

Excelling at Work

If you want to accomplish something, you have to set goals. This is particularly true in the workplace. Setting professional goals is like making a game plan for yourself. Knowing where you're going and what you want to achieve puts you in the driver's seat. Learn more below.



Monthly Webinar Series

Workplace Differences: A Matter of Style

Everyone has a different style of learning, working, and communicating, and one style is not necessarily better than another - just different. In this session, participants will discover; their personal learning/communication style, how their own style affects learning and communication for everyone in the workplace, how understanding and considering the learning and communication styles of others can prevent tension, misunderstanding and stress in the workplace, and how to maximize your own personal style.

[Log-in](#) any time this month to watch the webinar and ask the expert questions!



Points to Ponder

Most of us spend at least a third of our week days at work. You can improve your on-the-job enjoyment and your productivity by setting and achieving a few goals. Here are some ideas to get you started:

- **Learn new skills:** To keep your career moving forward and prevent burnout, learn some new skills.
- **Keep organized:** If your office is disorganized, the time you spend getting organized will be paid back in less stress and increased productivity.
- **Take daily breaks:** Use simple techniques (like breathing exercises, reading something inspiring, or stretching) to rejuvenate the body, mind and spirit so you can return to work refreshed and ready to accomplish great things.
- **Structure your time:** Block off one or two hours of quiet time each day that you spend focusing on your important tasks.
- **Keep an accomplishment journal:** At the end of the day, write the date on a new page and write something that you accomplished. It doesn't have to be something major. Even little steps of progress need to be acknowledged.

When you follow through on your work goals and make them daily habits, you'll experience increased productivity, more energy and enthusiasm and the joy of accomplishment.

To learn more, log-in now at mines.personaladvantage.com