Assertiveness: Learn to Say “Yes”

Learning to say “no” is a common assertiveness skill, but also learning to say “yes” and asserting yourself is key to taking advantage of opportunities and experiences you want in your life. Assertiveness is about being aware of your needs and aligning your thinking to match them. For example, is work-family balance an important value to you, but you’re always too busy to achieve it? If yes, use assertiveness to grab opportunities for fitting in a family picnic, an evening family card game, or a day together with your family at a farmer’s market. It’s easy to avoid the stress of juggling priorities by simply not doing things like this, but assertiveness can help you behave more opportunistically so things you truly value don’t pass you by, leaving you to regret later what you didn’t do.

Would You Make a Good Boss?

Don’t shy away from becoming a supervisor because you don’t possess every required skill. Are you good at explaining things to new coworkers or those learning something new? Do you have good ideas and a way of expressing them in a convincing manner? Do you stay unruffled by politics and frustrations of a bureaucracy? Are you motivated to learn new skills that give you the business acumen necessary to be effective in a managerial role (technology, finance, etc.)? If you believe in your organization’s purpose and don’t fear accountability, and you naturally engage with others and communicate well, then seize your next opportunity to become a supervisor!

Trust in the Workplace: You Have One Second

You don’t have three seconds to make a good first impression. You only have one! A study published recently in the Journal of Neuroscience found that the human brain decides whether a person is trustworthy or not almost instantly. To thwart this unfair biological response and be considered trustworthy, confident, relaxed, and knowledgeable, use a firm handshake, greet others with a smile, and make eye contact. Listen slightly more than you speak, and always practice the most important piece of advice to instill trustworthiness: Be genuine—be yourself.

Could Sunlight Be the Secret?

More sunlight in your daily routine may improve your mood, cause you to be more engaging at work, produce clearer thinking, and make you more positive and productive. Cornell University researchers found that acute-care nurses exposed to more sunlight at work were happier, laughed more, had lower blood pressure, and were more effective in caring for patients than those who were not exposed to as much sunlight. For people with high-stress jobs, communication and laughter are important coping mechanisms and contribute to better work performance. Seek the sun! Researchers believe the benefits of sunlight will accrue to employees in any job setting.

Source: www.northwestern.edu [Search: “natural light”]

Source: www.Psych.nyu.edu [Search: 10574]
We all love pleasant surprises. Research shows they play a strong role in our assessment of what makes life happy and meaningful. It turns out that pleasant surprises give life that extra “zing,” which makes it satisfying. The catch—it’s not so easy to surprise yourself, but it’s easy to surprise others. Remembering this life dynamic can lead to improved relationships. It’s that simple. Recall the 1980s “random acts of kindness” craze and the more recent “pay it forward” fad—sometimes experienced at a drive-in window when you are surprised to learn the customer ahead of you paid for your coffee. Whether it’s buying flowers or surprising a customer with a token gift, research now points to the power of a pleasant surprise to add “zing” to everyday life. Use it!