

# How-To be a Successful Business Person



Successful business leaders are not just lucky. They work hard and develop character traits that make them dependable employees.

If you are trying to get a raise, promotion, or new job, there are adjustments you can make to your work ethics to achieve your goals. Each of these habits can be started today!

## Be on Time

Punctuality is not only courteous but conveys respect. However, there are people who really struggle with it.

You must learn to be on time to be a successful business leader. This means meeting deadlines, and arriving to work and meetings on-time.

## Respect Your Employer and Co-Workers

Treating employers and co-workers respectfully seems obvious. After all, you probably spend more time with your co-workers than almost anyone else in your life. Why wouldn't you be respectful?

However, many employees develop a superiority complex that prevents them from respecting their employers and co-workers.

Lack of respect can permanently prevent your improving your job title. It is important to start acknowledging and appreciating other's efforts. No one will trust you to take on more work without mutual respect.

## **Avoid Gossip**

Office places always have one or two gossips. Most of the time, these employees are not the managers of the company. Do not get involved with gossip if you want to be successful. You will only get yourself stuck in a trap of “he said, she said” that could send you looking for a new job.

## **They Speak Up at Meetings**

If you want to be successful then you must make your opinion heard. The best method to voice your knowledge is at meetings. Before every meeting, contemplate the problems, issues, and concerns that the company is facing. Develop a few productive ideas that could help the company improve.

If you create a noticeable difference in the company you could be more likely to be considered for the next promotion that becomes available.

## **They Don't Over Apologize**

The ability to apologize is great but can you ever apologize too much? If you are trying to be successful in business then yes!

The Submissive Guide states that, “while seemingly harmless, stating unnecessary things as apologies tends to result in two effects: you essentially undercut every legitimate moment where an apology is actually needed by constantly apologizing (making your apology less valuable) and the negative phrasing that you use either lowers others’ opinion of you (because you’re constantly associating yourself with a negative exchange of some kind), or insults them because, by apologizing for essentially existing in their presence, you’re indicating that you suspect them to be inconvenienced by everything you do (thereby undermining any positive relationship you have with that person).”

In summary, if you are constantly apologizing then you will paint yourself in a negative light, therefore lowering your co-worker’s opinion of you. Constantly apologizing could also insult your co-worker by conveying that you are constantly inconveniencing them.

Learn to not apologize unless absolutely necessary!

# Don't Say "Yes" to Everything

Saying "yes" to everything can prevent you from doing a great job at anything! You will spread yourself too thin trying to please everyone. Initially, you might think that you will impress everyone by your ability to complete a variety of tasks. However, the quality of your work will probably be inadequate, and you may be viewed as someone that can't prioritize.

Wouldn't it be better to produce superior outcomes, even if there are fewer?

## Ask for Help

Somehow, we have developed the idea that asking for help is a bad thing. Many people think asking for help is an act of weakness. In reality, most successful leaders will tell you that you cannot do it alone. It can also show you know how to delegate.

### Benefits of Asking for Help

- Creates Community
- Achieve Your Vision
- Develop the Skill of Receiving

## Own Up to Your Mistakes

Even Bill Gates made a mistake at one point. If you made one... or two... or three... it's okay! What is not okay is shrugging your shoulders and telling management that you had no idea who did it. Most likely, you will be caught for your mistake AND lying!

### Steps If You Made a Mistake at Work

1. Apologize (once)
2. Figure Out How to Fix What Went Wrong
3. Make a Plan for the Mistake Not to Occur Again
4. Tell Your Boss What You Learned From the Mistake

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# 6 Tips to Decrease Stress in the Workplace



Stress affects everyone. The trick is learning to deal with our stress so it doesn't hinder your daily life.

If you are facing stress at work then you are not alone. The average business professional has 30 to 100 projects on their plate. Within those projects, we are interrupted seven times per hour and distracted 2.1 hours per day. Fortunately, there are methods to manage your stress to work more productive work days.

Learn how to decrease your stress level with the following tips before stress becomes a serious problem:

## Schedule Your Day for Productivity

Working 10 hours per day is not always the most productive method of working. We get tired, frustrated, and distracted. Your day will remain more focused if you take breaks throughout the day. Plan your work activities in 60-90 minute blocks, then take a break. This may sound contradictory but without breaks, your productivity goes down and stress level increases. You can maintain a much lower stress level if you schedule breaks.

- Take walks
- Do a breathing exercise

- Stretch at your desk

## Sleep Well

If you are not sleeping well then you will not receive the rejuvenation that relieves stress. The American Psychological Institute reports that the average American receives 6.7 hours of sleep which is less than the recommended 7-9 hours. Also, 42% of adults report their sleep quality is poor to fair and 43% report stress keeping them awake at night.

If you have trouble falling asleep at night, practice a breathing exercise. Inhale as you count to five and exhale as you count back down from five. This exercise can decrease your heart rate to help you relax.

## Eat Right

During times of stress, we often seek out “comfort foods”. Ironically, these high-fat foods can make us feel lethargic and less able to handle stress. The best solution is to eat high-fiber, low fat foods that boost our immune systems. These foods can help keep us energized throughout our work day.

### **Foods to Include:**

- High-fiber, carbohydrate-rich foods
- Fruits and Vegetables

### **Foods to Avoid:**

- High-fat foods
- Caffeine
- Sugar

## Eliminate Interruptions

When your phone is ringing, mailbox is full, and voicemail light is blinking, it can be easy to get stressed. To eliminate your interruptions, you need to anticipate their occurrence. If you learn how to handle interruptions then you will probably notice an increase in productivity.

## **Tips to Eliminate Interruptions**

- Use an official ticketing/request system
- Retreat to a quieter workspace
- Overestimate the time that you will need
- Tell visitors that you only have a few minutes if they interrupt you with a question
- Write down your daily tasks

## **Laugh!**

Sounds silly? Well sometimes silliness is the best medicine. Laughter lowers blood pressure, reduces stress hormone levels, and triggers the release of endorphins. You can create a more relaxed feeling that shakes away tension.

To build up a chuckle, keep a funny photo, meme, or even favorite YouTube comedy clip on demand. Laughter is a good reminder to not take life so seriously.

## **Meditation**

“Meditation put you on the fast track to being happy” says Ronnie Newman, director of research and health promotion for the Art of Living Foundation. When our bodies are stressed, we experience increased breathing rate, blood pressure, and pulse. Meditation trains our bodies to relax in high stress environments. Achieve this state of relaxation leads to an enhanced mood, lowered blood pressure, improved digestion, and reduction of everyday stress.

### **Meditation Practice**

Sit quietly with good posture and eyes closed for 10-20 minutes, while visualization a relaxing image. You can also incorporate the breathing exercise described in the Sleeping Well section to help you relax. Do this meditation practice before work to prepare yourself for the day.

Stress does not have to control your life! Your work can be much more fun and interesting if you relieve the distress that is making your work suffer.

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# How Do I Discuss the Subject of Money?



During the employment interview, there's a good chance you'll be asked about your current and expected level of compensation. Here's the way to handle the following questions:

**Question:** What are you currently earning?

**Answer:** "My compensation, including bonus, is in the \$110k - \$115k range. I'm expecting my annual review next month, and that should put me in the \$115k - \$120k range."

**Question:** What sort of money would you need to come to work here?

**Answer:** "I feel that the opportunity is the most important issue, not salary. If we decide to work together, I'm sure you'll make me a fair offer."

In the answer to the first question, notice the way a range was given, not a specific dollar figure. However, in a situation in which the interviewer presses for an exact answer, than by all means, be precise in terms of salary, bonus, benefits, expected increase, and so forth.

With respect to the second question, if the interviewer tries to zero in on your expected compensation, you should also suggest a range, as in, "I would need something in the \$115k - \$120k range." Getting locked in to an exact figure may work against you later, in one of two ways: either the number you give is lower than you really want to accept; or the number appears too high or too low to the

employer, and an offer never comes. By using a range, you can keep your options open.

## **Don't Come On Too Strong**

Unless you're pinned down in the early stages of the interview, the best time to talk about money is after you've established mutual interest. If you initiate a discussion about salary and benefits, you run the risk of giving the employer the impression that money is the most important reason for your job search.

From a tactical standpoint, it makes the most sense to build your value and exercise restraint before the subject ever comes up. The greater your asset value is in the eyes of the employer, the stronger your offer will be. The principal objective during the first and second interview is to explore the opportunity and your potential contribution relative to the goals of the department or organization. Focusing on the money only sidetracks the greater issue of whether you and the employer can be productive and happy working together.

Once you know the job fits—and the employer sees your value—you'll usually be able to agree on a fair price for your services. And if you are working with a Recruiter, they should already know the salary range for the position and your desired salary range, and can do the negotiating for you. In fact, some people will request all salary negotiations go through their recruiter to eliminate any fear of hurt or uncomfortable feelings, or the negotiation process turning sour.