

Effective Verbal Communication Goes Beyond Just the Words

Whether you're giving a presentation, making a sales pitch, participating in a staff meeting, or talking with your supervisor, your message includes much more than what you say. You can use nonverbal behaviors to communicate enthusiasm and confidence, two effective weapons for getting your point across.

To demonstrate enthusiasm—without coming on too strong or seeming off the wall—remember to:

- Keep your voice in a lower-range tone.
- Emphasize critical words and ideas.
- Use hand gestures strategically to stress a point, keeping your hands within a box between your shoulders and hips.
- If moving around while speaking, stand still to draw attention to an important point.

The trick with projecting confidence, which can win people over, is to avoid straying over into arrogance, which alienates people. One way to do this is to incorporate a sense of warmth by:

- Sitting or standing straight, while leaning forward a bit, when talking to someone.
- Gesturing with open palms instead of pointing fingers or fists.
- Making eye contact, smiling, and mimicking the listeners' positive expressions and gestures.



ASSEMI GROUP INC.

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UPCOMING EVENTS

Save the Date

Holiday Party - December 14, 2018, at 6:00 p.m.
Fort Washington Country Club

How Clutter is Stressing You Out—And What You Can Do About It

When you hear the word “clutter,” you might think of physical possessions. But clutter isn't just physical—it also comes in mental, emotional, spiritual, and digital forms.

Unanswered emails, work papers scattered across your desk, dozens of open tabs on your browser, and items that collect dust. According to Maya Oshin, writing on Ladders.com, these are examples of the clutter that can cause you stress and anxiety. And, she says, the harder you try to stop new clutter coming in, the more stressed, anxious, and overwhelmed you can feel.

Oshin provides tips to help alleviate your stress and anxiety by living and working in clutter-free environments.

1. Clean your bedroom and kitchen. Aside from its cleanliness, the bedroom also should be free from electronic devices and equipment. Give away unused and worn out clothing and items in your closets. Similar rules also apply to the kitchen area. The general idea is to let go of any items that don't reflect the internal state you aspire to have. If you want a state of mind that is healthy, clear, and stable, your immediate environment should reflect this.

2. Prevent incoming clutter. Clutter always seems to find its way into your life, Oshin observes. Instead of waiting for the clutter to build up, she asks, why not prevent it from occurring in the first place? For example, activate the “Do Not Disturb” mode on your phone when you're working to prevent incoming calls.

You could apply the same approach to prevent mental clutter. Instead of starting your day with negative, discouraging messages like you might find on certain social media or websites, fill your mind with positive, uplifting information.

Similarly, if you regularly hang around people who are constantly stressed, negative, and low in self-confidence, you'll start to absorb their energy and mental thoughts. The clutter that fills your mind can be just as destructive as the clutter in your physical environment.

3. Use the four-box method.

Step 1: Find four boxes and label them as keep, sell/donate, store, and trash.
Step 2: Work through your room, home, or immediate physical environment and sort items into the various boxes

- **Keep** items that you use regularly and are aligned with who you want to be.
- **Sell/Donate** items that you plan to sell or donate to charity.
- **Store** items you don't use regularly but can't dispose of.
- **Trash** unwanted or unused items that are too damaged to be donated or sold immediately.

Almost Half of U.S. Workers Report Weight Gain on the Job

Forty-five percent of respondents in a CareerBuilder survey believe they've gained weight at their current job, and 57 percent think they are overweight. Twenty-six percent of the respondents said they gained more than 10 pounds at their current job, while 11 percent gained more than 20 pounds.

As CareerBuilder notes, many factors can affect an employee's weight. When asked about what they think contributes to weight gain at work, employees who have gained weight cited:

- Sitting at a desk most of the day (53 percent)
- Too tired from work to exercise (49 percent)
- Eating because of stress (41 percent)
- No time to exercise before or after work (34 percent)
- The temptation of the office candy jar (21 percent)
- Eating out regularly (21 percent)
- Workplace celebrations (13 percent)
- Missing meals because of time constraints (12 percent)
- Happy hours (6 percent)
- Pressure to eat food coworkers bring in (6 percent)

CareerBuilder notes that almost a quarter (23 percent) of U.S. workers eat out at least three times per week for lunch. Eleven percent of workers get lunch from the vending machine at least once a week. But lunch isn't the only time the U.S. workforce is eating—72 percent of workers snack on the job.



You Can Prevent Workplace Fires

Like every aspect of workplace safety, fire prevention and safety require everyone to pitch in. To do your part:

- Keep walkways and hallways clear for emergency exits.
- Don't block access to electrical control panels or fire extinguishers, sprinklers, and other fire-fighting equipment.
- Use wiring, tools, and equipment correctly.
- Use extension cords only temporarily and with the proper amperage.
- Replace damaged electrical cords.
- Avoid overloading circuits.
- Repair, replace, or report equipment that smells odd or gives mild electrical shocks or unusual heat.
- Don't use electrical equipment in the presence of flammable gases, vapors, liquids, dust, or fibers.
- Don't use open flames.
- Use and store chemicals safely.
- Keep your workspace free of waste paper and other combustibles.
- Know whom to call in case of an emergency.
- Know your evacuation routes and always use stairs instead of the elevator.
- Participate in all emergency drills.

WELLNESS

How to Win the Battle of the Bulge

With so many employees worried about their weight these days, lots of us are looking for some guidance on how to improve our health. Here are some useful tips to get you started.

- Bring fresh fruit to work each day (or bring it all at the start of the week) for your mid-morning or mid-afternoon snack.
- Include some fruit, salad, or vegetables in every meal.
- Make sure you consume a range of colorful fruits and vegetables throughout the day.
- Choose whole-grain options for sandwiches, pastas, and rice.
- Drink water on a regular basis, at least 1 cup of water in between each caffeinated drink.
- Choose skim milk over full-fat milk in your teas and coffees and try to avoid adding sugar (or limiting it to begin with).
- Avoid going cold turkey on favorite foods—instead, allow yourself occasional small portions as a reward, for example, after taking a walk at lunch.