier, but the fact remains that it takes talking to someone in person to develop a real connection and build rapport. This kind of communication allows you to both send and receive so much more information than what is being said. Things like tone of voice, open body language, hand gestures, pacing and eye contact can shape someone's opinion of you even more than the words you say.

As a leader, it's your job to communicate with people. You wouldn't be in the position you are if you didn't know what to say. But, what is often forgotten is that words only tell half the story. People read body language more than they listen to words. With that in mind, if you can become a master of using positive body language when communicating with others, your potential to lead and inspire is unlimited.

As a recruiter for the [Life Sciences industries in the Bay Area](#), I would with business leaders to improve internal company processes through hiring the right employees. If you are looking for a new employee in the [pharmaceutical, medical](#)

device, or biotech industries in the Bay Area, contact me, Jeff King.

Steps to Setting Clear Expectations at the Office



If you're a part of an organization of any size, you know the importance of setting and maintaining expectations. Whether expectations are placed on you or ones you set for the people on your team, they need to be made clear and are understood by everyone involved. Whenever ambiguity is present, you run the risk of poor communication, people cutting corners and diminished productivity. So, just how should you go about setting expectations? Try some of the following steps.

It Starts With You

People expect you to lead by example. If they see you taking shortcuts or giving anything less than your best effort, you can't expect them to give everything they've got. This is why setting expectations for yourself is a crucial first step. It's a good idea to write them down on paper and post them somewhere you can see them on a regular basis. Having clear expectations in your head is one thing. Putting them on paper is much more effective, however. Not only do you have a visual reminder, you allow others to see the standard you've set for yourself as well.

Where in Your Organization Do Expectations Need to Be Made Clearer?

Before you go off reinventing the wheel, put in the effort to examine every aspect of your organization to see where improvements can be made. Is there a breakdown in communication between production and quality assurance? Are there issues with people showing up late? How can the regulatory department meet deadlines more consistently? By identifying gaps, you can hone in on where expectations need to be adjusted or made clearer.

Communicate

Once you've identified where expectations need to be made clear, the next step is to [communicate](#) them to everyone involved. Whether you're addressing an individual or an entire group, meet everyone on their level. Instead of telling them they aren't doing what's expected, frame the conversation in a way that makes them feel empowered to raise the bar. Explaining why changes are being made in the context of how the entire company benefits is also a great strategy.

Make Everyone Part of the Conversation

When you're setting new expectations, always remember that people have expectations of you as a leader too. This is why it's important to have a dialogue. By asking people what they need from you helps both parties become clear on what's expected. Are there supplies or tools that your group need to make their jobs easier? Are there antiquated processes that need to be updated? When you make everyone part of the conversation, they feel appreciated and the results will show in their work.

Write Them Down

After you've communicated what's expected going forward, people will be enthused. After a while though, the hype fades and it's easy for people to forget or just go back to the old way of doing things. If you write down what's expected and post it somewhere visible, you provide clarity and a constant reminder for everyone.

Agreement

After you've had a mutual conversation and identified what everyone expects from each other, all parties have to buy in. That's why it's important for everyone to read, understand and come to agreement on what's been written. If you have any dissenters, the chances of your expectations being met decrease dramatically. If you're dealing with an individual that has disciplinary issues or isn't otherwise making the grade, you may want to have them sign a written contract that clearly states what's expected.

Take Time to Re-evaluate

In the age of technology, workplaces of all types have to be constantly evolving to be successful. Just because the expectations you set and the systems you implemented last year were working, doesn't mean they still are. Take time to check in with your people on a regular basis. Is there a policy that no longer makes sense? Does the IT department have everything they need to keep your systems running their best? By doing this, you not only keep a pulse on what's going on with your organization, you show people that you care. This goes a long way in determining how effective you can be as a leader.

It's no secret that the most successful organizations have clear expectations for both leadership and employees. They open channels of communication, set boundaries and define responsibilities. But how you go about setting those expectations is what makes the difference. Instead of sending out a company-wide memo that most people won't even read or barking orders at your team, go through the steps listed above. Doing so provides you an in-depth look at where improvements need and makes everyone feel like part of the process.

How Public Speaking Can Help

Your Career



It's something even the brightest minds in business fear. Something you avoid at all costs. Even those that do it for a living never get truly comfortable with it. We're talking about [public speaking](#). And you're going to have to do it at some point in your career. Whether it's giving a presentation to your team or delivering a speech in front of the entire company at the Christmas party, developing the skill of public speaking is a must. Sure, it's not your favorite thing in the world but believe it or not, developing this difficult skill can be a great benefit both personally and professionally.

It Makes You Memorable

When you speak in front of any number of people, their focus is on you. For however long the stage is yours, you have everyone's undivided attention. Great public speakers know this and instead of fearing the opportunity in front of them, they see it as a chance to have influence and make a lasting impression. When you have a chance to speak in front of a group, they are going to look to you as their leader.

There's Scarce Competition

Most people avoid public speaking at all costs. Whether it's giving a best man speech at a wedding or delivering a sermon at church, there aren't many people in the audience that have the courage to share their thoughts and wisdom in front of a crowd. If you're able to become even an average public speaker, people will look to you with respect because you possess a skill most of them don't.

You Connect with People

If you think about some of the most memorable speeches ever given, names like Martin Luther King Jr., John F. Kennedy and Winston Churchill come to mind. So, what made all these names great public speakers? Their ability to show empathy and connect with people. If you're able to speak in a way that conveys passion, vulnerability and inspiration, your audience can't help but be drawn to you. In short, you will be their champion.

You Can Be a Catalyst for Change

Think about the last time you received that email that was circulated to everyone in the organization announcing a new direction or change in policy. You read it and talked about it with your colleagues but probably didn't give much more thought. Now think about the last time someone at the top gave a speech in front of everyone. Even if it was last year, it still sticks out in your mind.

The fact remains that listening to someone speak always has a greater impact than a voiceless note sent electronically. If you want to enact change in your life or your organization, do it by speaking to people, not through a form letter or email.

Leaders Get Promoted

Have you ever found yourself stuck in a rut? You want to advance in your career, but you keep bumping into that glass ceiling. You know that people with leadership qualities get promoted but you just can't figure out how to break through. Developing the skill of public speaking is a great place to start. If you're able to speak in front of people, you have the power to change their minds. It's no secret that leaders have the ability to influence others and there might not be any greater way to have influence than the spoken word.

You Become More Confident

Everyone is afraid of something. Maybe it's heights, needles or tight spaces. One fear that is shared by more people than any other however, is public speaking.

Getting over this fear takes some practice but if you're able make it an asset, you'll feel empowered both personally and professionally. Even more, when you're able to connect with people, it's a great reminder of your value and worth to everyone around you.

What if You Mess Up?

No one is going to deny that there are more enjoyable things than public speaking. Being the center of attention makes you nervous and what will people think if you screw up? Believe it or not, the best public speakers in the world will tell you that they make mistakes all the time. The best part is most of the time, nobody notices. And when mistakes do happen, it brings about a moment of levity that reminds the audience that whoever they're listening to is a human just like them.

Most people aren't born as great public speakers. Fortunately, it's a skill that can be learned and a fear that can be overcome. If you're willing to step outside your comfort zone and put in the work, you'll be setting yourself apart both personally and professionally. Not only will you have developed a skill that makes you more valuable to your organization, your confidence and sense of self-worth will grow in other areas of your life as well. It can even help you improve your everyday communication skills as well. Challenge yourself and give it a try.

If you work in the [Life Sciences industries in the Bay Area](#), I am a recruiter that can help you advance in your career. Contact me, Jeff King, at jking@rqfocus.com or (541) 639-3501.

Essential Skills for Leadership



You consider yourself a leader. After all, you've spent most of your career managing employees and overseeing large teams of people. Sure, you've made some bad hires and dealt with difficult situations just like everyone else, but you have a track record of success. Maybe you've always been a leader, or you developed the skills to become one in recent years. Whatever the case may be, the time has come for you to pursue a new leadership opportunity. You've dusted off your resume, started hunting for jobs and even landed a couple of interviews. If you hope to find the opportunity you're looking for however, you'd best be sure some of the skills mentioned below are polished.

Communication

There's been no shortage of articles written about the [importance of communication](#) but that's for good reason. It's a vital skill for any leader. We've all had that boss at some point that is more of a dictator than a leader. You constantly find yourself second-guessing the job you're doing and wondering if your performance is above board or lacking. Working for this kind of superior is no fun and now you make it a point to communicate with those around you in every sense of the word.

It's also important to remember that not all communication is verbal. When you're interviewing for a new job, the hiring manager is going to scour your resume for grammar and word choice. During the interview they will also pay attention to non-verbal communication cues like body language, how you shook their hand and how actively you listen with your eyes as well as your ears.

Vision

In order to be successful, companies are always looking for ways to increase the bottom line, save money and make their processes more efficient. They know you can't do business the same way forever. For this reason, you'd better be armed with some real-life examples of how your vision improved a company's prospects in the past. Did you implement a new marketing campaign because the old one wasn't working? Maybe you re-wrote the policies and procedures manual because the one from 2002 was no longer relevant.

Assertiveness

Anyone in a position of leadership is going to be forced to make decisions at some point. There's no avoiding it. Hiring managers will want to see evidence of this skill too. They will surely ask you about important decisions you made in the past. Not only that, they are going to want to know how you arrived at the decision and what the outcome was. Your ability to highlight your decision-making skills in a favorable light could be the deciding difference in whether you get the job or not.

Ability to Adapt

Even if your resume screams that you're the most qualified candidate for the job, you have to be able to adapt. After all, you're applying for a job at a new company where chances are the culture, values, and ways of doing things aren't what they were in your previous post. If your plan is to come in, clean house, and do things the way you've always done them, chances are you won't get the job. On the other hand, if you can demonstrate that you're eager to learn, listen, implement necessary changes and receive input from all sides, you'll quickly set yourself apart from other candidates.

Influence

When the word influence comes to mind, you probably think about the ability to get others to do what you want. While this is certainly a large part of it, how you go about influencing others is important too. Sure, you can influence people through fear, intimidation and barking orders, but it probably won't last long as

people will quit or fail to respect your authority. Conversely, if you're able to lead by example, portray confidence, keep a level-head and meet your subordinates on their level, your chances of being a successful leader are much greater.

[Effective leadership](#) is more important now than ever in the workplace. Without the right people in place to make decisions, the chances of an organization succeeding are slim to none. That's why hiring managers spare no expense in finding the perfect fit for each and every position of leadership. Even if you consider yourself a seasoned leader and have the track record to back it up, you're going to have to demonstrate all the necessary skills to do the job effectively. Before you step into that next interview, take a moment to give some of the qualities above some serious thought. Doing so will provide honest insight and just might be what puts you over the top.

If you are an experienced leader looking for a job in the [Life Sciences industries in the Bay Area](#), or an employer seeking a high-quality employee to fill a leadership position, contact me Jeff King at (541) 639-3501. I serve the [pharmaceutical, biotech, and medical device fields](#).

How To Save Time and Get More Done at Work



Now more than ever it's easy to get distracted at work. Between emails, people coming and going, [LinkedIn](#) and Facebook alerts and of course the phone, it's

little wonder that you struggle to accomplish everything you have set out for the day. Sure, you tell your spouse, friends and family that you have no choice but to go in early, stay late and work on weekends. But are you really making the best use of every minute of the day? How much time do you honestly spend in the mental twilight zone looking at your ex-colleagues LinkedIn profile or checking your fantasy football lineup? You might not want to admit it, but there are some small steps you can take to be more efficient with your time and get more done.

Mindfulness

It might be hard to see the correlation, but studies have proven that incorporating the practice of [mindfulness](#) into your daily routine helps you stay focused and be more productive. So, what exactly is mindfulness? It can be anything from breathing exercises to a meditation routine to keeping a gratitude journal. The good thing about practicing mindfulness is that it doesn't take a lot of time. Even just a few minutes practiced on a daily basis can do wonders.

Time Blocking

Maybe you're good about time blocking. You set aside time throughout the week to check and send email, engage new prospects and get necessary tasks done. But how often are you interrupted? Either by someone else or of your own volition? In short, you know the importance of time blocking, but it often becomes difficult to stick to. Someone walks in your door, the phone rings or you see the email with the big red ! that says it just can't wait. Which leads us too... Plan your time blocks with a purpose. What do you want to get accomplished during that time block? Having a goal for the time block will help you stay on track.

Setting Professional Boundaries

If you're in any kind of position of leadership or you manage a team of people, you have to set professional boundaries. Of course, you have to have an open door, make sure everyone has the proper training and resources to do their job and meet the objectives set by your superiors. But what about you? Don't you need time to do your job instead of everyone else's? This is why it's important to make clear to everyone involved that you too need time to get things done. Whether

that means locking your door for an hour after lunch or not being available on Wednesdays after 11:00 am, you need to make it clear to everyone that while you're there to support them, you too need time to do your job.

Define Happy Hour on Your Terms

Who doesn't love a break for some interoffice levity and time to shoot the breeze? It's healthy, no one will question that. But when that two-minute check-in about Sunday's game turns into a 45-minute conversation about more than running backs, you're wasting time. The last thing you want to do is kill collegiality and morale, but you still need to get work done. If you want to be at the top of your game, define what and when happy hour is. It's important but, should be dictated on your terms.

Smart Phones Make You Dumb

It's a bit worrisome to think about how much smartphones dictate your every move. Yes, they are a convenience that allows you to work remotely and always be on call. But have you ever stopped to think about how they affect your productivity? That new Instagram like or Facebook post. Mindless notifications populate your screen constantly and at the end of the day don't matter. They only serve as a time suck to make you jealous. After 30 minutes in fantasy land, you look at the clock and it's 3:30 and you wonder where you left off.

If you want to be more productive and efficient with your time, set aside periods of time when your phone is off and tucked away in your drawer. That text will be there in an hour. In the meantime, do yourself and everyone else a favor and get some important work done.

Know When You're at Your Best

There are certain times of the day when you're more productive than others. For some it's before the sun comes up and for others it's late in the day. Knowing when you're the most productive is vital to your success. If you're someone that likes to sleep in until 7:30, read the paper and have a leisurely morning until 10:00 then more power to you. On the other hand, if you like waking up early and getting a pile of work done before most people wake up, all the better. The key is

to find the time of day when you're most productive and structure everything else around that.

The workplace demands a lot from you. There's the pressure of managing those under you and meeting the expectations of those above. Balancing everything is a full-time job to say the least. There's a reason divorce rates are on the rise and mental and physical health are gaining traction in the national conversation. If you want to [increase your productivity](#), reduce [stress](#) and get the most out of each and every day, try implementing some of the strategies above. You might just find yourself excelling in your job and getting home in time for dinner with those that really matter.

Balancing Work and Parenting Stress



Maybe you're already there. You're married with a stable household income and a couple of kids you take to little league and swim lessons. Heck, maybe you or your spouse find an hour a week to volunteer in their classroom. Good on you! But how much of your time do you spend at work? Answering calls from clients that aren't happy or need to be resupplied? Or maybe you're not in sales and your boss needs you to meet that product release deadline so he can give a presentation to the marketing team. There's no doubt, the demands placed upon you in the 21st century workplace mean that you're always at work, even when you're not.

It's all too easy to become so consumed by your work that you neglect those that

you're providing for. Have you said no to attending your son's flag football game or your daughter's acting recital because work got in the way? If so, it's a sign that your work-spouse-family balance might be out of order.

Have a Vision

It's all too easy to toil away your time for dollars in the hope that it will make the lives around you better. It very well could, but only financially speaking. But what about you? What about your role for you, your spouse and the children you created together? Don't they deserve the best you have to offer as a human and not just an ATM?

It's easy to fall into the trap of providing so much that you forget about sharing your time - your most precious commodity. The demands of work will always be there. However, your health, time with your kids and prime years with your loved ones go by quick. Now. Now is the time to evaluate what is most important in your life. Ask yourself some tough questions about what is most important to you... You might very well find that the relationships with those you love are more important than your bank account balance.

Develop a Game Plan

You do this every day at work. Sales meeting at 9:00, new employee orientation handshakes at 10:30 and budget overview at 2:30. The rest of the day is filled with unanswered emails and voicemails, not to mention the tasks that you set out to accomplish in the first place. So, what can you do to get off the hamster wheel?

Time Block

It's been well documented that the most successful business people structure their day according to what's important, what needs to be done and what their family needs.

In that light, if you make a point to set time aside to answer emails for an hour in the morning (that's when people are most likely to respond), engage the needs of your boss and colleagues in the late morning and early afternoon, and the remaining hours to whatever else needs to be done, you might very well find

yourself leaving at closing time with the day's tasks accomplished and excited to catch the last 30 minutes of your child's sports practice.

Delegate

No one is going to question the job you do. Heck, they probably encourage you to take more time for yourself and family away from the office, but you refuse. The bottom line is that as your responsibilities grow, you have less time to get everything done. There comes a point that [you can't do it all on your own](#).

This is when hiring well-qualified help can become your greatest asset. Sure, there is the overhead of hourly wages, additional technology and equipment. But with the right training, this individual can afford you normal hours, quality time with your family and a restful night's sleep. If done right, your bottom line should grow and you'll find yourself with much less chance of an early stress-induced health scare.

Think Long-Term

It sounds redundant but the fact is that most of the workforce trades hours for dollars at the end of the month and repeats the process until it's the end - whatever that may be. Even if you're not raking in the big checks like your boss, there are still things you can do that matter long-term.

The Commodity of Time

This is something the younger generation of the workforce understands. Sure, millennials get a bad wrap for being entitled and lazy but, those that understand the value of hard work understand that Time is also as an asset that has an expiration date. While it couldn't be more important to care for your family's financial well-being, time is truly priceless. Ask yourself the question of how you can best spend your time with your family while you still have it. The paycheck will always be there.

Whether you're where you want to be in your career or starting at the bottom and working your way up, you have people that depend on you. Your spouse or significant other, your kids and most importantly **YOU**. No one will ever downplay

the importance of providing and being responsible so that you and those closest to you can be secure in the future. But there comes a point when you have to evaluate what is most important to you and your loved ones. If you answer some honest questions and set necessary boundaries, your work and life will thank you for it.

If you are working in a job in the [Life Sciences industries in the Bay Area](#), where you are unable to balance parenting with work, [contact me, Jeff King](#). I am a recruiter for the [pharmaceutical, biotech, and medical device industries](#). I can help find you an employer that gives you the scheduling that you need to find time with your family.

How-To Know It's Time to Make a Career Change



If there's one thing that's constant in this day and age, it's change. And it's something that most people have a hard time with. The crazy thing is that it inevitably happens to all of us, yet we resist it. Our brains are hard-wired to tell us that there is safety found in predictability and routine. The unfortunate part is that if you refuse to change, you end up stagnating, get bored and your [productivity suffers](#). This is especially true in the workplace. The bottom line is, change can be good a thing if you're no longer happy in your current post.

It's Time for a Change if You're Bored to Tears or Overwhelmed

In order to be your most productive at work, you need to be challenged in the

best ways possible. When you're bored, you aren't being challenged enough and conversely, if you find yourself overwhelmed, you either have too much on your plate or the job you're expected to do might not be something that fits your skillset. Pay close attention to symptoms of both stress and boredom. If they show themselves on a regular basis, it's probably time to look for something different.

If Your Mind Wonders, It's Time to Move On

Do you ever find yourself sitting at your desk staring off into space and thinking about what it would be like to be anywhere but where you are? This is an obvious sign that you're no longer happy with your current situation. If this goes on long enough, you might even start to complain to family, friends and even colleagues about what's missing. If this is the case, you'd best take decisive action, or someone else might make the choice for you.

No One Wants to Feel Underappreciated

When you started your current job, you were eager to share your thoughts and ideas with your colleagues and superiors. They even asked for your input on important decisions. But now you feel like everything you have to say falls on deaf ears. And what about that overtime you put in to meet a critical deadline? No one acknowledged your efforts or thanked you for all your hard work. It sucks when this happens. Whether you're simply not a good fit for the culture or you actually are being walked on, take it as a sign that there are greener pastures somewhere else.

If You're Constantly Being Told to Work on Your Weaknesses, Adios

Individual reviews are the norm in the workplace these days. We all dread them, but our hope is that they go well. That's not always the case unfortunately. If you're consistently being told that you need to strengthen this, that or other thing, it might not be worth beating yourself up or feeling inadequate just to make other people happy. Of course, constructive criticism can be useful, but if it's to the point where you feel like your efforts aren't good enough or you're just being berated, probably time to head for the door and find a better fit.

You're Unhappy

It's a simple fact that if you don't enjoy what you're doing, you probably don't do

your best work. People that love their jobs derive happiness from the process of completing projects and accomplishing goals. Sure, they might be motivated by a promotion or a bonus, but they truly enjoy the journey of getting there. If you find the work you're currently doing to be laborious and dreadful, what the heck are you still doing there? It's time to consider some other options.

Have the Courage to Make a Change

Maybe you can identify with some of the symptoms above and know in your gut that it's time to do something else. That's only the first step though. Having the courage to act decisively and follow through is another story. Because of the way we are wired to think, most people are hesitant to take a drastic step because doing so involves uncertainty and going outside their comfort zone. That's ok, no one ever said change was easy. But you have to ask yourself the question, "can I really expect different results if I keep doing the same thing?"

As much as you might not like it, change is something you're going to have to deal with. Sometimes your hand is forced and you don't have a choice except to change. But what about being your own instigator for change? Scary? Sure. Dealing with unknown? Ditto. Just ask any successful person you know and they will tell you that at some point in their life, they took a risk that allowed them to become who they are today. In fact, they probably failed many times along the way. But in the end, failure isn't the opposite of success, it's part of it. So, if you notice any of the signs discussed above, take a leap and make a change. It doesn't even have to be a big step to start. Just be open to learning of other opportunities to see what your options might be. Things will start coming your way then and you can figure out the next step. Even if it doesn't work out right away, you'll set yourself on a trajectory to achieve the things you really want.

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How-To Shift Your Mindset to Be Happier at Work



You've most certainly been there at some point. You become so involved in your job that it starts to affect the rest of your life. Before you know it, you look back at the past year and you haven't done anything but work. Your relationships have suffered, you no longer have any hobbies and your definition of happiness is defined by spread sheets and project goals. No one can blame you for being so dedicated but continuing down this stressful path is a recipe for poor health, failed relationships and unhappiness. It's time to make a change.

This mindset begs the question, what makes you happy? Is it getting a raise or promotion? Is it crushing a project goal and winning that free trip to Hawaii? If your answer is yes to any of these questions, it's a sign that your deriving happiness from external factors instead of from within. If this is the mindset you're in, what happens when you don't get that promotion or you barely miss that goal? Do you become unmotivated and withdrawn? Does your productivity suffer? Does work become the last place you want to be?

In a culture that is so results oriented, it's easy to see how people can fall into the trap of deriving happiness from achievements and material things. Think about your neighbor with the Rolex watch, brand new sports car and membership at the fancy country club. Sure, there's nothing wrong with liking nice things, but are they truly what make someone happy?

If you find yourself in the mindset of measuring your worth and enjoyment in life from what you accomplish, you may want to consider making a change. It's pretty simple. Instead of focusing on the outcome, immerse yourself in the process of doing your job well.

A good place to start is with four simple questions.

Are you enjoying the problems you're solving at work?

What kinds of problem solving challenges you in a positive way?

How many goals have you achieved?

Did achieving goals feel make you more excited than the work it took to get the job done?

When you answer these questions honestly, you should gain a keen sense of whether you're actually enjoying the work you're doing or not. If such is not the case, it's a good idea to look at what is causing you to be disheartened. Is it the physical space in which you work? Is it an over-bearing boss that is quick to hand out criticism yet hardly ever praises a job well done? Do you feel stuck by the proverbial glass ceiling? Or is the work itself just something you simply don't enjoy?

Once you've identified some factors that are keeping you from being your most productive and squelching your happiness, it's time to formulate a plan to improve the situation. The solution might be as simple as getting a standing desk, finding an office with more natural light or making time on your lunch hour to get some fresh air and light exercise.

If making some small environmental changes doesn't seem to be enough, you might want to consider some more significant changes like a different employer or maybe even a different career altogether. If you get to this point, the first thing you should do is identify what types of work will allow you to enjoy the process. Are you a people person that likes a lot of face time? Or are you sick of people and prefer to be left alone to do your job? Is working from home something you've always wanted to do but never had the chance? Or do you thrive in a fast-paced collaborative environment? Whatever you decide, make sure you do plenty of research and ask questions. After all, the reason you're leaving your current job is to be happier somewhere else.

It's a shame that so many people in the modern workforce trade days for dollars in jobs they don't particularly care for. They toil away for years on end always focused on the results of their work without enjoying the process of getting there. If you find yourself in this position, take a step back and look at the situation as objectively as you can. If you come to the conclusion that your happiness is

derived solely from the results of your work, it might be time to make some changes, big or small, to increase your productivity, happiness and health.

Why You Need to Have Hobbies If You Want to Be Successful



While there's no denying that the demands of the modern workplace are higher than ever before, there's been a significant amount of research to suggest that achieving a proper work-life balance not only allows you to be more productive, but be healthier and live longer too. You can't be in work mode all of the time. You need a break both mentally and physically to something unrelated to work to recharge and keep a healthy perspective. If you've ever wondered what the hobbies of some of the most successful people are, read on.

Sailing

Just like running a successful business, sailing involves plotting a course and optimizing your strategy to get from point A to point B. Becoming an accomplished sailor takes time and is full of ups and downs depending on factors that are often out of your control. Many of the skills necessary to be successful in business are paralleled with sailing.

Yoga

Yoga can be a difficult activity to start but once you realize how beneficial it can be for your physical, mental and emotional health, you'll have a hard time stopping. Yoga is widely touted as an activity that brings about balance and the mindset you need to perform at your best both at and away from the office.

Running

You've probably heard people describe runner's high. What they are talking about is the euphoric feeling they get during a run when endorphins are released to the brain. Like sailing, running is also a pursuit that requires discipline, self-motivation, determination and mental toughness. Just as is true in business, running requires skills that almost all successful people possess.

Golf (my favorite)

It's not a coincidence that some of the brightest names in business are avid golfers as well. Not only is golf one of the most mentally challenging games in the world, it's a great venue to network, cultivate relationships and close deals. While there's all sorts of sayings like "you should never beat your boss" and "golf is your grandfather's game," it's a pursuit that affords you opportunity to recreate and do business at the same time.

Songwriting

You probably won't be selling out large venues anytime soon, but songwriting is a wonderful creative outlet. The patience, dedication and creativity it takes to match the right lyrics and melodies are all similar to the skills it takes to run a business. And the best part about songwriting, no one ever said you have to perform in front of someone else to enjoy it.

Chess

It should come as little surprise that the game of chess is a favorite past time for successful people. You could make the argument that you're playing a game of

chess every day when you run your business. You're constantly having to think multiple steps ahead, make decisions based on partial information and adapt on the fly when unexpected challenges present themselves.

Reading

The most successful people know that if you're not always learning and trying to improve, you're getting lapped. Reading is one of the ways successful people wind down at the end of a long day but also keep their minds active and open to new ideas. The libraries of the best and the brightest aren't filled with the *Twilight Series* or *College Humor*. Instead, you'll probably find books from thinkers, philosophers and industry leaders.

Volunteering

Even if you don't have a lot of money to give to your favorite charity, there are countless ways you can help make your community a better place. Whether you volunteer at a local soup kitchen or coach your son's little league, the simple act of helping others is proven to make you feel better mentally and physically as well.

No one's going to question the importance of making money. You have bills to pay, groceries to buy and college funds and retirement plans to save for. If you want to be at your best at work and at home however, maintaining a healthy [work-life balance](#) is a must. If you make it a point to incorporate some hobbies that get you outside, involve physical activity and keep your mind active, you'll be setting yourself up to be more productive and live a longer, happier, healthier life.

My name is Jeff King and I am a [Life Sciences Recruiter in the Bay Area](#). Contact me today if you are interested in finding a job or hiring in the [pharmaceutical, biotech, or medical device industries](#).