

7 Techniques to Stay Happy at Work



Happiness is a choice. However, as deadline approach we can feel pressure and stress that makes happiness feel like a pipedream. Under busy conditions, it's important to focus on achieving greater mental health. The following tips can help you stay happy at work:

Do Something You Love Every Day

Sure, you might love your job. However, work does not replace a hobby or family time.

Americans employed full time work an average of 47 hours per week which equates to 6 days per week. They also do not take all of their mandated time off. The average American receives 15 days off per year but only uses 14.

You need to make time for the things that you love to stay happy at work. This could be yoga, mountain biking, golf, knitting, or taking your kids to the park.

Stay Out of Work Place Drama

Nothing like a little "he said, she said" to bring you down at work! Gossiping is high school and should stop when you are fifteen.

Work place drama is also destructive to your professional reputation. Your coworkers might start to recruit you to take sides or talk badly behind your back. Gossip is a recipe for unhappiness at work.

How to Avoid Work Place Drama

- Save the venting for outside of the office
- Wait to reply to emails that feel like attacks to avoid scorching replies
- Never assume negative intent

Have a Clear Idea of Expectations

Employers hire employees that help their company make money. Clarify what your employer expects from you to achieve what they need. This reduces stress from unclear end goals.

Don't Overcommit

Have you ever felt pressure from not meeting job expectations? Avoid this by not overcommitting.

For example, your boss might be looking for someone to lead a project. This position could help you get a promotion. However, you are already loaded with tasks and working 50 hours per week. This is not the time to accept the position! Wait until you can perform to the best of your abilities.

Help a Co-Worker

Have you ever felt happier after helping another person? Altruists are more likely to be committed to their work and not quit their job.

“Being motivated to help and believing your work makes a difference is associated with greater happiness in our analysis,” claims Donald Moynihan, professor in the La Follette School of Public Affairs. Moynihan found a link between happiness and altruism in the workplace between 49 countries.

Take 10 minutes to help with a difficult project to increase your happiness levels for the entire week.

Think of 3 Good Things that Happened

When we focus on the negative, we will find the negative. Negativity can be a difficult pattern to break. Instead of focusing on your coworker's rude comment or pile of work, reflect on three things that you are thankful for. Doing so, can improve your mood and make work more enjoyable.

Sleep More

Have you ever gotten a poor night's sleep and woken up cranky and anxious? Your body needs sleep, just like air and water.

Signs that you aren't sleeping enough:

- Yawning
- Irritability
- Daytime fatigue

Increase your amount of sleep to 7-9 hours per night if you are suffering with these symptoms. A well-rested brain is a happier brain.

How-To Overcome Common Fears at Work



Everyone strives for a job that they love. However, even our dream careers develop workplace fears. If we become focused on our fears, we can lose creativity, productivity, and develop stress. It's important to address our concerns. Fear could start impacting your job performance.

The Fear of Being Fired

Whether you love or hate your job, we all have a fear of getting fired.

How will we support our family? Will we be able to find another job? Will our new job make pay enough to support our lifestyle?

As a Recruiter, I help find you jobs that fit your skills where you can feel secure. Nevertheless, if you are scared of being fired, here are a few tips for you to help you overcome your fears.

How-To Overcome Your Fear of Being Fired

Firstly, assess your work situation. Is there a legitimate reason that you should be afraid of being fired? Some signs could be your boss being critical of your work, you are no longer asked to attend important meeting or your workload subsides.

If you can't find any reason, ask your manager for feedback on your work. Explain to your boss that you want to perform at the best of your abilities. Your boss will probably be impressed by your initiative.

The Fear of Not Receiving the Promotion

that You Deserve

Everyone starts at the bottom of the ladder in their career. With hard work, you can increase your position to manager, supervisor, or even CEO. Almost everyone who dreams of climbing the ladder, fears that the “other guy” will get the promotion.

As a recruiter, I help employees find companies that have potential for growth.

How-To Overcome the Fear of Not Receiving the Promotion that You Deserve

Make it difficult for the organization to replace you. Always go through trainings to improve your job skills. Participate in brainstorming sessions. Be innovative! Be willing to help out in other areas and possibly get cross trained in those areas. It makes you more valuable to the company and your boss.

The Fear of Inadequacy

We can easily feel inadequate when our tasks begin to pile. We feel overwhelmed and question whether we can handle our workload.

At some point, someone will discover that we are incompetent.

This chronic self-doubt causes stress which decreases our productivity.

How-To Overcome the Fear of Inadequacy

Inadequacy can often develop from lack of communication. If you do not know what your boss wants then you are more likely to feel that you cannot complete the job well. Start by attaining a clear vision.

Ask your boss, “what would success look like in this project?” You can work confidently now that you know the company’s vision.

The Fear of Not Fitting In

Everyone wants to be liked. Fitting in creates a more comfortable and fun workplace. However, if fitting in is an obsession, you might not value yourself.

How-To Overcome the Fear of Not Fitting In

Start by being friendly to everyone. You will probably receive a positive response which will boost your confidence. After you boost your confidence, participate in brainstorming sessions. Impacting the office can also increase the chance of a promotion or raise.

7 Tips to Calm Your Nerves When Public Speaking



Just thinking about public speaking can make our palms sweat. Inevitably, leadership positions require speaking to large groups.

If this sparks anxiety for you then you are not alone!

3 out of 4 people suffer from public speaking phobia. More specifically, 75% of females and 73% of men.

It is important to take control of public speaking anxiety. Incorporate the following tips into your speech instead of turning down your next public speaking opportunity.

Visualize Your Success

We need to “see” our success to manifest our goals. Visualize yourself presenting

your speech. You are standing in front of the crowd, calm and collected. You provide your audience with the information with they need, receive questions, and sit down. You must believe that you can be confident to be confident.

Know Your Audience

Many people that despise public speaking feel confident with one-on-one discussions. If this is you, make your presentation feel more like a conversation. You can do that by knowing your audience.

- What are their professions?
- Why are they at your presentation?
- What problems are they facing in their career?

The more you connect with your audience, the more comfortable you will feel.

Memorize Your Opening

The beginning of your speech often creates a rush of adrenaline. Learning the first few lines can decrease your adrenaline levels to speak confidently. You start strong despite your nervousness.

Practice, Practice, Practice!

When someone is learning an instrument or training for a marathon, they put in hours of practice. However, many people do not practice for speeches.

You will feel more confident, prepared, and knowledgeable if you practice for your speech. Memorize the opening and key points. Create an outline. Prepare a visualization but do not read from the material.

Adjust to Your Surroundings

Every venue is different. The lights could be brighter. The microphone might be on a stand versus headphones. Some venues seat hundreds of people.

Know your venue before you give your speech. That way you will be aware of

distractions that could increase your nervousness during the presentation.

Practice Positive Affirmation

Stop being so hard on yourself! The audience won't notice if you say your opener differently or skip a point. Repeat positive affirmation throughout your speech (in your head) to appear positive and confident.

Positive Affirmation for Speeches

1. I enjoy presenting and sharing my ideas.
2. Today, I am making a difference by being brave.
3. I am confident and comfortable.
4. I am a powerful, inspiring speaker.
5. My words have a powerful effect on people.

Take Deep Breaths

We rarely think about our breath in daily conversations. However, when we stand in front of an audience, we can easily forget to breathe, heightening nerves and causing us to gasp.

Speak slowly and take the time to breathe. Deep breaths will be easier if you maintain correct posture. Speak as you are inhaling and exhaling. Pause at the bottom of your exhale and top of your inhale.

Practice this exercise before your presentation to ensure that you are comfortable with the technique.

Finding Work/Life Balance in the Summer



Memorial Day is this weekend! This means, it is a three-day weekend for many of us. As you launch into summer it is important to develop a great work/life balance. A healthy balance helps you to spend more time doing the activities that you love.

The following tips can help you build a balance to enjoy your summer while working productively:

Schedule Your Day

We often fail to schedule our day or modify our schedules when we get distracted. To work efficiently, create a schedule (every day!) and stick to it. This could cut hours of work.

Tips to Schedule Your Day

1. Morning Ritual - Create a routine that makes you feel best throughout the day. Get up half an hour early to exercise or meditate. Eat a healthy breakfast.
2. Plan Your Daily Tasks- You can save time if you have a plan for the day. Know what tasks are a priority and create a Google Calendar to organize your day.
3. Plan Your Meetings in the Afternoon - Get the important tasks finished in the morning and save the afternoon for meetings and important phone calls.

Stay Healthy

Do you often miss your kid's summer baseball games or concerts in the park from working long hours? Maintaining a healthy body can help you cope with work's pressures to prevent working more than 40 hours per week.

Tips to Stay Physically Healthy

- Eat Healthy
- Avoid Stimulants
- Exercise Regularly
- Get Plenty of Sleep

Unplug After Work

Most of us are connected to our smartphones. We even use our phones as alarm clocks. However, when we are connected to our devices, it can prevent us from being present with our friends and family.

After you leave work, put your phone to the side. If you can't ditch your phone, turn off email notifications and put it on silent while you go on the mountain bike, golf game, or hike with your family.

Do not answer work calls after you leave the office. Your friends and family will appreciate your presence.

Delegate Your Tasks

We often take responsibility for tasks "just to get it done" or "because we can". Eventually, accepting too much responsibility leads to burnout. You will then get stressed, tired, and overwhelmed.

It's okay to delegate tasks. Hire a contractor to avoid the costs of a full-time employee or for temporary projects. You can hire contractors online from

websites such as Fiverr and Upwork. And if you are in Regulatory Affairs or Quality in the San Francisco Bay Area, I can help you find contract help as well.

Take a Vacation

It's summer! Have some fun! Go on that much needed vacation. A vacation helps you feel refreshed.

Encourage your employees to take a vacation also. Your employees will be more well-rested and energized to enjoy their work. Happy employees generate a productive company.

5 Tricks to Ask for Time-Off from Work



Asking for time-off from work can be nerve-wracking.

Is our boss going to be upset?

How do we ask?

However, it's essential to take time-off from work to avoid burn out. When we have the vacation opportunity, it's important to know the best way to ask to make asking less nerve-wracking.

The first step is to know your company's vacation policy. For example, many

companies have busy seasons that do not allow time off unless it is an emergency. You are probably limited on time. Ask your Human Resources person before your supervisor.

Don't Ask at the Busy Season

Many companies have busy seasons. It could be when you gain the most contracts, develop a strategic plan, or attend conferences.

Plan for a break before or after your busy season. Recovery from intense work can also help you avoid burnout.

Schedule Your Time in Advance

The more notice you can give your boss, the better. Doing so, allows your team to prepare for your absence. You can also complete important projects. Check your vacation policy for the mandated amount of time that you must provide.

Ask in Writing

Submit your request in writing to ensure that your boss receives the correct details. Include the dates of your vacation and availability during your trip.

Ask Rather than Tell

Requesting time off should be a discussion. The essential technique to creating a discussion is to ask rather than tell. It brings a sense of cooperation, understanding, and compromise.

Avoid phrases such as;

- "I am going..."
- "You need to..."

Instead, use phrases such as;

- “Can I...”
- “Would it be possible...”

Plan the Best Time to Speak with Your Boss

You don't want to catch your boss at a bad time when you are asking for time off. Email your boss a meeting request. The meeting will be more relaxed when it is convenient for both of your schedules.

Share How You Will Prepare for Your Time Off

Your absence could mean that extra work for the team. Explain to the boss how you will prepare for your time off. Share the list of projects that need to be completed before the trip. Discuss your availability during the trip. Your boss might expect you to check emails and voicemails. Make sure you are on the same page.

How-To Stop Negative Thoughts at Work



Stress can cause us to get distracted with negative thoughts, which impacts our work and personal lives. It's important to find a way to overcome your negative thoughts to maintain healthy relationships, productivity, and attitudes.

Learn how to stop your negative thoughts at work with the following tips:

The First Step: Recognize Your Negative Thinking

The first step is to recognize your negative thinking. If you cannot recognize negative thoughts, you will not be able to fix the problem.

It could be as simple as someone not wiping down the table in the break room, getting called into another meeting when you have piles of work, or a customer complaint. Discover your triggers.

Changing Your Negative Thinking

Positive Self-Talk

Now that you recognize your stressors, use positive self-talk when the thought goes through your head.

Positive self-talk is not deception. Internal messages can evolve stressful situations into opportunities.

To achieve positive self-talk, write down a few messages that you can tell yourself, such as:

- Stop

- Get out of my head

Or something more colorful!

Get Around Positivity

Your environment will affect your mindset. Surround yourself with positive people. If your friends are dragging you down then decrease time spent with them. If you work in a negative work environment then you may consider changing jobs. As a Specialty Recruiter, I can help employees in the pharmaceutical and medical device industry find jobs that provide a supportive and healthy work environment.

Focus on the End Result

Accomplishing a goal can be frustrating. Keep the end result in mind to overcome hurdles that slow the process.

Why are you going through this process?

How will it help your company?

Drop the Expectations

If we have high expectations, we will often be disappointed when our plan falters. Be flexible with your plan. For example, you may have to work with a co-worker unexpectedly. Recognize that they bring different knowledge that could benefit the project.

Create a Healthy Morning Routine

Your morning routine can affect the rest of your day. Start your day with healthy choices to prevent negative thoughts. The following are a few practices that you could fit into your morning to achieve a more positive day.

- Stop hitting the snooze button
- Yoga or meditation
- Healthy breakfast
- Drink a glass of lemon water

How-To Eat Healthy at Work



Office jobs can be a major contributor to a growing waistline. We sit for hours, snack on sugary foods and break room treats, and often skip breakfast. We can easily consume hundreds more calories than we would normally.

According to a survey by Harris Poll, 2 in 5 Americans gained weight at work. 38% of employees thought it was due to stress eating and 24% thought it was from eating out regularly. A few simple changes can help us eat healthier.

If you change your diet, you could see your energy increase and waistline decrease. Start eating healthier at work to lose weight and increase your energy.

Eat Breakfast

Sure, you are cutting calories by skipping breakfast but breakfast controls your hunger and boosts your metabolism. If you do not consume breakfast, you often consume hundreds more calories for lunch and dinner.

The National Weight Loss Registry did a study on people that maintained weight loss for over a year. 78% of participants ate breakfast every day. 90% ate breakfast 5 days per week. Start incorporating healthy weight loss foods into your diet to help you loose weight. This means food that is low in sugar and carbs.

Reduce Coffee Intake

Our morning coffee is a habit for many office workers. However, most coffees are filled with sugar and fat from creamers and artificial flavors. Skip the morning coffee or drink it black. Doing so, can cut hundreds of empty calories from your diet.

Drink More Water

We can easily forget to drink water when we sit for hours. Unfortunately, your body cannot burn fat when it is dehydrated. Drink the recommended eight to ten glasses of water to help you stay hydrated. If you are having trouble fitting water into your lifestyle, try the following tips:

- Drink before you eat
- Replace calorie filled drinks with water
- Fit in a mid-day workout, even a walk
- Keep a water bottle with you
- Flavor your water with lemon

Prepare in Advance

Not only is eating out expensive but restaurant meals can have hidden calories that cause weight gain. Prepare your meals in advance so you know exactly what is in your food.

Dr. Oz provides a meal plan that reduces daily calories. The plan includes a grocery list and recipes. Spend your lunch break eating a healthy meal that was prepared in advance. The technique helps you acquire time to also take a walk.

Bring Snacks to Work

Most of us get the mid-day munchies. At that point, we may turn to the cupcakes in the breakroom, candy at the receptionist desk, or bring healthy snacks that fuel our energy and avoid weight gain.

Healthy Snacks

- Vegetables and hummus
 - Yogurt
 - Dried fruit
 - Jerky
 - Healthy crackers
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How-To Avoid Burnout at Work



When emails pile up, projects are late, and the phone is ringing, you will probably get burned out. We have all been there. It's tempting to continue pushing through your work. However, pausing to take care of yourself can allow you to refresh your body and work more productively.

Robert Epstein of the American Psychological Institute found that "25% of our happiness hinges on how we manage our stress." If you are stressed from your work day, it's important to discover techniques to prevent burnout. The following tips can help decrease stress from work load:

Schedule Free Time

43% of Americans don't use their vacation days.

Who can use your vacation days when there is so much work to do?

This is an unhealthy mindset! The human mind is not conditioned to work 10 hour shifts productively. Eventually, you will get drained.

Make time for family, friends, working out, traveling, or pursuing a hobby. Scheduling free time creates balance so you can enjoy your life and appreciate your work.

Take Breaks

We can easily develop tunnel vision when our work load is heavy. However, we need to break out of our routine to prevent burn out. Take a break. Go on a walk, meditate, take a long lunch, or work a half day.

Exercise

You have probably heard of “runner’s high”. This phrase is not a marketing scheme to sell athletic gear. “Runner’s high” is the release of endorphins which is the body’s feel-good chemical. Physical activity can help you unwind a stressful day.

According to WebMD, regular exercise has been proven to:

- Reduce stress
- Ward off anxiety and feelings of depression
- Boost self-esteem
- Improve sleep

Plan Your Day

Planning allows you to fight stress before it starts. Schedule your daily tasks to plan your day effectively. Designate time for checking emails and highlight crucial tasks. Schedule a mid-day break. A plan can help you preserve momentum and cut hours from your work day.

Google Calendar is a helpful tool for scheduling. The tool is free and can be downloaded as an app on your phone.

Sleep

Sleep is an essential human function. According to the American Psychological Association, sleep deprivation can affect mood, judgement, and memory. Without sleeping seven to nine hours nightly, you might not have the focus that your job requires.

How-To Boost Your Creativity



Every creative brain experiences occasional lulls. Losing creativity can be discouraging and can make solving some of your work problems more difficult. Before you give up, try the following tips to boost your creativity:

Collaborate with Others

Two minds are better than one when you want to foster innovative thinking. This prevents you from circling through the same ideas.

Be open minded to another person's perspective. Teams often contribute valuable feedback.

Go for a Walk

A short walking break could save you hours of brainstorming and increase the quality of your work.

According to a study co-authored by Marilyn Oppezzo, a Stanford doctoral graduate in educational psychology, and Daniel Schwartz, a professor at Stanford Graduate School of Education, shows that creative thinking improves while a person is walking and shortly thereafter. Creative output increased by 60 percent.

Meditate

To get creative, we need to reach our subconscious. Meditation is a powerful tool to quiet the logical mind. You can then awaken your subconscious which helps you uncover new ideas.

Improve Your Mood

An optimistic mind is more open to new experiences and situations. When you are negative, your brain becomes more analytical and narrowly focused.

How-To Improve Mood

- Get some sun
- Force a smile
- Listen to music
- Write down the positive things in your life

Unplug

Your best ideas probably do not come when you are sitting in front of a computer. More likely, you are hiking, skiing, journaling, baking, or doing another activity that you love.

In fact, excessive screen time can damage your brain. According to Psychology Today, “excessive screen time is associated with structural and functional changes in brain regions involving emotional processing, executive attention, decision making, and cognitive control.”

Step away from the screen to get inspired and document it on the computer later.

How-To Get Your Boss To Support Your Ideas



Business owners want their companies to grow and eager employees move the company forward. If you want to advance your career, it is important that you promote new ideas for business development.

If you have a new idea for your employer – great! However, any great idea can be dismissed if it's not presented well. Do your homework. Your boss will take your idea more seriously if you are prepared.

Align the Values of the Company

The most imperative step is to ensure your idea aligns with the company's core values. For example, Patagonia clothing company is committed to using environmentally friendly methods to create their products. An accepted pitch probably aligns with sustainability. Before pursuing your project, make sure that it withholds the values of your company.

Examples of Core Values

- A commitment to sustainability and acting in an environmentally friendly way
- A commitment to innovation and excellence
- A commitment to helping people less fortunate
- A commitment to building a strong community
- A commitment to immediate customer service

Get the Support of Your Co-Workers

Enlist the support of your co-workers. This could be staff that would also work on the project and benefits from the results. To achieve your co-worker's support, try testing the concept on reliable team members.

Your boss could also be impressed with your ability to lead team members. Communication, management, and passion are necessary in leadership positions that could be a career goal.

Have an Idea of Why the Project Will Benefit the Company

Every project requires company resources. The project might cost the company money, employee hours, or new software. You should be able to answer why your project is worth company resources. If you cannot answer this question, then it is almost certain that your idea will be dismissed.

Pursuing an efficiency solution or new source of revenue, could send you on the fast track to advancing your career.

How the Project Will Benefit the Company

- Increase revenue
- Reduce expenses
- Improve efficiency
- Solution to problem that the manager has been trying to achieve
- Help your team become more successful

Be Flexible with Feedback

Your boss will have questions and feedback to your idea. That is a good thing! If they did not like your idea than it would have been dismissed. Be prepared to

make modifications to the project and take shared ownership.