

CAREER HEALTH

Workplace Motivation Secrets

By Peter Murphy

Workplace motivation is the key to a successful, happy, comfortable working environment. Achieving that is not as easy as it may seem. Workplace motivation is hard to achieve for many different reasons.

Some people tend to take a job that they do not particularly want, just for the money. When people do this, they can be resentful at the workplace. Another issue is that maybe the pay doesn't seem worthy when compared to the work responsibilities.

Some people resent the management in the workplace. They feel as if the management gets paid the higher salary and does less work. Other problems that can defray workplace motivation include moods and different personalities of the staff.

So, as you can see, there are many obstacles to overcome when trying to maintain workplace motivation; but it can be done.

There are five simple tips and suggestions that can greatly increase the workplace motivation.

One tool to consider is this. There are three priorities to getting the job done.

1. Quality 2. Cheap 3. Quick

You need to consider what it is that you want to be your first and second priority. If you try to achieve all three of these, the results will be negative. For instance: if you want a quality job done cheap, then it won't be quick.

If you want a quality job done quickly, then it won't be cheap. And if you want a quick job done cheap, it will be low quality.

The job of management is to get a desired task completed through employees. So to get them to do it and do it right

requires some consideration on management's part.

1. When management tries to control employees, the end result is bad. Employees need to have some control over what they are doing.

They need to be able to think on their own and rationalize why they are doing this job a certain way. If it makes sense to them, it is easier to do it.

2. There has to be rewards for a job well done. People are motivated by words of affirmation, monetary awards such as bonuses, gifts or promotions. If these are not handed out, what is the point in doing a great job?

3. Room for error has to be accepted by management. We are only human. There will be mistakes and failures. The responsibility of management needs to be having a plan in place when something does go wrong.

Because it can go wrong! And when it does, then you go to plan B and the employees will learn from that mistake.

4. A friendly, fun environment is a must. No one wants to go to work where you are not allowed to laugh. People can socialize and work at the same time!

5. Another important issue in achieving workplace motivation is job description. Management should never be above doing the same tasks as the employee if they are needed.

It sends a bad message to the employee if you are short handed and the manager cannot, or won't, step in and help out.

Workplace motivation can be difficult to achieve. However, it can be done if the right tools are offered, and everyone can work as a team.

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Diet, Exercise and Weight Loss

Myths

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ply to the various electronic muscle-stimulating devices that are flooding the infomercials. Electronic stimulation may be a great way (I doubt it) to exercise and tone your abs; but that is not going to guarantee that the flab is going to come off of them. There are no natural spot reduction guarantees.

Myth #4: Carbs Are Bad for You

You should know by now that almost any generalized statement is a lie, and subject to my attack. Our bodies need carbs (technically "carbohydrates") to exist. They are one of the preferred fuel sources for energy. Certain carbs, eaten under specific conditions (i.e., starchy white carbs eaten less than three hours before bedtime) may cause you to gain or hold onto extra weight, but certainly, by no means are all carbohydrates bad for you.

Myth #5: Eating Pasta Makes You Fat

Being Italian, I have to wholeheartedly object to this. Eating pasta, in itself, does not make you fat. Overeating, (anything) makes you fat - period!

Myth #6: Drinking Water with Meals Makes You Bloating and Retain Fluid

Exactly when water is ingested has no effect. And, drinking too little water actually causes water retention.

Myth #7: Fat Is Bad for You

See Myth #4 above. The same logic applies. But apply it to saturated and unsaturated fats. Take unsaturated whenever there is a choice.

Myth #8: Losing Weight Fast Is the Best Way

You should know better. Losing weight fast usually means losing water and lean weight. Losing water weight in itself is harmless, but not even close to permanent. You will gain it all back very quickly as soon as the body re-hydrates itself. Losing lean weight, on the other hand, is counter-productive. As we saw above, losing lean weight will in turn lower your metabolism, and we know what comes next. (See #1 and #2 above)

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**"Courage and
perseverance
have a magical
talismán,
before which
difficulties
disappear
and obstacles
vanish into air."**

-John Quincy
Adams

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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

Diet, Exercise and Weight Loss Myths

By WorldFitness.org

Once again, it has come to my attention that there are a lot of misinformed people out there. I'm not entirely sure where this glut of non-knowledge is originating, nor do I want to point fingers. I have my suspicions about various publications. Nevertheless, be prepared for my latest soapbox ranting in attempt to clear the air.

Myth #1: In Order To Lose Fat, You Need To Eat Less

On the surface, this may seem correct, but let's really think about it for a minute. Given, in order to lose fat, the calories ingested must be less than the calories expended. But (pun intended) there are loopholes to this grand axiom in that there are many ways to accomplish this calorie imbalance. When you exercise, you burn calories. On a simple level, if you are burning more than you're eating, you will lose fat.

Since muscle is active and fat is inert, the metabolic rate (metabolism, the rate at which you burn calories) is basically determined by the ratio between fat and lean bodyweight. The more muscle you have, the higher your metabolism. So, you can burn more fat by adding more muscle. In order to add more muscle, you need to eat more. Again, simply put, you can actually lose fat by eating more.

Myth #2: In Order To Lose Fat, You Need To Do Lots of Cardio

Again, this seems right. But look at it this way: When you exercise, you burn calories. Now where these calories come from is the basis as to whether you will lose fat or muscle. Without going into a tremendous amount of science, let's take for granted, that

the body prefers protein sources over fat for its fuel. Muscles are made of protein. If you are not ingesting enough protein in your diet, and you do an extreme amount of cardio, the body may feed on its muscle and you will lose lean bodyweight. (Just look at Olympic-class runners - very lean, but very little muscles, too.) Now when you lose too much lean bodyweight, what happens to your metabolism? It takes a nose-dive. Then what? The two-thousand calories a day that used to make you lose weight, is now causing you to gain fat! Hmmm?

Myth #3: In Order To Lose Your Belly, You Need To Do Lots of Sit Ups

Okay, a little earlier we established that when we exercise, we burn calories. Let's assume that we really nailed our nutrition plan, so these calories are going to come from the stored fat in our bodies. But, exactly where is the fat going to "burn off" first? Good question. The real answer, though, is identifying where it will not come from first. When you perform bicep curls, a lot, and heavy, to the point that your body is using calories, you, according to the logic above, are burning fat. Are you burning the fat only on your biceps? - of course not. The body does not care where it gets the fat to burn, and doing a particular exercise for a particular area does not guarantee that the fat burned will come from that area. Again, plain and simple, following that assumption, does performing a lot of sit-ups burn the fat off your middle? - no way. Well, maybe it will, but not just off your middle. It's going to come off pretty much everywhere. There are certain reasons pertaining to biology, anatomy, body types, etc, that dictate where the fat comes from first, how much and where, but generally speaking, it's going to come off everywhere. The same logic would ap-

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RELATIONSHIP HEALTH

Four Things You Can Do to Minimize Conflict in the Workplace

By Shelley Holmes

Understand these four insights into conflict and you may not need to feel that conflict is actually spelled disaster!

No Two Persons Think Alike

This diversity in ways of thinking and approaching situations is what is needed for a well-rounded team. Unfortunately, this very diversity that teams so need, is what causes most of the conflict. Even so, it could be the very thing you need as each person's different opinions and ways of looking at the situation could round out a problem in a way that might have not happened if there were no conflict of thinking, seeing the situation.

What To Do: As a leader your goal is to help people who are very different in style and thinking to learn to value their differences and learn skills that will enable them to dissolve their conflicts, whilst maintaining their differences.

Conflict Can Start from Competition Over Scarce Resources

If people are fearful that there isn't enough to go around - enough salary increases, enough overtime, enough promotions, enough capital expenditure funds, enough acknowledgment, enough recognition ... Then you can be assured that conflict and competition will erupt!

What To Do: As the leader who inspires others, you are responsible for helping your team members to have the mindset that inspires them to change their beliefs such that there is plenty to go around. Even in the hardest of times,

if you look for it, plenty abounds. It's about being resourceful and focusing on what you want. Be your best and the resources will flow. It's simply a natural law.

Attitudes Might Need Adjusting

People are like radio antennas - sending out vibes (vibrations) about how they feel about the world and how they feel about specific people. You know this to be true; think right now of someone you may regularly see

“The meaning of things lies not in the things themselves, but in our attitude towards them.”

- Antoine de Saint-Exupery

that you don't actually talk to - maybe a postman or a shopkeeper - do you have a sense of whether they are a happy or sad person. Bet you do!

At a subconscious level people pick up on what others think of them and respond accordingly.

If you constantly think of a particular person as a pain whom you really don't want to spend time with - then that's what they will be for you. Most often, the person who is the biggest pain to you in the work context, goes home at night and is well loved, respected and enjoyed by his/her family. How can this be? It's the same person! People pick up intuitively on what you think and feel about them. Have you ever known someone who you could sense didn't like you? Were you more defensive when you were

with them?

What To Do: If you are in regular conflict with someone - then maybe it is time for you to start to focus more on their good aspects than on the things you don't like about them. If you can focus regularly on the things you can find to like about them, you'll be amazed at how quickly that person will respond. Promise! If you can guide and lead others to do the same about people they conflict with you'll transform the workplace.

Team Norms

When team members know what's expected of them and what is embodied as acceptable behavior, then interpersonal conflict is reduced. Team members come into your workplace filled with their own rules, attitudes, values and personality styles. Develop team norms to help you bridge, what can, at times, be wide chasms between team member's internal rule books.

What to Do: Norms are the guidelines you create (with the entire team buying in to them - rather than "you" enforcing the norms on them - because they won't use them anyway!) to indicate the behavior required for successful performance and team cohesion. They are different from rules, in that rules state exactly what must occur, when and how. Norms enable people to address performance and conflict issues as they arise.

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INNER HEALTH

Key Tips on How to Manage Your Time - and Your Life

By: Holistic Learning Center

Write out anything and everything you want to do in your life

This may first seem to be a completely overwhelming and ridiculous task. However, David Allen, best selling author of *Getting Things Done* and time management coach to countless CEOs, has advocated doing just this process to jumpstart the time management process. The idea is that you sit down with a piece of paper or a computer and literally brainstorm everything that's on your mind that you need to do, from the smallest task awaiting you at work to your largest aspirations. For instance, your final list of hundreds of items might include everything from "do the dishes" and "change the cat-litter" to "climb Mount Everest" and "start a family." You do this cleansing process to "clear your RAM" to make prioritizing and project planning more efficient. Even though you may think that writing everything you need to do in your life down would probably take weeks to months, most people exhaust this list within a few hours! That's because the projects on the far horizon haven't yet been "chunked" down into smaller steps.

Break your list down into projects - and identify your next step for each project

This idea of categorizing what you need to do and writing down your concrete next step for each project can vastly simplify the time management process. After all, most of the critical endeavors we undertake are multi-tiered and nebulous at first. When you write an item on your list like "start a family" or "get financially organized," it's easy to be overwhelmed by the vastness of the work ahead of you. However, if you identify, for example, "get financially organized" as an independent project, you can then create a concrete next step to move forward. Consider this the "Rome wasn't built in a day" theory of time management. For instance, your

next step for getting financially organized might be to "call three potential financial advisors in your area." That's a task that can easily fit on anyone's To-Do list, and it won't take more than 30 minutes to accomplish.

Build a schedule that you can use

There are literally tens of thousands of time management products and services out there. But never fear - most standard time management support systems will work for most people. The key is to evolve a system that makes sense for your needs, work schedule and life style. Try to chunk things down into near and far term categories. For instance, you might keep a weekly schedule, a monthly schedule

“To choose time is to save time.”

-Francis Bacon, Sr.

and a long-term schedule. At the end of every month, do another "RAM clearing," like we discussed in step one, so that you don't get clogged up with an internal monologue of "I have to do this, that, and the other thing" and end up unable to concentrate on immediate tasks.

To prioritize, cut ruthlessly

The key to keeping your time management system working is not to "Do" as much as you can. It's precisely the opposite. You want to "Not Do" as much as you can - while still getting the things done that you absolutely must. Do you really need to go to your boss's son's baseball game? Is it really in your interest to compare and contrast 15 credit card offers? Choose when to choose. Otherwise, you will likely be faced with an onslaught of

priority options, which can overwhelm even the most adept mind. There is no such thing as optimizing your schedule. You have to settle with what's "good enough." So how do we determine what meets that threshold of "good enough"?

Begin with the end in mind

Steven R. Covey, the author of *Seven Habits of Highly Effective People* (among other best selling time management books), recommends that students of scheduling conduct the following experiment. Picture yourself at your funeral. All your family members and friends get up and give eulogies about you. What are they saying? What do you want to be remembered for in this world? Start with these basic principles - these end goals - and work backwards to build your time management system. You can live a purposeful life - but only based on principle. Time management is ultimately a tool not designed to help you win the Rat Race but to help you achieve these more meaningful ideals. Once you have visualized what you want your life to be, work backwards to figure out the projects and priorities you need to keep in center-focus to get there. This at first may seem like a macabre and almost clinical way to approach life. But consider the alternative. If instead you allow your life to drift based on random circumstances and whim, you will likely waste a lot of your time dealing with mundanities - without getting to indulge in the good stuff that makes us human.

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