

SMART WORKPLACES BY HR TO GO, INC - AUGUST 2005

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**How to Find a Helpful Mentor**

In ancient Greece, Mentor was a teacher whom the leader Odysseus entrusted with the education of his son. In today's world, a *mentor* is a

wise counselor and role model who can not only help you get ahead in your sales career, but also be a constant source of information and ideas. For some, a mentor appears on the scene quite naturally. But others need to look for one. How do you go about this?

1. **Get to know yourself.** To choose a mentor who will fulfill your needs, you must first determine what those needs are. You should choose a mentor whose goals and values match your own. If you choose someone with a different style, you may end up contradicting your own beliefs.
2. **Realize that mentors are not limited to older individuals.** While someone older and more seasoned than you can certainly be a good mentor, a mentor can really be anyone, including a coworker.
3. **Find an expert who can guide you.** Too often, popularity gets confused with ability. Some of the most able people are not the most popular. Your mentor should interact well with others, but shouldn't flaunt his or her abilities.
4. **Find someone you can trust.** You'll work very closely with this person and, in the process, divulge some personal information. Thus, trust is vital.
5. **Find a person who is respected by your colleagues and/or customers.** A mentor cannot be effective without respect. It is not simply incidental that people who get ahead are the ones who are respected by key individuals.



### **Set up Your "Power Office" to Project the Right Image**

Your office furnishings and decorations say a great deal about you. To convey the kind of image you want, pay attention to these particular areas:

1. **Furniture arrangement.** Setting your desk in the middle of the floor, with chairs facing it, suggests a formal atmosphere and an occupant who wants to maintain distance from visitors. On the other hand, a desk positioned against a wall conveys an image of confidence.
2. **Messy desks.** A small amount of messiness implies comfort and friendliness, but too much clutter may cause a visitor to think that the office occupant doesn't care about making a good impression on anyone. At the opposite extreme, an immaculate desk conveys coldness and may be perceived as a sign that the person doesn't have enough work to do.
3. **Decorations.** Plants, draperies, and artwork will convey a more comfortable, relaxed attitude. Books and artwork express an occupant's sincerity.
4. **Certificates and awards,** if they are job-related, reassure visitors that you are experienced and confident.

## Workplace Safety Movie Quotes

As you might have heard, the American Film Institute recently announced its Top 100 great movie quotes of all time. The number one quote: Rhett Butler to Scarlett O'Hara in *Gone With the Wind* : "Frankly, my dear, I don't give a damn."

Among the Top 100 are some gems that safety directors have gotta love, such as:

1. "Fasten your seatbelts. It's going to be a bumpy night." *All About Eve*, 1950
2. "Is it safe?" *Marathon Man*, 1976
3. "What we've got here is a failure to communicate." *Cool Hand Luke*, 1967
4. "Show me the money!" *Jerry Maguire*, 1996
5. "You can't handle the truth!" *A Few Good Men*, 1992
6. "Houston, we have a problem." *Apollo 13*, 1995
7. "You're gonna need a bigger boat." *Jaws*, 1975
8. "Round up the usual suspects." *Casablanca*, 1942
9. "There's no crying in baseball." *A League of Their Own*, 1992

10. "Well, here's another nice mess you've gotten me into." *Sons of the Desert*, 1933

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