



August 2019: Getting Ahead at Work and Occupational Wellbeing



Welcome to the August 2019 edition of **TotalWellbeing**, your guide to the **8 dimensions of wellbeing**. This month will look at occupational wellbeing while providing tips around getting ahead at work. Our job satisfaction is tied closely to how productive and efficiently we perform our jobs, as well as how empowered we feel within our individual roles. Therefore, it is important to not let yourself settle into a rut and instead seek to challenge yourself in order to stay engaged and support your sense of contribution. Be aware that one major destroyer of motivation and satisfaction is a backlog. If you are constantly playing “catch-up” it becomes almost impossible to feel good about what you’re doing until you finish your to-do list. Make clearing out your backlog your priority and then work on supporting “do-it-now” work habits in order to take care of as much as possible the first time it comes across your work pile. By staying on top of things you will feel good and free up time to develop new ways of dealing with incoming work. For more information on occupational wellbeing check out [these helpful articles](#), [free webinars](#), and the information below.

Remember you can always catch past issues of **TotalWellbeing** on our [newsletters page](#). This newsletter is aimed at providing helpful information about various aspects of your wellbeing and then connecting it all back to important and relevant parts of everyday life. If you have any thoughts, questions, or content you would like to see covered here please get in contact with us. You can email us directly by clicking [here](#).

To your total wellbeing,
The MINES Team

Getting Ahead

Getting ahead at work is partially about becoming the most efficient that you can be. Here are 10 tips to help you perform your best so that you have a little extra time to excel! Check out [this article](#) for more detail on each item.

1. Use a calendar system to plan a week at a time
2. Commit to a daily action plan
3. Stop shuffling through the piles of paper on your desk
4. Determine which assignments need to be done right away
5. Make follow-up and follow-through part of the work process
6. Analyze your time
7. Batch routine tasks
8. Put routine tasks on your weekly calendar and your daily to-do list
9. Think in terms of work cycles
10. Work smarter by streamlining routine tasks

This Month's Focus

[Check out this month's webinar: Getting Ahead at Work](#)

MINESblog:
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If you or a household member would like to talk to a counselor about these topics, please call us at 1-800-873-7138 to get connected right away. Also, [PersonalAdvantage](#) has a ton of great resources and FREE [webinars](#) this month to help you focus on your wellbeing while also being productive at work and home.

Question of the Month

What are 3 workplace or occupational goals you have? What are 3 small steps you can take for each that will get you closer to these goals?

Quote of the Month

"A diamond is a chunk of coal that did well under pressure." – Henry Kissinger

Training Suggestions

Check out these training suggestions that may help your organization to support employee efficiency and occupational wellbeing. Use them in a series or by themselves. MINES is always happy to consult on issues of wellbeing and suggest training that would support your goals. Check out our training manual [here](#) to see other training offerings:

1. [Emotional Intelligence and Leadership](#)
2. [Advanced Communication – Adding Value](#)
3. [Fundamentals of Effective Teams](#)

Community and Global Perspective

From culture to culture, work values such as work/life balance tend to differ. This is true for the cultures of different organizations as well. For this reason, it is important to seek out cultural aspects of your workplace that appeal to you. Does your workplace support lots of social interaction? Maybe seek to engage with your co-workers in ways that support your own goals and style. Is your workplace wellness-oriented? Learn to take on wellness goals as a way to distract from the day-to-day-grind. Or maybe your workplace is all about the hustle and requires long hours and busy days. This one is tougher, but it still provides an opportunity to set personal goals around your own performance. If your style just doesn't seem to mix with your role very well look at what you can change. Maybe talk to your supervisor about mixing up tasks and finding better ways to make use of your unique skill set.

If you or a member of your household needs assistance or guidance on any of these wellbeing topics, please call MINES & Associates, your EAP, today for free, confidential, 24/7 assistance at 800.873.7138.

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