

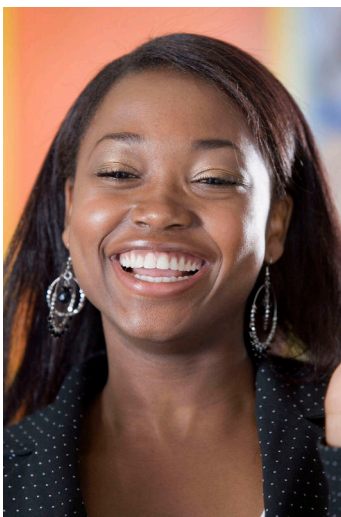


JOY ON THE JOB!



Doris Helge, Ph.D.
The Joy on the Job Coach
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Enjoy easy, proven tips
that will immediately
increase your
happiness at work



IS THIS EZINE FOR YOU?

The **Joy on the Job Ezine** is designed specifically for you if you are a member of one of the following groups.

- ◆ Employees
- ◆ Managers and supervisors
- ◆ Trainers
- ◆ Business faculty and students
- ◆ Entrepreneurs
- ◆ Team leaders
- ◆ Seminar leaders
- ◆ Students of life

Each issue of the **Joy on the Job eZine** is packed with powerful, proven ways you can share your very special talents while you make valuable and unique contributions to the world. I personally guarantee that you will discover how to enjoy work that is more meaningful. You'll also decrease stress, escalate your productivity, and have much more fun on the job. If you are a manager or team leader, you will explore new leadership methods that create rewarding environments that boost creativity, motivation, and performance.

WHERE DID THIS INFORMATION COME FROM?

As a consultant and seminar leader regarding employee satisfaction and retention, I was perplexed. Why had job dissatisfaction reached an all-time high? In a world starved for talent, why do gifted people hunger for happiness at work? Even more puzzling, when two employees work side by side performing similar duties for the same pay, why does one person whistle and the other glowers? The scenario was so intriguing that I began a quest to discover the answer to two questions.

- ◆ What is causing an epidemic of delight-deficiency disorder at work?
- ◆ What are the secrets of joy on the job?

I never dreamed my passion would become a ten-year quest. After pouring over stacks of studies and interviewing over 650 entrepreneurs, employees, and managers in 21 diverse organizations, I discovered over 400 secrets for joy on the job. I then validated the techniques in a series of **Joy on the Job Seminars**. These wonderful techniques have now been published in the book, **Joy on the Job**. This ezine will share examples of this rich harvest of 400 secrets. The techniques have already helped thousands of individuals just like you discover happiness at work.



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SECRETS OF JOY ON THE JOB

by Doris Helge, Ph.D., *The Joy on the Job Coach*

TROUBLE IN PARADISE

Over 75 percent of employees are so dissatisfied at work that they long for a new job, according to the 2006 U.S. Job Retention Poll conducted by the Society for Human Resource Management and Career-Journal.com.



WHY DO OTHER PEOPLE HAVE ALL THE FUN?

Meantime, Google employees can come to work in their pajamas. They're rewarded with unlimited sick leave, five weeks' paid time off after a year on the job, lavish in-house restaurants and tuition reimbursements, and a climbing wall. Semco employees determine their own salaries and job duties. They manage their own training budget after they personally decide what education they need. Employees also fire managers.

It's wonderful when the organizations we work for offer excellent career development opportunities, flexible schedules, mentors who care and share, outrageous perks, and salaries to shout about. It's rewarding for everyone when an organization understands the competitive benefits of employees having fun at work.

Fortunately, happiness at work is not dependent on what a company does or doesn't do. In interviews with over 650 employees, managers, and entrepreneurs in 21 diverse organizations, it became very clear that we control our own destiny.

THE TRUTH ABOUT HAPPINESS AT WORK

We can achieve a work life rich with productivity, meaning, personal fulfillment, and fun by discovering how to fuel a pleasurable state of focus and flow. We can learn the most effective ways to communicate our unmet needs and develop a signature style that guarantees others will validate our unique talents. We can become "experientially gifted," and capitalize on our strengths instead of warring with our weaknesses. We can also develop a positive feedback loop

that ensures honesty, constructive coaching, and support. We can even turn “difficult people” into allies. Using proven techniques, boring and repetitive tasks can become fascinating activities.

DEVELOP A SIGNATURE STYLE

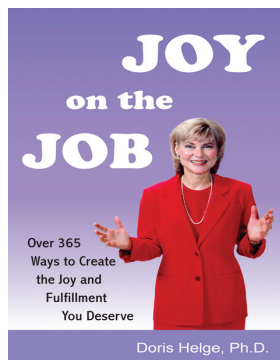
The following is just one way you can immediately begin to transform your current work situation into Happy Time, Inc.

- ◆ List your strengths and talents
- ◆ Ignite your passion to excel in at least one area of strength
- ◆ Explore work place or social needs related to your unique gifts
- ◆ Challenge yourself to continue developing your strengths
- ◆ Learn from spending time with individuals who have similar talents
- ◆ Take healthy risks so more of your true self can emerge

WANT ALL THE JUICY DETAILS?

In the next *Joy on the Job Ezine*, we’ll explore exactly how two dramatically different types of employees cashed in on their strengths by reinventing some of their work tasks to reflect their core strengths. You don’t have to wait. You can read their stories right now, on pages 278-280 of *Joy on the Job*. This book fully describes over 400 secrets you can immediately use to create happiness at work.

This article, “Secrets of Joy on the Job,” was excerpted with permission from *Joy on the Job*, © 2007, by Doris Helge, Ph.D., www.joyonthejobbook.com



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SAD DOESN'T HAVE TO STICK AROUND

by Doris Helge, Ph.D.
The Joy on the Job Coach

Do you know anyone who fatigues more easily during the winter months? Is it ever more difficult to get motivated or reach your peak performance during the season of short daylight? Seasonal affective Disorder (SAD) is quite common, particularly in climates with frequent gray skies or short winter days. The surprise is that even people in sunny Florida are sometimes affected by the "Winter Blues."

SAD is related to changes in environmental light, overcast days, or inadequate indoor lighting. SAD is not only related to blue moods. It can create health problems because common symptoms include daytime fatigue, sugar binges, carbohydrate craving, weight gain, lethargy, hopelessness, lack of interest in normal activities, and social withdrawal. Most SAD sufferers hate to get out of bed in the morning because they never feel rested.

None of these symptoms produce peak performance or joy on the job. The good news is that the condition can be corrected fairly inexpensively.

Light therapy has long been considered the ideal treatment for SAD. Full-spectrum bulbs and bulbs with color temperatures between 3000 and 6500 degrees can blast the winter blahs. Some studies have indicated up to 86% of people affected by winter SAD completely overcame their symptoms when light treatment was used consistently.

Flourescent lights have obtained a mixed review. Some people report that fluorescents assist with SAD, but ultraviolet light can damage eyes and skin. Fluorescents can also rob the body of B vitamins, which are essential to our sense of well-being.

I previously directed a national agency located in Washington State, an area with short winter days and overcast skies for months at a time. Staff who

were negatively affected by SAD talked openly about the tendency to feel lethargic and be susceptible to the winter blahs. Tardiness and absenteeism increased as winter drug on.

After installing full-spectrum bulbs, we noted a remarkable decrease in irritability and a significant increase in energy for a very minimal cost. Teamwork gained a brand new positive momentum. People were much more enthusiastic. They arrived at work on time. Health care costs declined. Voilà!

Although SAD is usually discussed with respect to depression, there are also SAD stories related to anger and aggression at work. How can exchanging a colored incandescent bulb for a low-watt light bulb transform a vicious temper into a state of serenity? A pale purple incandescent bulb can create cheerfulness by mimicking daylight.

Light works for and against us. When it's direct, glaring, or ultra-bright, it can cause eyestrain and headaches.

Because SAD is related to daylight, it is also helpful to increase outdoor activity, especially on sunny days. Humans weren't designed to spend all winter in enclosed buildings. Gaining additional natural exposure to sun can significantly elevate energy levels. For these reasons, I encouraged our employees to go outside during breaks and did the same thing myself. Eating a balanced diet can also be immensely helpful in counteracting the tendency toward SAD.

If you are a manager or team leader, see what happens when you survey your staff before and after directly addressing the common problem of SAD in winter, particularly in northern climates. Increased productivity, teamwork, and greater morale will make you glad you did!

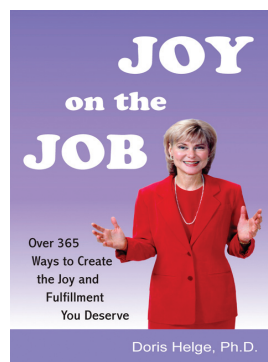
Note to employees: If you are in a position at work where you have to solve SAD on your own, you have at least four options. One alternative is home treatment. This means using a light box that delivers 10,000 lux at eye level (with your eyes open and unshielded but not directly staring at the light) for 30-60 minutes. An alternative is to purchase a device like Sphere One Daylight 10,000 to take to work. Light visors are also available for employees who cannot sit for 30 minutes straight and still do their jobs. People who use a Dawn Simulator and program the device to come on before they arise in the morning enjoy a gentle awakening somewhat like sleeping outside and viewing a sunrise. Consult your doctor and review your options.

If you have a stationary work area, you can get permission to have full-spectrum bulbs placed above your space. A third option is to plug in a lamp with a full-spectrum bulb. Full-spectrum bulbs are easy to find on the Internet. I purchased my own the first time I worked in an inadequately-lit work place and noticed negative effects on my productivity and mood. I was a little uneasy at first, but soon other employees did the same thing and management realized the benefits were worth the minimal expense.

This brings up option four. Arm yourself with data about the productivity and profit advantages of directly addressing SAD. Present facts to management or the occupational health department where you work. Begin with this article or search "SAD" on the Internet.

You deserve to be happy at work.

This article, "SAD Doesn't Have to Stick Around," was excerpted with permission from ***Joy on the Job***, © 2007, by Doris Helge, Ph.D. For further information, see <http://www.joyonthejobbook.com>

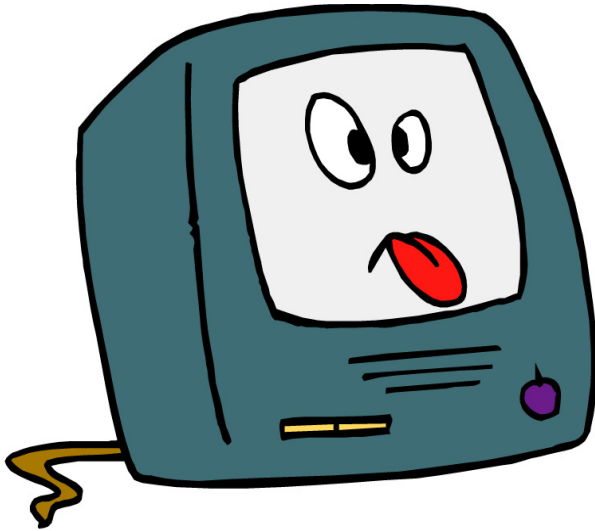


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BLAST WINTER BLUES AND BLAHS WITH ESSENTIAL OILS

by Doris Helge, Ph.D., *The Joy
on the Job Coach*

Quality essential oils can produce profound positive effects. Researchers at Wheeling Jesuit University in Wheeling, West Virginia discovered that specific fragrances can ward off fatigue and reduce anxiety while increasing alertness.¹

Some Japanese companies routinely waft certain scents, such as lemon, through air vents to increase motivation and productivity.

Take charge of your own well-being because you deserve happiness at work. Peppermint and cinnamon enhance mental ability and performance. Peppermint can even mend a bad mood, especially if the emotional state is related to fatigue. Bergamot and rose also lift gloomy spirits.

Cautions:

- ◆ Nurturing fragrances are no substitute for deep restorative sleep.
- ◆ The results you gain from using essential oils will be related to the quality of the product you use, so buy only from reputable sources.
- ◆ Intense emotions must be acknowledged, even though they don't have to be endlessly processed.

Gain a wide variety of fun and easy blues busters you can use immediately. See Chapters 17-22 of *Joy on the Job* by Doris Helge, Ph.D.

¹ Barker S. & Raudenbush B., et al., "Improved performance on clerical tasks associated with administration of peppermint odor," *Perceptual Motor Skills*, (2003) Dec; 97(3 Pt 1):1007-10.

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SHOULD YOU STAY HOME WHEN YOU'RE SICK?

by Doris Helge, Ph.D., *The Joy on
the Job Coach*



If you're contagious, how will it serve anyone for you to share your illness? Can you stay at home today and span the gap with the Internet or a cell phone?

If you feel compelled to drag yourself to the office when you're feverish and sniffing, take responsibility for what you bring with you. Tell people you are choosing not to shake hands because you care about their health. Stay at your own desk when you can, use your own pen or pencil, and distance yourself from others during meetings. Wash your hands often so you don't subject others to second-hand germs when you touch doorknobs, elevator buttons, and community phones and computers.

Think long term. Your performance is compromised when you're ill. It usually takes longer to clean up mistakes than to do a job well the first time. Illness usually fades over time, but mistakes can leave a lasting impression.

Whenever possible, avoid going back to work until you've had a good night's rest because it's much harder for your body to fight a virus when you're exhausted.

GERMS THAT GO AROUND, COME AROUND

Prevention is always the best cure for illness. We have total control over how often we wash our hands with soap. Lather the soap and scrub under your nails and between your fingers for 15 seconds before rinsing with water.

Use your own pen or pencil so viruses aren't transmitted to your fingers and then to your face, eyes, or nose. Clean your work area with the intention to eliminate germs. Since a rhinovirus can survive up to three hours, the National Institutes of Health advises cleaning desk surfaces with a disinfectant regularly. Is it a hassle? Not if it means avoiding days sick in bed.

There are many non-toxic cleaning chemicals available now that will keep Mother Earth happy. If you don't have a health food store near you that carries non-toxic cleaning supplies, you can search the Internet for "green cleaning products."

~~LOCATION, LOCATION, LOCATION~~ PREVENTION, PREVENTION, PREVENTION

Exercise boosts your immune system. Even short stints of exercise will enhance immunity because exercise stimulates antibodies that probe the cells of your body to discover and zap nasty germs. Even a few minutes of exercise will help you gain new energy for the rest of the day.

Don't postpone exercise just because you can't find 45 minutes a day for an ideal exercise session. You can spike healthy human growth hormone with as little as 30 seconds of high-intensity exercise. You'll also create a boost in your metabolism that will last several hours.

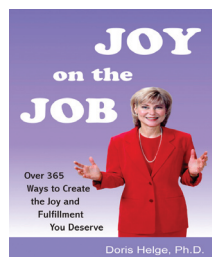
Many studies have touted the benefits of drinking green tea to boost your immune system. Scientists have also confirmed the value of homemade chicken soup to reduce inflammation and inhibit mucus production.

If you're a smoker, ask yourself why. If you don't smoke, limit your exposure to secondhand smoke.

Remind yourself that you do have time for breakfast because studies have consistently indicated that people who eat a good breakfast are healthier and have more energy.

Love your body. It's where you live, no matter how far you roam.

This article, "Should You Stay Home When You're Sick?" was excerpted with permission from **Joy on the Job**, © 2007, by Doris Helge, Ph.D. <http://www.joyonthejobbook.com>



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Thinking Of Making a Career Change?

Is a new job, a promotion or opening your own business your dream? Make it reality in 2007 by getting the training, coaching and support you need now! WomensCommunity.com Transitions Academy will empower and enlighten you so you can turn your dreams into goals and your goals into reality.

Transitions Academy (TA) is a program of WomensCommunity.com, where professional women and entrepreneurs come together to help each other create the life they love. TA has been designed with two tracks—one for women who want to change careers or go for the big promotion, and one for women who want to start their own business.

This unique program is facilitated online by women who are actually doing every day what they train you to do! The TA faculty all own successful businesses or work in managerial positions.

When you choose TA, your assigned faculty mentor will get to know your needs and strengths using individually selected assessment tools. This will help you choose the modules that will move you forward.

Your faculty will incorporate practical solutions that really work into the training, mentoring and coaching you receive online and by phone.

You'll discover your true potential and tap into it so you can realize your dreams.

This is your year to make a change! Don't miss out! The first teleclasses begin in February, so log on to:

www.womenscommunity.com

Just select the bridge icon to learn more and request additional information.



CLAIM YOUR FAIR SHARE OF HAPPINESS AT WORK



You deserve a work life that's packed with productivity, meaning, and fun. Happiness at work isn't reserved for those who work at the most progressive companies. In fact, you can immediately escalate your joy on the job.

The secrets of happiness at work are outlined in the new book, ***Joy on the Job***, by Doris Helge, Ph.D.

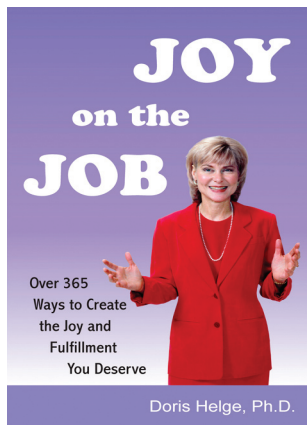
- ◆ Learn the easiest and most effective ways to get your needs met (Chapter 11).
- ◆ Develop a signature style that guarantees coworkers and management will validate your unique talents (pages 277-280).
- ◆ Enjoy a pleasurable state of focus and flow all day long (Chapters 9 and 19 plus pages 188-199).
- ◆ Cash in on your strengths instead of warring with your weaknesses (Chapter 18).
- ◆ Develop a positive feedback loop that guarantees you are surrounded with support and constructive coaching (pages 133-140 and 220-221).
- ◆ Turn "difficult people" into allies (pages 53-54, 89-90, 179-182, 357-358, and Chapter 21).
- ◆ Develop a powerful, positive resource state that shields you from workplace negativity (Chapter 22 and pages 150-151).
- ◆ Discover your Inner Genius and call on this innate part of yourself for instant assistance (pages 268, 293, 341, 356-370, and 387).
- ◆ Learn an easy way to transform boring and repetitive tasks into fascinating activities (Chapter 19).

Joy on the Job shares these secrets and much, much more. Dr. Helge is passionate about her desire to help you claim your fair share of happiness at work. In her words, “Happiness at work is good business. Satisfied employees boost productivity and profit. Managers who understand the profound power of joy on the job ensure that companies save money on healthcare and make more money. Customers are also happier. The benefits to society of happy employees are enormous. In addition to being creative problem solvers, happy workers are better parents and citizens. They have more energy to give back to their communities.”

Order your copy of **Joy on the Job**, by Doris Helge, Ph.D., at <http://www.joyonthejobbook.com>

Dr. Helge’s message is based on over ten years of research, including interviews with over 650 entrepreneurs, employees, and managers in 21 organizations.

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<http://www.joyonthejob.info/ezine.htm>

KEEP THE MOMENTUM GOING!

You are now part of a very special, growing global community of entrepreneurs, employees, and managers. We are all helping each other experience more joy at work. This means you are never alone when times are tough. Share your successes and request solutions to your dilemmas. Communicate with me by writing: Doris@joyonthejob.info Tell me what topics you would like this ezine to cover.

Take full advantage of the opportunity you gave yourself when you subscribed to this eZine.

Visit the Joy on the Job web site: <http://www.joyonthejob.info>

Enjoy Joy on the Job blogs and add your voice to comments:

<http://joyonthejob.blogspot.com>

<http://joyonthejob.wordpress.com>

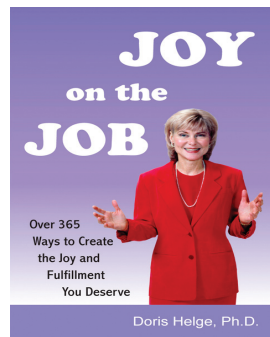
**Forward this ezine to your friends
so they can have more fun at work!**

SIGN UP FOR INDIVIDUAL OR GROUP COACHING

Individual or group coaching kicks in where *Joy on the Job* leaves off. To apply for coaching regarding happiness at work, e-mail: Doris@joyonthejob.info

BUY "JOY ON THE JOB" TODAY AND GET A FREE 20-MINUTE COACHING SESSION WITH THE JOY ON THE JOB COACH

The strategies in this ezine are only a tiny fraction of the over 400 secrets for happiness at work I discovered during the last 10 years of research. Readers tell me they are much happier each time they use even one of the very special techniques you will discover in ***Joy on the Job***. Buy your copy today. I don't know how much longer I can offer the bonus of free coaching, so take advantage of this extraordinary opportunity now.



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P.S. You deserve to enjoy your job as much as a yummy five-course meal in an elegant restaurant.

BRING DORIS HELGE, PH.D. TO YOUR ORGANIZATION!

Doris Helge, Ph.D., has delivered thousands of presentations and training seminars to employees and managers at organizations as diverse as Regence BlueShield, the American College of Occupational and Environmental Health, Royal Bounty International, Bristol-Myers Squibb, Exxon-Mobil, the National Athletic Trainers Association, the University of Texas, the American Association of Occupational Health Nurses, and Vanderbilt University.

Doris' dynamic presentations are packed with proven strategies based on over ten years of research that included interviews with entrepreneurs as well as managers and employees of 21 diverse companies and associations.

Her work is guaranteed to enhance leadership and elevate productivity, employee morale, and motivation. Because Doris is a master trainer, her audiences laugh while they learn the latest ways to improve performance and job satisfaction. Participants immediately use the new tools she teaches because she uses accelerated multisensory learning strategies that generate excitement and follow through.

Managers and employees explore innovative methods to easily resolve conflicts and improve communication. Doris prepares them to thrive during times of intense challenge and change. Leaders discover bold new ways to unlock their own peak potential, so they spontaneously motivate employees. Thorny diversity issues transform into organizational strengths. Harmony replaces the dysfunctional "difficult people syndrome," so customer service improves remarkably. Work becomes much more fun and fulfilling for everyone.

If you want remarkable results from a professional speaker you will love to work with, contact Dr. Helge about a keynote speech, *Joy on the Job Seminar*, or consulting.

E-mail: Doris@joyonthejob.info
or visit her website
<http://www.joyonthejob.info>

Download Doris' printer-friendly brochure at <http://www.joyonthejob.info>

You can also view a sample video of a presentation on the website and download lots of great articles you'll immediately use to create a more enjoyable work site and work force.