

# CAREER HEALTH

## Success in Life & Work

By Susan M. Heathfield

### Identify and Live Your Personal Values

Values are traits or qualities that are considered worthwhile; they represent your highest priorities and deeply held driving forces. When you are part of any organization, you bring your deeply held values and beliefs to the organization. There they co-mingle with those of the other members to create an organization or family culture.

Value statements are grounded in values, and define how people want to behave with each other in an organization, an institution, a company, or a family. They are statements about how the organization will value customers, suppliers, and their internal community. Value statements describe actions which are the living enactment of the fundamental values held by most individuals within the organization.

You might use the following examples of values as the starting point for thinking about and articulating your values as a human being.

**Value List:** ambition, competency, individuality, equality, integrity, service, responsibility, accuracy, respect, dedication, diversity, improvement, enjoyment/fun, loyalty, credibility, honesty, innovativeness, teamwork, excellence, accountability, empowerment, quality, efficiency, dignity, collaboration, stewardship, empathy, accomplishment, courage, wisdom, independence, security, challenge, influence, learning, compassion, friendliness, discipline/order, generosity, persistency, optimism, dependability, flexibility.

### Why Identify and Establish Your Values?

Your values are made up of everything that has happened to you in your life and include influences from: your parents and family, your religious affiliation, your friends and peers, your education, your reading, and more. Effective people recognize these environmental influences. They identify and develop a clear, concise, and meaningful set of values/beliefs, and priorities. Once defined, values may impact every aspect of your life in the following ways:

- You demonstrate and model your values visibly in your personal and work behavior, decision making, contribution, and interpersonal interaction.
- You use your values to make decisions about priorities in your daily work and home life.
- Your goals and life purpose are grounded in your values.

Choose the values that are most important to you; the values you believe in and that define your character. Then, live them visibly every day at work and at home. Living your values is one of the most powerful tools available to you to help you be the person you want to be; to help you accomplish your goals and dreams, and to help you lead and influence others. Don't waste your best opportunity.

©Susan M. Heathfield. All Rights Reserved. Susan obtained her BA, MA at the University of Michigan. She specializes in human resources, training, organizational development, and coaching.

### Why Folic Acid is More Important than Hair Spray

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Children need considerably less.

Folic Acid is the most commonly known for its benefits not just to hair but to mothers and babies. This is because of its essential nature in helping the human body synthesize DNA and RNA. Without adequate folic acid many babies would be born with neural tube defects (NTD). Such tragedies are still occurring and it's almost entirely possible to get rid of certain birth defects by making sure you have enough folic acid. You've got to have it. It's especially important for normal growth and development which your hair does constantly.

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**"In order to succeed, your desire for success should be greater than your fear of failure."**

-Bill Cosby



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# VALUES - BASED QUALITY OF LIFE™ Newsletter

Because Making Smart Choices About Your Money Impacts The Quality of Your Life

Over the years, we have found that there are elements of your life that are more important than money. These elements - Physical Health, Relationship Health, Inner Health and Career Health - cannot be delegated. We hope that you find these articles to be of value in improving the quality of your life.

## PHYSICAL HEALTH

### Why Folic Acid is More Important than Hair Spray

By Vincent Platania

There are three fundamental vitamins which work in conjunction to help the human body synthesize DNA and RNA: Vitamin B6, vitamin B12 and folic acid. Hair is part of the epidermal layer and therefore part of the integumentary system--the body's largest organ. As such it is as dependent on these three vitamins as any other organ.

Some believe that because of this if you take folic acid on a regular basis it will aid in the prevention of hair loss. It is essential for the production of normal healthy cells, so if you take folic acid you will have healthy strong hair along with other tissues in your body.

It is important to understand the way that folic acid is used in the body. The synthesis of DNA and RNA are important because these are the game plan for the replication of all cells. If there is interruption in the synthesis of this then no normal replication of cells can occur.

Another interesting thing to note about the hair is that it can be used to gauge the nutritional status of the body as a whole. A hair sample can be analyzed in a laboratory to reveal not

only current levels of ingestion but also previous levels of exposure to both healthy and toxic substances. This sort of testing is used both for nutritional counseling but also for drug testing or forensic investigation.

In other words five minutes on the lips perhaps a decade in the hair. Poor nutrition shows up in the skin and hair for a very long time. It takes a very long time to correct years of inadequate macro and micro nutrient intake. But with diligent attention good health will eventually shine through. Folic acid is often included in hair formula vitamins as are other B vitamins.

If possible there really is no substitute for a healthy diet. Since 1998 all grain products produced in the United States have been fortified with folic acid. This enrichment program has the potential to add about 100 mcg of folic acid on average to the American diet. The Recommended Dietary Allowance for folic acid is 400 mcg per day for males over the age of 19. Pregnant women need 600 mcg and lactating women need 500 mcg per day.

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# RELATIONSHIP HEALTH

## Four Ways to Clearer Communication

By Deb Haggerty

### Consider the Purpose

Before you jump into a conversation, consider the outcome you hope to gain from it. Too many times, we just start talking without specific goals for the conversation. At the end of the conversation we walk off frustrated because we haven't received what we wanted from the encounter. To reduce frustration - on the part of both participants - plan what outcome you want before speaking. Then set up the outcome by announcing at the beginning of the conversation what you hope to accomplish. You'll be able to cut down on the amount of wasted time and gain respect from your conversant for respecting their time as well. You'll obtain your desired results with a greater degree of frequency, too.

### Consider the Place

In addition to thinking about your intent in talking with someone, also consider the place. Just because you both end up in a particular location at a point in time does not mean that that's the opportune time to have a particular conversation. Business conversations should take place at the business or at networking events specifically designed for such chats.

Social occasions should be just that - a chance to relax and be social, to get to know folks better - not to finish conducting business left over from the office. Successful communication is more probable when both parties are focused on the business at hand, not distracted by events going on around them or the need to pay attention to some other activity.

### Consider the Person

Think about the person with whom you'll be having the conversation. What is their communication style? Do they need to have discussion points in writing in advance to be able to be prepared? Do they need lots of detail? Are they the type of person who needs to schmooze before getting down to facts or are they the "cut to the chase" type who gets irri-

*"Communication works for those who work at it."*

-John Powell

tated at idle chatter? Do they need time to process information before making a decision or do they spontaneously okay something that sounds new and interesting? By thinking about that person's communication style, you can tailor your communication behavior to meet their needs, thereby insuring a more successful outcome.

### Consider Your Personality

What kind of person are you? Are you the fast talking, lots of gestures, likes to hear themselves talk kind of person? Are you a totally goal oriented, down to business kind of person? Do you like lots of details and organization and time to process information? Do you just want

to get along with everyone, do a good job, and go home? Depending on who you are and your assessment of the person you are going to talk with, you may need to modify your behavior if you want to have the conversation end successfully.

For example, if you're the "spontaneous, this sounds like fun, let's do it" type and you need to talk to the "lots of details, time to process information" type, you'll need to take the time to get organized, plan what you're going to say and then slow down your speech and gestures. If you don't modify your behavior to match that of the other person, you run the risk of turning them off by your style. Better to mirror them to get your ideas across and to get to know them better, and then relax into what's natural behavior for you.

Clear communication always starts with the end in view. Know your purpose, set the stage correctly for the time and place of the conversation, consider the other person's communication style needs, and know yourself. Thinking through these four keys will help insure that your conversations are meaningful, relevant, and accomplish your goals.

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# INNER HEALTH

## Making Every Day Matter

By Laura Turner

Recently, I read The Alchemist by Brazilian author, Paulo Coelho. If you haven't read it yet, the main character, Santiago, has a dream that he must go to the pyramids of Egypt. Here, he's told, he will find a treasure waiting just for him. Inspired, he followed his calling. What he found was, most on his path were either too afraid, or became side-tracked, when it came to following their own journey to what he later named the quest for a "Personal Legend."

All this got me thinking. First, what does it mean to have and find a personal legend? And how do we go about the business of following the call to our own treasure? To me it involves the simple (or not so simple) task of making every day matter. In this article then, I will aim to document what I think are several ways we can each align ourselves with our treasure. In the light of the new year, we can all do well by taking time to think about the possibilities our legend holds for us and, with this mindset, aim to make each day a meaningful one.

### One: Aim To Do Something Each Day To Make It Special.

We all have circumstances in our life that are beyond our control. I'm thinking specifically of health concerns, job stress factors and balancing our relationships with others. Yet, there are always pockets of time that each of us can use to make each day special. To me, it involves a ritualistic expression of creativity.

Here's how I suggest managing this time. First, think of something that you can do each day to make it special. It can be something different each day, however, for our purposes here, I propose planning to create a daily ritual. Here's mine: Each day of this

new year, I plan to sit down for one-half hour with tea and my dreams. I will use this time to write in my journal. My hope is to pen three pages each day, as Julia Cameron prescribes in her book, The Artist's Way. Why have I chosen this activity? It's what brings me my greatest joy. How to find your joy? Read on to objective number two.

### Two: Find What Brings You Joy.

I often think of happiness in terms of energy currency and am constantly taking my energetic temperature. I believe, when we do things that bring us joy, we

*"Really try to follow what it is that you want to do and what your heart is telling you to do."*

-Jennifer Aniston

allow this positive energy to expand. I've written before, in an effort to receive what we wish, we have to give away that something first. For example, If I long for joy, I can create joy in my life by giving "joy" away. How? By sharing what I have. And it's easy to do this time of year. For example, I can share by giving to the Salvation Army at the mall's entrance or sending care packages to the homeless. All this creates a forum for joy to expand.

### Three: Express Your Creativity.

Once you've allowed your joy to expand and know what joy "feels" like, use this same ritual to expand your creativity. If you like to write or have another creative passion, try taking more time for that

gift. I think you will find that it will help your inspiration grow and with it, bring along more happiness and peace to your soul. Further, and along the same lines of making every day special, look for ways you can share your creativity. If you are not sure where your creative talents lie, experiment. Take free internet classes or low cost courses at your local craft store (check out [www.fabjob.com](http://www.fabjob.com) for ideas). In my experience, this activity alone will help you become closer to your own personal legend.

### Four: Learn To Follow Your Heart.

Here's the true challenge. Before we can evolve, we must learn to let go of our expectations. What does letting go of expectations have to do with discovering your personal legend? It's simple. If we let go of our controlling ways (and I am speaking to myself, here) we can open ourselves to the blessings of life and allow it to show us the way. We are all gifted with a unique personal legend. Yet we must learn how to do the dance of marrying intention with inspiration to find our balance within. Life will always guide us if we let it.

Moreover, It is up to us to be aware of our circumstances and open our hearts for the answers. For as Santiago learned from the alchemist "To realize one's destiny is a person's only obligation."

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