So Much to Do, Too Little Time

Numerous distractions interfere with everyday work. Constant emails, to-dos, and competing needs of those with whom we must communicate grab at our attention. If you continually end the day having only skimmed the surface of what had to be accomplished, you may be a victim of a work habit called “reactionary workflow.”

Reactionary workflow is responding to what’s constantly in front of you and demanding your attention. The result is only skimming the surface of your to-do list and barely touching the most important work. Reactionary workflow is a problem of the modern workplace.

Technology keeps a conveyor belt of information, issues, problems, and needs coming at us full speed—both personal and business related—24/7.

To reduce reactionary workflow, practice four intervention steps:

1. Make a list of absolute-must-get-done items with the time needed to complete them each day.
2. Schedule them.
3. Open your “notepad” or WordPad tool on your computer and paste incoming urgent items to this list.
4. Spend the last hour of your day responding to this list of items. This system is not a cure-all, but with practice, it can help turn the table on reactionary workflow.

Source: Statista.com

Family Dinners: Do They Make a Difference?

Regular family dinners can be tough to come by, but many research studies show that a family sit-down dinner a few days a week can have huge payoffs in reducing the risk of substance abuse among teens.

This benefit appears to result from an increase in trust, willingness for teens to bring problems to parents, improved communication skills such as learning to bring up delicate topics, the ability to identify changes in a child’s behavior, resource sharing, and many other life skills.

Source: http://www.centeronaddiction.org (Search on “family dinner drug abuse”)
Soft Skills to Know: Being Courteous

It's been said that courtesy is a quiet power. Having a door held open while carrying an armful of packages is a welcomed common courtesy. Extended courtesies are even more powerful because they are not expected. They show extra effort you expend to please someone like a customer, causing that person to feel valued and special. Extended courtesies to customers are also powerful because they benefit your employer’s reputation. The more unexpected a courtesy, the more impact it has on the recipient. A handwritten thank-you note in the age of email is an example. A phone call to a customer after the purchase of a product is another. Cultivate a repertoire of courteous acts and use them to make the right impression. You will elevate your organization, and very likely your career.

Develop a Stress Management Plan

Do you like dreaming up new ideas, spotting new business opportunities, imagining the possibilities, seeing unmet needs, and building a team? Do you take initiative on the job to undertake something new without being asked to do so? Are you the courageous sort, unafraid to think outside the box? These traits demonstrate an entrepreneurial mindset. Share your awareness with your boss. Let him or her know about what makes you tick and then seek opportunities to match your desires within the work organization. Your organization needs your talents, and these strengths are assets that could propel your career where you want it to go.

Up Your Self-Discipline

Improve self-discipline by practicing empowering behaviors that become reflexes to drive you in a more rapid pursuit of your goals.
1. Start with avoiding criticism for falling short of your ideal self.
2. Recognize self-discipline is a learned skill, not a personality trait.
3. Practice improving self-discipline at multiple points during the day, from completing a chore to starting a new large project you have postponed.
4. Find the big “why” to stir your motivation.
5. Identify steps to the end result, and act immediately. Take the first one, and then the next.
6. Maintain work-life balance. Procrastination or distraction can be your mind’s way of avoiding burnout. Lack of balance therefore undermines self-discipline.
7. Set deadlines, and link them to undesirable consequences that are external, not self-punishing. For example, commit to others when goals will be achieved.
8. Your body has peak performance periods during the day. Leverage these periods to supercharge self-discipline.
Everyone feels a major loss at some point in life. It may be the death of a family member or friend; health issues such as a permanent injury, chronic illness, or aging; a breakup, separation, or divorce, the loss of a job, a change in income, or other life changes. Any loss leaves a "hole" in your life where what you lost used to be. Understanding loss and the grieving process can help you heal and move forward.

Coping with Grief and Loss
Tuesday, April 18th, 2017 at 3pm Eastern

In this webinar, we will discuss the process of grief and loss from the perspective of losing a loved one, whether it was expected or sudden. The stages of grief will be covered, and tips on how to move through the process will be provided. Ways to honor the loved one will be shared (through a process called 'ritual construction') and various potentially healing techniques will also be covered.

To register, please click here.

These suggestions can help you and your family deal with grief.

- Talk about the person who died. Use his or her name.
- Tell stories and express what the person meant to you.
- Try to wait at least one year before making major decisions.
- Make new friends, and spend time with old ones. When you feel ready, start to do things that will help you look forward to the future.
- Accept changes in family traditions. When a family member dies, family roles are likely to change. It may help to develop new traditions to suit your new family structure.
- Plan ahead for holidays. You and your family might feel more intense grief around these times.

To learn more, log-in now at impactsolutionseap.personaladvantage.com