

Protips June 11-15, 2007

## **Five Energizing Thoughts About Work**

Author: Maloi Malibiran-Salumbides

What's the difference between Monday and Friday? Normally at the end of a workweek, you'd find yourself smiling and saying "Thank God it's Friday!" But on a Monday morning, these are the thoughts that we try to fight back, "Do I really have to go to work?", "I think I'm feeling sick.", "Hindi ba signal number 5?"

How can we energize ourselves for work on a lazy Monday morning? Here are five thoughts that will inspire you to work enthusiastically:

- 1) **Work presents you with an opportunity to express who you really are.** The Bible says that we are created in the image and likeness of God. Part of this likeness is God's passion to work. In Genesis, we see God marveling at the beauty of His creation. He was at work for six days. On the seventh day, He took a break. We are created to create and produce. Your work gives you an avenue to express that likeness.
- 2) **Work is a blessing, it is not a curse.** We will read in Genesis that before God punished Adam and Eve for eating the forbidden fruit, they were already commanded to rule and subdue the earth. Though sometimes work feels more of a burden than a blessing, the truth is, to work is beneficial to us. God will not command us something that will harm us. Work gives us the avenue to exercise leadership and develop a sense of responsibility.
- 3) **Work makes you grow.** The opportunities as well as the challenges that we face daily in our places of work are building blocks to professional and personal growth. Learn from the problems that you encounter with your bosses and colleagues. Relish the successes that you experience from the opportunities that knocked on your door.
- 4) **Work provides you with a natural environment to develop meaningful relationships.** In the workplace, we get involved in different levels of interactions that lead to various degrees of relationships. Many romantic relationships develop in the workplace. Many also develop their close circle of friends from among their officemates. And naturally so, because we spend a great deal of our time at work.
- 5) **Work gives you an opportunity to be a blessing to others.** When we work excellently, we become a blessing to the people around us. What we do affects other people's work. If we deliver on time, our customers are happy, our company gets paid. To be a blessing to your company, remember that it is not all about you. Keep in mind that it is about them too.

## **Simple Ways to Enhance Any Discussion**

Author: Edward de Bono, MD, PhD

Source: Bottom Line Personal, February 15, 2007

- 1) **Explore points of difference.** When we disagree with someone, we typically try to convince the other person of our point of view or we clam up about our true feelings in order to be agreeable. Good conversationalists explore their points of difference with other people. This opens up new avenues of discussion and sometimes changes attitudes. People are more open to other opinions when they don't have to defend their own forcefully.
- 2) **Build on point of agreement.** Use areas of agreement to stimulate further discussion and speculation. When the other person says something you agree with, develop that point by telling a story from your own life experiences or contributing facts and figures that support the point.

3) **Find new twists on standard openers.** Instead of just asking, "What do you do?" you may follow it up with, "What surprised you most about your current job?" or "What do you wish more people understood about your work?" Also, be prepared to answer the, "What do you do?" question in an interesting way.

4) **Learn to listen.** Most of us don't listen very well. We are too busy composing our next response or impatiently waiting for our turn to speak. Jumping in too abruptly breaks the other person's train of thought. It also suggests that you think your ideas are more important than the other person's.

5) **Ask playful, open-ended questions.** "What if..." questions can enliven a conversation that is lagging and turn a boring conversation partner into a delightful one.

## **Do You Complain too Much?**

Author: Alice Aspen March

Source: Bottom Line Personal, November 15, 2006

If you feel that you yourself are a chronic complainer...

1) **Listen to your words.** Are you quick to find fault? Do you often sound negative, perhaps without meaning to? Listen to what others say about you. Has anyone ever accused you of complaining too much?

2) **Make an effort to sound more upbeat.** Rather than recount your day in a way that makes it seem frustrating and painful, put a positive spin on it.

3) **Think twice about voicing a complaint** about something that your listener can't correct. If the listener can't do anything about your complaint, it is likely that s/he is not the right person to talk to about it.

4) **Phrase a complaint so that it sounds like a shared problem**, not an accusation, when you absolutely must complain about the behavior of someone close to you.

5) **Never complain to family members the minute they get home.** They will start to dread walking through the door, and because their minds might still be elsewhere when they first get home, such complaints are more likely to be ignored. Give your loved ones at least 15 minutes to relax, then ask if there is anything you can do for them before raising the problem.