



WORK WELL UPDATE

A Peek Inside

MIND

Pause your inbox to increase your productivity

BODY

Practical ways to stay calm while public speaking

FOOD

Is your avocado too ripe?

RESEARCH

Confidence makes a successful leader

MYTHS DEBUNKED

Why you shouldn't be afraid to hire remote employees

March SPEAK UP

This March, let's make a commitment to speak up and speak positively with ourselves, loved ones, and colleagues. To increase self-compassion and support for those around us, it's important to communicate mindfully and cultivate skills that improve empathy. In this month's newsletter, we're exploring skills that enhance how we communicate with ourselves and others. From public speaking hacks, to pausing your inbox, this month is all about you.

On the Goga is a workplace wellness company guided by one, simple principle: Happy People Do Great Things.

Learn More About Mindful Wellness Programs
www.onthegoga.com



healthy tech

LIKESO APP

It's common to feel nervous before delivering a presentation. Although public speaking can activate our stress response, there are ways to mitigate the feeling of nervousness and unease.

The app LikeSo allows you to practice your presentation and provides real time analysis of your "speech fitness," including articulation, pace, and use of filler words. You simply record your voice into the app and LikeSo offers feedback. Practicing your speech will ultimately increase your confidence and guarantee that you deliver your next presentation in a powerful way.

Cost: \$4.99

office holidays

THE OFFICIAL MARCH LIST

5th: National Pancake Day

8th: International Women's Day

15th: Daylight Savings

17th: St. Patrick's Day

20th: International Day of Happiness



wellness in 2

PAUSE YOUR INBOX

Some days it seems like there's a new email in our inbox every time we blink. A distracting email results in us feeling unorganized, distressed, and even unmotivated. So this month, build a new workplace habit: pause your inbox.

No need to worry, your emails will be there when you un-pause. Pausing simply delays the amount of time it takes for an email to appear in your inbox. Depending on your email provider, you might have to download a plug-in. A quick google search will show you how to pause your inbox and then all you have to do is pick the amount of time to pause. Now you're ready for deep, uninterrupted work.

Source: BoomerangGmail



THIS MONTH'S health myth debunked

Myth:
Remote Employees Are
Less Engaged

FACT:

Visualize a remote employee. Perhaps you conjured an image of someone watching TV on a couch and occasionally moving their computer mouse so it seems like they're actively working. This common stigma is far from accurate. In fact, remote employees are 13.5% more productive, 9% more engaged, and 50% less likely to quit than their office-based counterparts. While it seems counterintuitive for many of us, remote employees play a big role in company growth. Here are some benefits of having remote employees on your team:

Hand-Picked Hiring Process

Hiring remote employees provides organizations with more flexibility during the hiring process. It's easier to find the best person for the job when you can look anywhere.

Happier and More Productive Employees

When employees feel trusted and are given the freedom to engage in their personal lives at no cost to their career, they feel more motivated and engaged at work.

Driven Workforce

Flexibility fosters self-determination, incentivizing remote employees to complete their work, and complete it well.

Source: Psychology Today



USE YOUR A BIT TOO RIPE AVOCADO IN THIS Decadent Chocolate Mousse

INGREDIENTS:

- 2 ripe avocados
- 1/4 cup cocoa powder
- 1/4 cup melted chocolate chips
- 3 4 tbsp milk of choice
- 1/2 tsp vanilla extract
- 1/8 tsp salt
- 1/4 cup maple syrup (or sweetener of choice to taste)

INSTRUCTIONS:

- Combine all ingredients in a blender or food processor until completely smooth.
- If you're not using a liquid sweetener, you might want to add a little extra milk for a smoother consistency.
- Dig in right away or let chill for an hour in the refrigerator, then enjoy!

Source: [Chocolate Covered Katie](#)





TEAM SPOTLIGHT

Tina Roach

OPERATIONS SPECIALIST

“ How I Practice Mindful Communication

By this point, we're used to communicating at a lightning-fast pace. We toggle between 20 different tabs, have 2 screens up at once, and have access to nearly the entire history of human knowledge right at our fingertips. We've also all seen the distracted communication that arises as a result. Be honest, how many of us have drafted an email while having a conversation on the phone? I've certainly done it. The digital age we're in is a powerful one; however, we are still human beings. The evolution of our communication has introduced new communication tools and challenges, especially when it comes to creating deep connections with others.

One way to bring the human aspect back into communication is by practicing mindful communication. Mindful communication habits help build and maintain meaningful relationships and boost performance at work. Below are a few of the habits I practice at work and in life:

Active Listening

Instead of anticipating the direction of the conversation and preparing for the best response, I practice active listening. In other words, fully concentrating on what is being said rather than attempting to finish someone's sentence.

Empathy

Empathy is the ability to understand and share the feelings of another. A practical way to cultivate empathy is to say, "I am hearing you say 'x'...is this accurate?"

Be Present

It's simple, but it's far from easy. Fully showing up for conversations without distraction fosters deeper connection and affirms that you value someone's time.

Confidence is An Action, Not a Belief

Source: HRZone

INTRODUCTION

While confidence might not be listed as a prerequisite on job applications, conveying confidence is an implicit necessity for succeeding as a leader. While a lack of confidence can hinder our ability to be successful in a leadership role, the good news is we don't have to feel 100% confident before we can effectively lead

- Actively seeks opportunities to lead
- Considers the long term effects of decisions
- Develops their own skills
- Inspires their team
- Focuses on tasks that drive innovation for the organization and their team

Conveying self confidence is about exhibiting behaviors that show a willingness to lead, learn, and be accountable. It's not about getting it right 100% of the time.

"FELT" VS. "CONVEYED" SELF CONFIDENCE

According to the Management Research Group, felt self confidence is the confidence we perceive we have, while conveyed self confidence is the confidence we project to others. Although feeling confident doesn't correlate with a specific leadership trait, conveying confidence has numerous advantages for how effective our leadership style is. Leading with confidence motivates our teams and encourages a hard working and engaged workplace culture. In last month's newsletter, we established that self compassion is the key to increasing personal boundaries and well being. The ability to lead confidently while remaining self compassionate is a powerful leadership capability and imperative to becoming an inspiring and effective leader.

CONVEYING CONFIDENCE

The Management Research Group identified five leadership characteristics that contribute to whether a leader is perceived as self confident:

PUT IT INTO PRACTICE

So how do we cultivate these leadership behaviors? Try incorporating these practices into your day to day work:

1. Define your personal ethos when collaborating with colleagues. For example, I value others' input because it means we can implement this project effectively.
2. Recognize and acknowledge your team's efforts. Employee recognition increases engagement and well being. At your next team meeting, spend 5 minutes expressing gratitude and recognizing your team for their accomplishments.
3. Empathize with your team when stress arises. A stressful project is inevitable. When a leader encourages employees during stressful projects, they feel trusted, are more confident in their work product, and feel less stressed.

Impactful confidence for leaders is far more than believing you're always right. A self confident leader communicates with their team, empathizes with their ups and downs, and recognizes the hard work of others. As a leader, conveying self confidence, while practicing self compassion is the ultimate skill blend for success.



3 Ways to CHANGE THE DIRECTION OF A DIFFICULT CONVERSATION

REITERATE THE COMMON GOAL

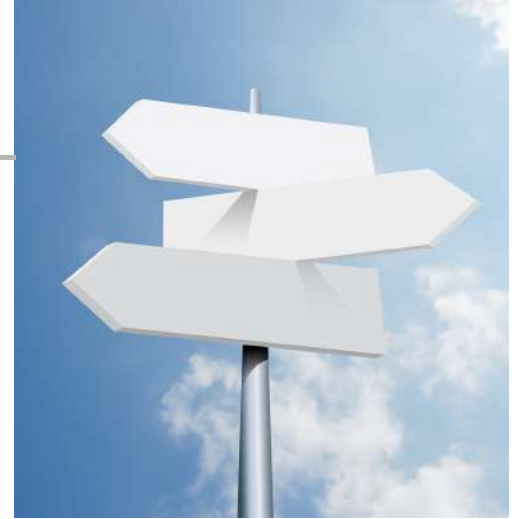
If a conversation gets off track, restate the desired outcomes shared by all parties. Doing so manages expectations and reminds you why you are having the conversation in the first place.

ASK QUESTIONS

Ask for feedback as to how your message is being received and processed. For example, "Does what I'm saying make sense?" or, "Am I communicating clearly?"

PRACTICE EMPATHY

Empathy simply requires you to detect and understand the thoughts, feelings, and intentions of others. When two or more parties disagree, practicing empathy will allow them to recognize what the other is experiencing.



How To: EASE YOUR FEAR OF PUBLIC SPEAKING

- 1 PRACTICE, PRACTICE, PRACTICE**
There's no better way to conquer a fear of public speaking than to face it. The more you practice getting up and speaking, the more you'll gain the skill of confidence.
- 2 WORKSHOP WITH FRIENDS**
Know a group of peers who want to improve their skills? Organize a time to hone specific speaking skills together. Workshop speeches, or even try an improv class.
- 3 THE AUDIENCE IS ON YOUR SIDE**
On average, 75% of people fear public speaking. Remember, your audience understands how you are feeling and wants you to succeed.



THIS MONTH'S Your Question, Answered.

Have a health or wellness-related question you want answered?

Email us at info@onthegoga.com
use the subject line
MY QUESTION ANSWERED

How can I wind down after a high pressure work day?
Beth Montgomery, Allentown, PA

Thanks for the question, Beth! For starters, you can preemptively poise yourself for a relaxing wind down by taking regular pauses for deep breaths throughout the day. These moments will dial down your nervous system and sustain you until you ultimately find some concentrated "me time." At night, while stress might create the sensation of being "wired," your body and mind actually need rest. You can encourage your body back to homeostasis by engaging in whatever activity helps relax you. Maybe that's changing into cozy clothes, cooking or picking up a comforting meal, or watching a show. From personal experience, a heating pad and blanket soothe even the most high pressure days.

