

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

Recognizing and Overcoming Communication Barriers

Learning the barriers to effective communication will not only help improve your communication, but also your overall quality of life. Below are some common communication barriers to learn and avoid:

- **Preconceived Notions** - These are the preconceived ideas, feelings, motives, and prejudices that we bring into a conversation. Due to the complex nature of our opinions, these preconceived ideas can actually affect what you hear.
- **Expectations** - When we bring expectations into a conversation, we set ourselves up for disappointment. If you focus on keeping an open mind and reducing expectations for an interaction, you can fully engage in and learn from what is really being said
- **Physical Barriers** - Body language can often speak louder than words. It's important when communicating with another person, that you take note of the physical characteristics of effective communication.
- **Busy Settings** - Try to speak with others in a quiet place. Noise, activity, and other people may all cause enough distraction to make conversation ineffective.
- **Personal Distractions** - If we are thinking about other things while conversing, we're not being effective communicators. While you are engaged in conversation, try to put the worries of the day aside.

Check out [this article](#) for a complete look at the above communication barriers and additional tips on how to get the most out of the communications that go on in your day to day life.

Remember that if you or a household member are having trouble communicating, experience social anxiety, or have anything else you'd like to talk about, we can help. **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.

Supporting Your Occupational Wellbeing

One of the key principals of job satisfaction is your ability to have confidence in your own abilities and in the quality of work that you perform. Without confidence you can feel lost and unsure; these feelings can cause anxiety and

turmoil around work and work activities. To help boost your own confidence at work, and counter any of these negative effects, try the following tips:

1. **Do your homework** - Learn as much as you can about the subject at hand- whether you're giving a speech, asking for a promotion or making a sales call. You can't be overprepared when your performance is on the line.
2. **Analyze your mistakes** - Knowing what went wrong and what you can do to keep from making the same mistake again can help you turn a negative situation into one that boosts your confidence in your problem-solving abilities.
3. **Don't take the easy way out** - One reward of taking risks is an increased potential for higher achievement. Ask for added responsibility when given a choice between maintaining the status quo or doing something more.
4. **Make change a positive** - Welcoming instead of fearing change makes it easier to identify the advantages and opportunities presented by new responsibilities and directions.
5. **Keep perspective** - Maintaining a healthful balance between your personal and professional lives can help you weather a workplace crisis because you're less likely to define your self-worth by how well you do your job.

Check out more tips on staying confident at work [here](#). For more resources on supporting your occupational wellbeing, log in to [PersonalAdvantage](#) today.

Question of the Month

Think of one person you respect. What do you respect about them? How can you take these values/characteristics and incorporate them into your own character?

Training Suggestions to Support This Month's Topic

Check out these training suggestions that help support a respectful work environment 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. [Respectful Workplace](#)
2. [Diversity in the Workplace](#)
3. [Humor in the Workplace](#)

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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