

Deepening Relationships at Work for Improved Job Satisfaction



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Most people come to work, do their job, and leave, interacting with coworkers just enough to get by. Often overlooking the value their colleagues bring. Don't undermine the value in building workplace relationships. Actively build them to enhance your

well-being and create a fulfilling work environment. You'll uncover greater job satisfaction!

Here are tips to building relationships with coworkers:

- **Seek out and participate in transparent conversations** where ideas, concerns, and feedback are shared freely.
- **Offer support and show appreciation** for your coworkers' efforts.
- **Regularly collaborate** on projects.
- **Participate** in team activities.
- **Be approachable and "askable,"** which means being open, friendly, and easy to talk to, so that others feel comfortable coming to you with questions or concerns.
- **Learn simple skills** to resolve conflicts constructively
- Make a habit of **celebrating successes together.**

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Don't Undermine Your Assertiveness



Many who want to be more assertive often undermine their own efforts, leading to confusion when their concerns or needs are ignored. When assertiveness is mixed with uncertainty and fear of being too direct, you lose the effectiveness of your message. Here are some examples of how to phrase your communication with more assertiveness:

1) **Hesitant and unsure**

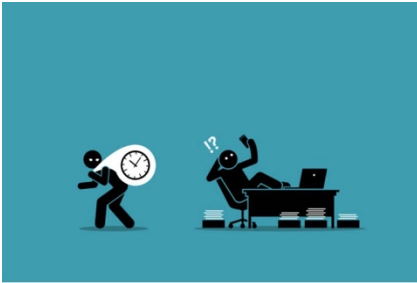
Instead of: "If it's okay, and if you have time—it doesn't have to be today, but can we discuss my performance review?"

Try: "I would like to discuss my performance review. What is a good time for you to meet?"

- 2) **Framing a question instead of a statement:**
Instead of: "May I offer another idea for everyone to consider?"
Try: "I believe we should consider an alternative approach for this project."
- 3) **People pleasing or conflict avoidance:**
Instead of: "I have a few observations to share about your report's conclusions."
Try: "I noticed inaccuracies in your report; let's review them together to ensure accuracy."

At first, the statement may come across as assertive. However, the original statements' lack of assertiveness can trigger ineffective communication, confusion, delays in problem resolution, and hindering your workplace relationships.

Conquer Digital Time Theft



Digital time theft is about moments that slip away, decreasing your workplace productivity due to nonwork-related distractions. If you've ever caught yourself scrolling through social media or watching videos instead of tackling your to-do list, you know the frustration that comes with it. It can leave you feeling powerless, but gaining control might be easier than you think! Search for apps that help you concentrate on your to-do lists. These handy tools can help you avoid online distractions and keep you focused. Some tools can temporarily delay opening your web browser, giving you a moment to catch yourself before you give in to distractions, so you can return to your current work! Ready to boost your productivity? Just [Google "apps to help you focus"](#) and discover options that

help you stay on track!