

## How's Your On-the-Job Etiquette?

Good etiquette goes a long way in the workplace—and bad etiquette goes even farther, just in the wrong direction.

Even polite, well-meaning people can slip up and fall prey to what Stephanie Vozza identifies on the Fast Company website as the two most common etiquette mistakes at work:

**1. Missing or coming late to meetings.** Skipping or rolling in late to a meeting not only delays information sharing and decision making, but it also disrespects everyone else at that meeting by wasting their time.

If that's not enough to make you think twice, consider how such behavior damages your career. Like it or not, it's going to be seen as demonstrating a lack of dependability, dedication, and commitment.

If your late arrival is unavoidable (for example, due to a late flight or another meeting running long), at least have the courtesy to alert the meeting leader as soon as possible.

**2. Gossiping about coworkers.** Gossip can seem inescapable and even necessary if you want to be "one of the gang." But one thing is certain when it comes to participating gossip—it undermines the participant.

Gossiping colors your coworkers' views of you, erodes trust, and often leads to hurt feelings and resentments. You're better off simply stepping away when gossip creeps up.

If for some reason you can't do so, try your best to steer the conversation in another direction.



# ASSEMI GROUP INC.

## Employee Newsletter - October 2018

### 6 Tips for Workplace Success

We all know people who have hit the wall at their jobs, bogged down in the same position, doing the same thing day in and day out for years. This situation is bad for the worker as well as his or her employer. Both fare better when employees are growing on the job.

Ashira Prossack offers some advice on Forbes.com to help you do just that:

**Stay focused.** We work in a world of distractions, from emails and text notifications to new projects and unexpected meetings. Figure out which distractions break your focus the most by keeping a list of the culprit every time you lose focus for a few days.

Look for patterns and adjust your habits accordingly. You might, for example, need to log out of Slack when you start writing a report.

**Learn to prioritize.** All of your work is important, of course, but that can make it hard to manage. The most successful people take stock of all of their tasks and prioritize. Begin by categorizing assignments by deadline and then sort them by, for example, time required or difficulty. This will help you accomplish everything on a timely basis.

**Show respect.** Sure, jerks sometimes get ahead. Success comes more easily, though, for those who get along with others.

Practice respect and tolerance and avoid the temptation to let snap judgments drive your treatment of coworkers. A single snap judgment can create a conflict that disrupts your team and your progress.

Don't agree with your colleague on a critical work issue? Instead of arguing until you get your way, right or wrong, pursue civil discussion to reach a compromise.

**Keep learning.** In the end, you're responsible for your personal development. Yet many of us who start a new position hungry to learn tend to taper off as we get comfortable with the daily demands.

Do what you need to do to stay current on the relevant trends and technologies and take advantage of various educational opportunities. When you acquire new knowledge and abilities, you position yourself to tackle new challenges that keep you engaged and boost the contributions you can make.

**Cut your screen time.** Not so long ago, we weren't constantly consumed by screens. While many jobs these days require us to be online in one form or another, whether via email, an intranet, or otherwise, face-to-face communication remains powerful.

Asking a coworker a question in person rather than digitally can expedite decision making and enhance collaboration. It also helps you establish stronger relationships with people who could influence your career.

**Stay committed.** Again, it's easy to become complacent once you settle into a job. Complacency rarely produces satisfaction, though. Commit to fully investing yourself in your work, and you'll increase your productivity and, in turn, success.

## Want to Sleep Better? Try a To-Do List

In a 24/7, multimedia world that never shuts down, lots of us can find it hard to get to sleep at night sometimes. The reasons behind that tossing and turning vary, but researchers report that worrying—including worrying about incomplete future tasks—is a significant factor. But now they've found away to tackle the problem.

According to a study in the *Journal of Experimental Psychology: General*, previous research has found that writing about your worries can help you fall asleep. The more recent study explored whether writing a to-do list (versus journaling about completed activities) affects how long it takes to fall asleep.

Fifty-seven healthy subjects, ages 18-30, took five minutes to write either a to-do list for the next few days or a completed list from the previous few days before going to bed in a sleep lab.

Those in the to-do list group fell asleep significantly faster than those in the completed-list group. And the more specific they were in their to-do lists, the faster they then fell asleep; the opposite trend occurred for the completed-list participants.

The researchers concluded that the writing a very specific to-do list for five minutes before bedtime will help people fall asleep better than journaling about completed activities.



## Adobe Identifies the 'Most Annoying' Work Email Phrases

Ever opened an email to read "Not sure if you saw my last email"? If you found this line annoying, you're not alone—it's officially the most annoying phrase people use in work emails.

Or so says a survey of more than 1,000 so-called white-collar workers conducted by software provider Adobe. Twenty-five percent of the survey respondents ranked the phrase number-one, followed by:

- Per my last email (13 percent)
- Per our conversation (11 percent)
- Any updates on this? (11 percent)
- Sorry for the double email (10 percent)
- Please advise (9 percent)
- As previously stated (9 percent)
- As discussed (6 percent)
- Re-attaching for convenience (6 percent)

If you want to improve the quality of your workplace communications (whether via email or other messaging or collaboration apps), you'd be wise to avoid these and similar passive-aggressive phrases. Why risk annoying your reader?

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## Fall Means Flu Season: Protect Yourself (and Others)

October doesn't just mark the first full month of the fall; it also marks the beginning of flu season. While the Centers for Disease Control and Prevention (CDC) says the single best way to prevent seasonal flu is to get vaccinated, it also advises that good health habits can play a part. The CDC offers some tips for protecting yourself and others from illness and the spread of germs:

**Avoid close contact.** As much as possible, keep your distance from people who are sick. And, when you're sick, stay away from others to protect them from getting sick, too.

**Stay home when you are sick.** Stay home from work, school, and errands when you're sick. This will help prevent spreading your illness to others.

**Cover your mouth and nose.** Cover up with a tissue when coughing or sneezing. It could prevent those around you from getting sick. Flu and other serious respiratory illnesses—like respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS)—are spread by coughing, sneezing, and unclean hands.

**Wash your hands.** Washing your hands often will help protect you from germs. If soap and water aren't available, use an alcohol-based hand rub.

**Avoid touching your eyes, nose, or mouth.** Germs often are spread when a person touches something that's contaminated with germs (for example, a door knob) and then touches his or her eyes, nose, or mouth.

**Practice other good health habits.** Clean and disinfect frequently touched surfaces at home, work, or school, especially when someone is ill. Get plenty of sleep, stay physically active, manage your stress, drink plenty of fluids, and eat nutritious food.