

SMART WORKPLACES BY HR TO GO - JUNE 2004
HUMAN RESOURCES MANAGEMENT - OUTSOURCE IT!

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Sent monthly for our friends and alliances. PLEASE FORWARD TO OTHERS whom you believe may be interested in receiving our newsletter. To unsubscribe please follow instructions at the bottom.

On July 22, 2004 HR to Go, Inc. will be presenting "Payroll Survival Lessons" at the Doubletree Hotel in Sacramento. The seminar will be from 9:00 am - 4:00 pm with lunch and refreshments provided. Tickets are \$199. Due to limited seating, reservations are required. Please call Janelle for more details at 916-444-6200.



Find Discreet Ways to Toot Your Horn

If you're beginning to feel like the comedian who "gets no respect," don't tell anyone, especially not your boss. Executive coaches in New York say griping could damage your career. It's not unusual to feel that accomplishments are not sufficiently appreciated and rewarded. Instead of complaining about it, analyze tactics that will get you more recognition and more job security.

- Discover how your boss measures your performance and provide evidence of your relevant accomplishments.
- Discuss your work and make it easy for the boss to say it was good or great. Management professors at Simmons College say you have to point out why it was effective, because you can't expect your performance to speak for itself.
- When you are not adequately recognized for your work, don't discuss that with people who work for you. If you brag too much about what you've done and whine about the lack of appreciation, people won't like to work with you.
- Get recognition by praising those who work with you and for you. In describing an accomplishment, mention that it was really a team effort. Your team-building skills as well as your results will get more recognition, and your people will be more enthusiastic about working with you on the next project.



The Challenge of Doing More in the Same Time

The workforce has been reduced at many organizations. That means individuals have had to take on work previously done by others in addition to their own. Here are some of the ways companies are motivating people to willingly do more and do it more effectively.

- Companies are getting plenty of suggestions about how to reduce or eliminate tasks that not viewed as productive. Bosses are listening. Some post suggestions on a Web site to give recognition to the suggesters.
- Staff members are focusing on how to make jobs interesting and fun. Some departments have not only maintained quality, but increased it. The goal in these times is to keep people energized, but not to the point of burning out.
- They discourage multitasking as unproductive and adding to worker stress.
- Cell phones and BlackBerrys are not allowed in meetings so everyone can focus exclusively on the subject at hand.
- People are urged to become proactive rather than reactive. Handling a pending problem takes less time than solving an existing one.
- They develop techniques that help them stay focused, such as moving to a different chair when someone stops by to chat.



Thank Goodness It's Monday

It's been said that some of our home lives are so hectic, we come to work to find a more reasonable place. While it's good that people enjoy coming to work, the "hectic home" reason is unacceptable. Why? Because it's not easy to make the break between home and work. Worries carry over and affect both locations. Here are some tips on getting homelife to be less hectic:

- Skip those big, difficult projects. Hire someone to remodel the house or landscape the yard. If you can't handle it, don't overload yourself.
- Say "no" whenever you can. If weekends and evenings are too often filled with civic duties or optional activities, cut back.
- Keep mornings simple. Kids like cold cereal and leftover pizza, and they'd think stopping for a fast food breakfast occasionally is a treat.
- Build a mental break into the trip from work to home and from home to work. Often you need to "brace yourself," either for the day or the evening. The commute can be a stressful experience or a relaxing break. Take your choice.
- Get into comfortable clothes as soon as you get home.
- Take some time with the kids to hear them talk about their day.
- Feed the children before they ask you to. Let them start on the salad before you serve dinner.
- Don't let the children stay up past their bedtime. They need structure and you need time for yourself.



Five Amazing Allergy Facts

1. Hay fever sufferers should wash their hair at night. Reason: They'll remove any pollen and keep it from settling on pillows and bedding. Also, avoid common irritants like smoke, automobile exhaust, hair spray and perfume... wash hands frequently... venture outdoors only when pollen counts are low.
2. The best time to take an antihistamine, which helps block allergic reactions, is before symptoms surface. Just remember, antihistamines can cause sleepiness. So never take one any time safety requires you to be alert.

3. Researchers found a simple solution if you're allergic to dust mites and suspect your area rugs make you sneeze and itch: Place the rug outdoors in direct sunlight for a few hours. Airing out rugs and other household items dries and heats them - exterminating mites.
4. Moving to another location is no guarantee of relief for allergy sufferers. They usually develop allergies to their new region's pollens and molds within a few years of moving. Plus, most allergy-provoking grasses are widespread throughout the world.
5. As many as 20% of Americans believe they have a food allergy, but less than 1% really do. Most food "allergies" are actually signs of digestive problems, food poisoning or stress.

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