



9 Career-Boosting Habits You Should Adopt

*By Shannon Gausepohl, Business News Daily Associate Editor
December 20, 2016*

Everyone has little habits at home and at work. Whether it's the time of day when you check your email or how you work with groups, these habits can affect how you work with others and your career. Making minor changes can improve your productivity, your job satisfaction and your overall standing with your colleagues. Here are nine habits you can start forming today to help your career.

1. Learn how to listen

There's a big difference between truly listening to someone and simply waiting to talk, said Dana Brownlee, founder of Professionalism Matters. Most people tend to do the latter when they're pretending to do the former, but if you make the effort to hear, process and respond thoughtfully, your colleagues will take notice.

Brownlee's advice, "Listen to others as if you'd be quizzed on what they were saying. Listening keenly not only allows you to extract better information, it makes the other person feel heard, which is huge in terms of building relationships. That type of skill, if nurtured and developed early, can be invaluable."

2. Solve problems

No matter what field you're in, knowing how to solve problems is useful. It shows your capabilities and willingness to play on a team. Showing those traits early can be beneficial. When it comes to hiring, Jeff Wiss, vice president of corporate marketing at Duo Security, noted one of the most important traits his company looks for in candidates is their ability to solve problems.

Wiss' advice, "To be successful in any type of career, it is crucial that you learn to demonstrate the ability to think divergently and bring unique solutions to challenges, even as early as the interview process."

3. Double-check and confirm

One of the biggest causes of workplace conflict is unclear expectations, both on the part of managers and employees. If one person gives directions in a vague or confusing way, or the other person assumes his or her own interpretation is correct, neither party gets the results and validation it wants. Adam Robinson, co-founder and CEO of hiring tech company Hireology, said the best way to combat this is to consistently check in about projects to clarify what the other person expects from you (or what you need that person to do).

Robinson's advice, "Accountability and communication are key when it comes to improving your career. In any role, you should confirm the goal and requirements, manage expectations and keep people informed. This will help you get the result you're looking to achieve. By proactively keeping people up to speed, they'll be aware of what you're working on and see that you are invested in achieving the goal."

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A Word from our President

Carmichael. He will be speaking on Organizational Communication and Human Resources.

Please continue to visit our website www.optoftennessee.org as we try to provide updates there on a current basis.

Please feel free to reach out to any of the board members for anything you need. We are always willing to help in any way.

Theresa

Theresa Gervin, President

BOY IS SUMMER HERE!

The heat and humidity have set in. I hope everyone is enjoying their summer.

We had a very informative seminar on April 21st in Murfreesboro. Patsy Writesman taught us how to be Effective Communicators. Just a few take aways from this seminar: Being an effective communicator is no longer a “nice” skill for some to have, it is absolutely required for everyone. Also, effective communication is essential in business and in life!

Doris Goode sent out an announcement for our “Membership Contest” in late April. Everyone who recruits at least one new member between now and September 1, 2018 will be recognized at the OPT Annual Meeting next October. The person recruiting the most new members will receive a free registration to the annual meeting. So let’s hit the pavement running and recruit new members!

I am happy to announce that Judy Carmichael has graciously stepped up and will be our Annual Meeting Chair. Thanks Judy!!! If you would like to help Judy please contact her at jbcarmichael@whcfa.com.

The Annual Meeting will be held October 12-13, 2018 in Murfreesboro at the Courtyard-Marriott at 1306 Gresham Park Drive. Our speaker will be Dr. William



CONGRATULATIONS!!!

Does anybody have anything going on that should be featured here? Chapter events, new babies/grandbabies, weddings, divorces, etc?

Please be sure to email them to me, or one of the other Board members, and I will be sure to feature it in your newsletter.

You can find all our contact information on the last page of this newsletter.

AND NOW YOU KNOW



1. You cannot snore and dream at the same time.
2. The world's oldest piece of chewing gum is over 9,000 years old!
3. Men are 6 times more likely to be struck by lightning than women.
4. New York drifts about one inch farther away from London each year.
5. Chewing gum while you cut an onion will help keep you from crying.
6. A crocodile can't stick its tongue out.
7. Ketchup was used as a medicine back in the 1930s.
8. Chewing gum burns about 11 calories per hour.

SAVE THE DATE!

OPT ANNUAL MEETING

OCTOBER 12-13, 2018

**COURTYARD MARRIOTT
1306 GRESHAM PARK DRIVE
MURFREESBORO, TENNESSEE**

SEMINAR: ORGANIZATIONAL COMMUNICATION AND HUMAN RESOURCES

**SPEAKER: DR. WILLIAM CARMICHAEL, Ed. D, MBA
(RECERTIFICATION POINTS HAVE BEEN APPLIED FOR)**

FRIDAY NIGHT COSTUME PARTY!

**CHAIR: JUDY CARMICHAEL, CAP, OM, FPQP™
(jbcarmichael@whcfa.com)**

M E M B E R C O R N E R



Are you chartering a new chapter? What's going on in your chapter? Are you hosting any educational/charitable events? Holding a membership drive?

We want good news, not so good news, anything you have to report.

Have you found a great article that you would like to share?

Anything you want to brag/gripe about? (Please, no political issues. We get enough of that on the news!)

Have you taken a great vacation you would like to share?

You can even send me your favorite recipe!

This is your page! Please let me know what's going on so we can share it with everyone.

I will go first. I recently took a 14-day vacation to Hawaii! (It only took us three years to save up for it.) I traveled with three other ladies, and we had a great time.

We spent a few days in Honolulu, then boarded the Pride of America for a seven-day cruise to a few of the other islands (and I only got seasick twice—the day we left Oahu and the day we came back).

We visited two ports on Maui and one on Kauai. We were also supposed to visit two ports on the big island of Hawaii, but Kilauea had other ideas, so we had to skip that one. We cruised the Napali Coast instead. It's on the backside of Kauai and only accessible by water. It was breathtaking!

We rode zip lines over Coral Crater on Oahu, and it was a blast! I highly recommend it.

Pictures are posted on my Facebook page if anyone wants to see them.



9 Career-Boosting Habits You Should Adopt Cont'd:

4. Say "thank you"

Gratitude is a very simple but often overlooked tool for building strong relationships, especially in the workplace. Everyone wants to feel appreciated, and making a regular habit of thanking others for their efforts can go a long way, said Deidre Paknad, CEO of collaboration software Workboard.

Paknad's advice, "Work is a team sport and there are no solo victories. While most of us expect recognition and gratitude from our boss, give as much recognition to others as you'd like to receive. Be the person who recognizes the wins and actions of others."

5. Seek out quiet

Even when they're not physically in the office, today's workers are answering emails, taking work calls and completing tasks at all hours of the day and night. The constant influx of notifications and communication can make your mental space awfully noisy, which can hurt your focus at work. That's why Melanie Wells, founder and clinical director of national psychotherapy franchise The Lifeologie Institute, recommends taking a few minutes every day to remove these distractions and reset your mind.

Wells' advice, "Implement a daily period of quiet, of meditation or reflection [to manage] anxiety and stress. Carve out a brief period when you can get rid of the static and clear out the mental clutter so that you can focus and get back in the game. [Spend] 10 minutes in a quiet place with no distractions. You'll feel refreshed and ready to put forth your best work and effort."

6. Manage your time well

Failing to set and meet deadlines at work not only reflects poorly on you as an employee, but makes everyone on your team look bad as well, said Allen Shayanfekr, CEO and co-founder of real estate crowdfunding platform Sharestates. The inability to complete a project in time because a meeting ran over, or because you were side-tracked with a task that could have been delegated out, will have a negative impact on your professional growth within a company.

Shayanfekr's advice, "Never touch anything twice. If a project catches your attention, handle it; don't save it for later. [Also] at the end of the day, plan for tomorrow. Planning ... will prevent you from coming in the next day scrambling to figure out priorities, which is a waste of time."

7. Embrace positivity

Who would you rather have on your team when a project is going poorly: Someone who tries to stay positive and get back on track, or a "Debbie Downer," who constantly laments the situation and blames others? Hireology's Robinson said that negativity is one of the worst habits that hold people back, in life and in their careers. Actively working against your inclination to complain when things get tough can really improve your team morale — and your standing within the organization.

Robinson's advice, "Nobody cares how busy you are, because everyone is busy. This shows a lack of awareness of other people, and ultimately doesn't look good [on you.] Having a positive attitude and not complaining shows that you're level-headed and do well under pressure."

8. Set goals and monitor your progress

Goals are a prerequisite to success, Workboard's Paknad said. They're how you define what you're striving for, what success looks like and how your impact is measured. Before you begin your workday, take a moment to write down and review your short- and long-term goals, and any progress you've made on them.

Paknad's advice, "Make it a habit to set and check your goals every day. When you can describe what you achieved, why it mattered and how much it's worth in real time, your career and résumé will grow by leaps and bounds."

9. Be honest with yourself

Having self-awareness about your strengths and weaknesses can help you to do your very best in your current and future roles. This is especially true of your weaknesses. Wells, of The Lifeologie Institute, noted that taking full inventory of what she's not good at has been much more important than listing what she is good at, because understanding your own skill gaps means you can seek out the right people to complement them.

Wells' advice, "The best thing you can do for your career is to understand your strengths and weaknesses and admit they're real. For example, if you're creative, but disorganized, you will need to find a way to compensate for the fact that organization does not come naturally to you. That may involve a number of different solutions, but the key is that you should never try to be something you're not. No one can fake it forever."

Additional reporting by Nicole Taylor. Some source interviews were conducted for a previous version of this article.



Honey Glazed Chicken with a Fun Mango Salad

Ingredients (Serves 4)

Honey Balsamic Marinade/Dressing

- 3 tbsp. honey
- 3 tbsp. olive oil
- 3 tbsp. balsamic vinegar
- 3 tbsp. ketchup
- 2 minced garlic cloves (or 1 tsp. garlic powder)
- 1/2 tsp. onion powder

Chicken/Salad

- 1 1/2 to 2 lbs. boneless skinless chicken breasts
- 2-3 ripe mangos, peeled and sliced
- 2 ripe avocados, peeled and sliced
- 2 large tomatoes, sliced with seeds removed
- 2-3 tbsp. fresh cilantro

Directions:

1. In a large re-sealable bag, add all the marinade/dressing ingredients, seal and mix well. Pour half of the mixed marinade into a container, cover and refrigerate. This will be used as the dressing for the salad.
2. Add the chicken to the remaining marinade in the bag and seal. Shake the bag to be sure that all the chicken is coated and covered with the marinade. Refrigerate for 1-4 hours.
3. Remove the chicken from the bag and discard the marinade and bag.
4. Bring the grill to medium-high heat. Grill the chicken for about 2-5 minutes each side or until it is no longer pink inside and reaches an internal temperature of 165 degrees F.
5. Remove the chicken from the grill and let it rest.
6. While the chicken is resting, assemble the salad by placing one row of 4-5 slices of mango, and then place 3-5 slices of avocado between the mango and weave in 4-5 slices of tomato. Place the chicken alongside the salad and drizzle both with a little of the reserved dressing, then sprinkle with 1/4th of the fresh cilantro. Repeat for the remaining 3 plates.

OPT MEMBERSHIP DRIVE

WHAT: RECRUIT NEW MEMBERS

WHEN: NOW!

DEADLINE: SEPTEMBER 1, 2018

**PRIZE: FREE REGISTRATION AT THE OPT ANNUAL
MEETING IN OCTOBER**

AND

A SPECIAL GIFT FROM MOUNT KILAUEA IN HAWAII

Everyone who recruits at least one new member will be recognized at the OPT Annual Meeting in October. The one recruiting the most new members will receive free registration to the Annual Meeting and a special gift brought from Mount Kilauea in Hawaii.





OFFICE PROFESSIONALS OF TENNESSEE

MEMBERSHIP APPLICATION

Last Name _____ First Name _____ M.I. _____

Job Title _____

Employer _____

Preferred Mailing Address _____

City _____ State _____ Zip Code _____

Phone No. _____ (W) _____ (H) _____ (C)

Email _____ (W) _____ (H)

Recruited By _____ Date _____

Membership Fee: \$25.00 Donation: \$ _____

Method of Payment:

Cash \$ _____ Check \$ _____ Money Order \$ _____

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OUTLOOK TIPS

Keyboard Shortcuts

Like Microsoft Word, Excel, and other Office apps, Outlook has unique keyboard shortcuts so you don't have to waste time moving your mouse around or drilling down through menus. Learn the ones you use most and you'll speed through your Outlook tasks. Some you may find useful:

Ctrl+R: reply to email

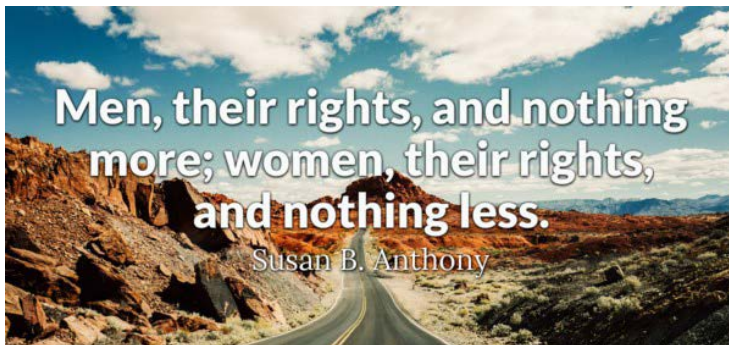
Alt+R: reply to all in email or switch to the work week calendar view

Alt+W: forward email or switch to the weekly calendar view

Ctrl+M: F9 to send/receive all

Alt_S: send email

Ctrl+G: open the "Go to date" dialog to jump to any date in the calendar



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