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Bringing You News You Can Use

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GETTING THE MOST OUT OF YOUR CAREER

By Gerri Smith, *careerbarn.com*

With almost anything we do, I'm sure you'll agree that it takes time to do anything well. It takes time to succeed, because "success" is the most natural reward for taking the time to do things well.

Today, each one of us, you and I, and every man and woman who works for a living or has a career, has exactly the same amount of time, the same twenty-four hours a day. So it stands to reason that whether we succeed or fail, or just stay put in our career, how we use our twenty-four hours will determine how we get the most out of our careers. That goes for how we use our leisure time as well. Below are a few ideas that may be helpful to you in making the most of your career (I'm sure you already have plenty of ideas for ways to spend your leisure time!):

1. Being "good enough" is not enough in today's keen competition for success. The ones who get ahead are the ones who take time to double-check, their work and be accurate in everything they do.
2. Planning your work in an orderly way, makes work go easier for you and those you have to lead.
3. Everyone makes mistakes. In fact, we learn by our mistakes - provided we understand, and correct them - and try to avoid the greater mistake of making excuses or "alibis."
4. So that others will not misunderstand your thoughts, wishes or comments, be certain that what you say is what you mean. Repeat if necessary! Get feedback if necessary. Once words are spoken they can never be recalled.
5. Whatever it is you do - it is your career - and what you make of it depends on one person - YOU! Be sure you know the reason you chose your career and what makes it important to other people and to you. This determines your success.

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MAKE SOMETHING HAPPEN

NOTABLE QUOTABLE

"If you don't know, ask. You will be a fool for the moment, but a wise man for the rest of your life.."

- Seneca



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END OF THE YEAR REFLECTION

Every year we all do the same thing - reflect, think back, even think forward into the new year. It's always healthy to sit back and recall all of the things you've accomplished in the past twelve months and gear up for the next twelve ahead of us.

Getting your mind focused and ready to tackle new career goals -whether it be training, advancement, more positive outlook, getting more organized or taking on more responsibility - is generally on the agenda for a new year.

NRI is known for encouraging you to follow your personal and career goals. It's important for you to be aware of what NRI has to offer you in meeting your goals for the new year.

Last month we talked about NRI's state-of-the-art tutorial program which can help you work your way through any programs that we offer, thus enhancing your promotability and contributing to your already polished skills.

Again, these tutorials are on an appointment basis, so contact your Recruiter directly to reserve you some time.

So, if this year your goal is to learn more, gain more knowledge, become more marketable, NRI will hold your hand and lead you in the right direction! Don't hesitate or you'll find yourself saying the same things next year!

5 QUICK AND EASY STEPS TO A POSITIVE ATTITUDE

*From careerbarn.com
-Jason Gracia*

Being in a good mood is not difficult. It does take a little work, and it also takes responsibility. Because it's better to be happy than upset, putting yourself in a good mood is definitely worth it. Even the happiest of people find themselves in a bad mood now and then. Others unfortunately may find themselves in low spirits more often than not. The following tips can help both types of people create a better mood each day.

1. TAKE INVENTORY

The first step is to realize you are in a bad mood. If you don't realize it, it's going to be tough to change it.

This realization can come from several sources. You are usually the best judge of your mood. You can also get that type of feedback from others.

2. DECIDE TO CHANGE

Now that you know you are in a negative mood, you have to decide you want to change it. This isn't as easy as it sounds. When we're upset, we usually don't want to hear how we should be happy. We usually want to be left alone. That is why this is the toughest step.

Regardless, it's worth it. A few days a week in a bad mood can really add up. A friend might comment that you are usually in a negative mood without you even realizing it. Yes it's hard to make this decision, but after you have changed your mood, you'll be happy you did.

3. FIND THE SOURCE

You know you're not happy, and you want to change. The next step is to look for the source. I know that when things start piling up I get a little tense. Once I feel that I am getting upset, I think about what things I am concerning myself with. Then I write them down, and get to work on them. This helps to bring order to my cluttered mind.

Look for the source of the negativity. Did someone say something that upset you? Are you worried about something that you did? About something you still have to do?

4. FIX THE SOURCE

When you find the source, it's time to fix it. If someone upset you, talk with them. If you are worried about getting something done, do it. If you are worried about something you can't change, accept that you can't change it and move on.

5. DO SOMETHING THAT MAKES YOU HAPPY

Sometimes fixing the source isn't enough to change our mood. In this case, think of things that put you in a good mood. It could be anything that you choose. Calling a friend, going to lunch, playing golf, etc. If you fix the source of the problem and you still feel down, do something fun. This quick system will help to change your down days into some of the best up days you've ever had.

MAKE SOMETHING HAPPEN

by Annette Richmond

Setting goals can make something happen.

Ever make a New Year's resolution? If you answered yes, you're not alone. It's one of our favorite pastimes. There's something about a brand new calendar that suggests the opportunity to start all over again.

Whether your resolution is to find a new job, get a promotion, market your business more successfully or to make more time for yourself, you'll get more results if you set some concrete goals. Yes, goals.

Think about it. How many times have you promised yourself that You would "eat healthier" or "exercise regularly" or "whatever?" And how many times have you followed through? If the answer is "not often," I'm guessing that you probably didn't write down specific goals.

That's ok. Each New Year or month or day, offers another chance to make a fresh start. The key to turning resolutions into results is to make a plan. Create one that includes long- and short-term goals, and plenty of opportunities to measure your achievements along the way.

Remember when you were in school? When you started first grade you weren't thinking about getting into junior high school. Sure, you knew that was your long-term goal, but your focus was on a series of short-term goals: passing your first test, getting through the first semester, then moving on to the second grade.

Whatever you want to do, the strategy is the same: set up long-term goals, short-term goals, and concentrate on overcoming one hurdle at a time. Maybe today is the day you decide to adopt a "healthier lifestyle." This is a common resolution. Often prompted by a run up the stairs that left you gasping for air or a day spent shopping for bathing suits. But where should you start? Begin by determining what you really want to achieve.

Let's say the long-term goal of your "healthier lifestyle" is to become stronger and loose weight. Exercising regularly is one of your short-term goals. Neither of these is specific enough. Start by clarifying your long-term goal. Instead of being stronger and loosing weight, plan to drop 10 pounds and be able to walk a 15-minute mile. These are measurable goals. Rather than saying you will start to exercise, plan to exercise for 20 minutes three times a week, starting on Monday. This is something you can mark on your calendar, a visual reminder of your accomplishments. Begin today by taking the stairs instead of the elevator. Think how great you'll feel because you've taken action.

The same is true for your career. If you want to find new job or start your own business, you'll be more successful if you have a plan. Let's say your long-term goal is to get another job. Your short-term goals may include reworking your resume, networking and looking for job openings. Break each of these down to relatively small, measurable tasks. For example, if you're sending out resumes, commit to sending out at least five each week. Get started by working on your resume or making a list of job-search sites today. If your goal is to change careers, schedule some time this week for self-assessment and research. Plan to investigate at least one career that interests you each week.

Changing your life isn't easy. Just contemplating it can sometimes be overwhelming. But, developing a plan for change will make the process easier. You can make it happen by taking it one step at a time. And if you think one step isn't significant, remember: "A journey of a thousand miles begins with a single step." (Confucius)

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