

CAREER HEALTH

Help Your Employees "Make" Time

By Karla Brandau

We were not given permission to take off, the crew's time expired and as we taxied back to the terminal I felt mixed emotions. I kept thinking, "But we were right there... ready to take off. How could 1-1/2 more hours matter?"

Just as airlines are concerned about overworked pilots and flight attendants, employers should be concerned about overworked employees. Why? - errors, accidents, and low productivity for a start.

My mixed emotions as we taxied back to the terminal are similar to the signals our culture sends today about long work hours. In one breath we agree with employees having a pity party about how hard they work and with the other breath, we award employees a "red badge of courage" for having the guts to go the extra mile.

A study by the Families and Work Institute concludes that overworked employees should be taken seriously. Employees who are overworked are more likely to exhibit anxiety, make mistakes at work, harbor angry feelings about their employer for expecting them to be on the job for long hours and resent coworkers who don't pull their share of the load. The study documents that nearly half of employees who feel overworked report that their health is poor and 8 percent of employees who are not overworked experience symptoms of clinical depression compared with 21 percent of those who are highly overworked.

What can the organization do to help employees feel less overworked and leave work on time to pursue their personal lives? Train employees in time management and goal setting principles. Make a concerted effort to grease the wheels of productivity, and not be the stick that gets caught in the tire spokes, catapulting the rider from the trail.

Using time efficiently at work is an individual and an organizational issue. On the organizational side, managers can reduce the feeling of being overworked by:

- Discouraging the practice of eating at the desk and working through lunch
- Insisting on employees taking appropriate vacation time
- Permitting flexible work hours as needed
- Encouraging non-interrupt zones in the day when workers can focus

To encourage efficiency, managers can:

- Have clearly stated goals with built in and mutually understood deadlines
- Insist on employee making a daily "to do" list
- Make sure equipment works properly
- Ensure proper supplies are available
- Train employees on software packages that assist workflow

A less stressed worker is a better worker. Making sure the above items are taken care of is essential to help employees leverage their time in the office to be more efficient, effective and less-stressed. Even though employees can't actually manufacture an extra hour every day, attending to these issues will help employees will feel as if you helped them "make" an additional hour a day.

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Staying Fit & Golfing Over 40

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lighter weights when working out, and focus on the hamstrings in your legs, as well as the muscles in your lower back. Lifting light dumbbells can improve the strength in your arms and shoulders. Don't overdo weight lifting, especially if you have never tried it before. As you age, you naturally lose muscle mass, so it is important to build it back up through exercising.

Cardio exercises are often overlooked by those who think cardio isn't important to golfing. However, cardio exercise can improve your endurance and stamina on the course. If you often feel worn out after a game of golf, try cardio. Low-impact cardio exercises include swimming, riding a bike, and even walking. One tip I can offer is to plan a reward for all your hard work. Rather than look at free pictures of the Augusta National Golf Course why not plan a weekend trip and play a round or two in Georgia.

Many senior golfers will tell you that a decline in performance as you age is inevitable, but if you take good care of your body and get plenty of exercise, you can maintain your golf performance level. It takes just a few minutes per day to improve your golf game through exercising, no matter your age.

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"Destiny is no matter of chance. It is a matter of choice: it's not a thing to be waited for, it is a thing to be achieved."

-William Jennings Bryan

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We hope that you find these articles to be of value in improving the quality of your life.

PHYSICAL HEALTH

Staying Fit & Golfing Over 40

By Herb Cherwoniak

If you find yourself falling more and more behind your golfing friends, consider starting a fitness program geared towards golfing. Especially if you are over 40; a fitness program can drastically improve your golf game. Keeping fit, especially in the winter off-season, is a great way to improve your golfing. The key is to begin a golf fitness program that is geared both to your needs and to your current level of fitness.

Nearly every kind of exercise helps your golf game, because golfing uses every part of your body. A regular exercise routine that works all of the parts of your body is one basic step towards improving your golf game through fitness. There are also a few golf-specific exercises to work the muscles that you use to swing the club.

Flexibility is important for golfing, and that's why it is important to stretch. As you age, it is especially important to stretch your muscles before golfing or any other athletic activities. Just a little amount of golf oriented stretching will make a noticeable difference to your swing. You should always stretch before a round, although it can also help to stretch even on the days you

don't plan to play golf. If your legs feel tired after a day on the course, or you wake up the next morning with any soreness, you need to stretch more before you golf.

When you swing, you are rotating your body. Stretching your torso and abdomen is important, although it is often overlooked by people who just stretch their arms and legs. Sit on the floor, and raise up one knee so that your foot is flat on the floor and your knee is pointing up. Then twist so that you are looking behind you, bracing the opposite elbow on the raised knee. After a few seconds, switch so that the other knee is off the ground, again bracing your opposite elbow on the knee as you turn to look behind you.

Exercising your core muscles can improve your overall strength, which in turn will improve your golf game. Crunches and other traditional exercises are great ways to do this. Balance is also important for golfing; try balancing on one leg at least once per day to improve your balance. Although you may not associate weight lifting with golf training, increased muscle strength means increased control over your movements. Use

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RELATIONSHIP HEALTH

Team Building: A Magical Practice for the Growth of Organization

By Manish Chauhan

An organization is nothing but amalgamation of people working together to accomplish specific goals. It is an entity that has a distinct purpose and includes people or members who have some type of deliberate structure. Each organization works for distinct purposes and these purposes are typically expressed in terms of goals that the organization endeavors to accomplish. One person working alone cannot be classed as an organization because an organization essentially is comprised of people. Working together is very important for any organization to reach its desired goals.

Team building plays a vital role in the growth of any organization as it provides ways to work together and thus raising the work spirit and strengthening relationships within the workplace. Team building is important not only for the immediate experience of the activities performed by the team but also for the group skills, communication and bonding, that result thereafter.

Team building generally refers to the collection of team play activities. These activities play a vital part in team building by development and collective motivation. As a result of this teams become result oriented and more productive. Team building is pursued via a variety of practices such as group self assessment and group dynamic games. However, in some cases these practices sit within the confines of organizational development manuals and are seldom implemented. The process of team building encompasses goal clarification, building ownership

across the team, and identifying inhibitors to teamwork. Removing or overcoming inhibiting factors plays a crucial role in team building. Mitigating the negative effect of such factors in situations where they cannot be removed is a must.

The main objective of the team is to make each team player unique and work towards the improvement of their inherent potential. In order to accomplish organizational goals, it is imperative that team players identify their own working style,

“Never wish life were easier, wish that you were better.”

- Jim Rohn

areas for improvement and the working style of other team members. Learning new things to improve efficiency and productivity, adopting appropriate working style to maximize team advantage, and learning to switch styles when needed is necessary.

Team building helps in enhancing productivity, motivation and assists in creating a better bond amongst team members. Participating in team building exercises would help employees in breaking down political and personal barriers, eliminate distractions, and have fun. The benefits of team building programs are limitless and most of organizations are already involved in team building exercises. Some of the benefits associated with team building are as follow:

- Improves morale and leadership skills.
- Helps organizations in identifying obstacles that hinder creativity.
- Assists in clearly defining the objectives and goals of any organization.
- Helps to improve working processes and procedures.
- Facilitates the process of identification of strengths and weaknesses of each team members.
- Improves the ability to resolve problems easily.
- Enhances organizational productivity.

Team building practices not only helps organizations to beat targets and achieve goals effectively, but also improves relationships within the workplace. Powerful team building allows organizations to accomplish deliverables effectively by enabling staff at all levels of work.

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INNER HEALTH

10 Self-Improvement Questions to Journal

By: Achievement.com

Often we accept the way “things are” because “it is what it is”. How can we change in the midst of daily commitments and distractions? Like me, you probably aspire for something deeper and more meaningful.

Working your way through bills, the demands of marriage and family, or managing a business requires focus and enthusiasm. How can you find time for self-improvement when you’re pelted with the problems of keeping the lights “on”, paying the mortgage, and keeping the cars running? This is enough burdens to squelch aspiration.

Well, don’t give-up or give-in. After writing checks or completing a proposal, get out your journal and answer these 10 self-improvement questions. You just might initiate dramatic and unexpected change to reach your self-improvement goals.

Answer each question by writing face-paced answers. Don’t have a brain-freeze; let the inspiration of all your aspirations excite you to write freely and openly. No one is watching, judging, or criticizing your ideas. Just write! You should answer these questions with pen and paper. If you don’t, your effort is wasted; your memory will lapse, and you will forget the details.

Here are the questions:

1. What do you really want to do? What activities define and excite you? When you were ten years old, what did you dream of doing?
2. Without hesitating, list the action-steps to make your dream come true? Doing creates ideas. What are the tasks or series of actions that will lead you to your dream job or experience? List each step carefully. Take time to research what others have done or are doing to achieve your goal or purpose. For example, if you want to teach college English, talk to a local college English professor. Ask, “What did it take to get you here?” “Is this what you wanted?” “Is this what you expected?” “What

disappoints you the most?” “What surprises you the most?”

3. Pay attention to your day-dreams. Look out the window (best do this at home privately). Let your mind wander and meander. What are the symbols of your day-dreams? Write them on a pad (later enter them into your journal). Pay attention to feelings, longings, words, pictures, and what you hear others telling you. Write what you see in your mind’s eye.

4. Now, pay attention to your night-dreams. Before closing your eyes at night, tell yourself, “I want to remember my dreams.” If possible, wake-up naturally (no alarms, no Blackberry, no hotel wake-up call). Keep your eyes closed until the feelings, images, sym-

“Put your heart, mind, intellect, and soul even into your smallest acts. This is the secret to success.”

-Swami Sivananda

bols, and characters of your dream come to the front of your memory. Once you can recall your dream(s), open your eyes, take your pen and pad (always keep them by your bed), and write without constraint. Your English teacher is not correcting this essay, so just let the words flow.

5. Now back to your journal to ask yourself, “Have I done enough for myself?” Or do you avoid taking care of yourself by caring too much for others? Does caring for others encourage you or arouse anger and discontent? Put this heading on a page in your journal: “What I will do for myself today”. Write this page daily. One day, you may stop at Starbucks for a Frappuccino. Another day, you may get a haircut by a “big city” stylist.

6. Am I happy where I am today? Happiness is a choice. Every day find reasons for your

happiness. What pleases you? How can you bring happiness to others (what you do for others often comes back to you as happiness).

7. What could I do to make myself more socially or sexually appealing? When did you have an annual physical? What is your optimum weight? What is your Body Mass Index (BMI)? How’s your blood pressure (quite important for manly expression, if you get my point)? When did you have a colonoscopy? How often do you poop (important health question)? Aerobic exercise works; when and for how long do you get yours? Find a stylish friend, and ask them to review your wardrobe. Is this the time for a make-over? Again, keep track of all this in your journal. Four categories of social and sexual freedom merit your attention: physical stature, intellectual acumen, social skills, and spiritual awareness.

8. How much money or how many “things” would you like to have? Money is not all that matters, but money buys what matters in this world. Every person in every culture understands this rule of the universe (no need to tell me about naked folks in the hinterlands; they have their special rules of exchange and status too). Journal time again. Answer this question: Given what I “really want to do” (question 1), what am I really willing to do to get paid for what I “really want to do”? (You might write that question in your own words more briefly.)

9. What motivates you? As with the prior 8 questions, this one you must resolve yourself. Look at all the times you did a task, made a commitment, or fulfilled a task with boundless energy. What were the circumstances? Write them in your journal.

10. At this point you might be clearer about “What Really Makes You Tick.” You can be, do, and become whatever you choose. Remember, self-improvement is physical, philosophical, and practical. Life is not a dress rehearsal. You determine what matters and in nearly every instance, the outcome is in