

ADMINADVANTAGE

The Exclusive Online Magazine for Administrative Professionals

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10 Tips To Improve Your Public Speaking

FEATURES:

Influencing Without Positional Power

Helpful Office Cleaning Ideas

Ginger Binger: 5 Tasty Ginger Recipes to Try at Home

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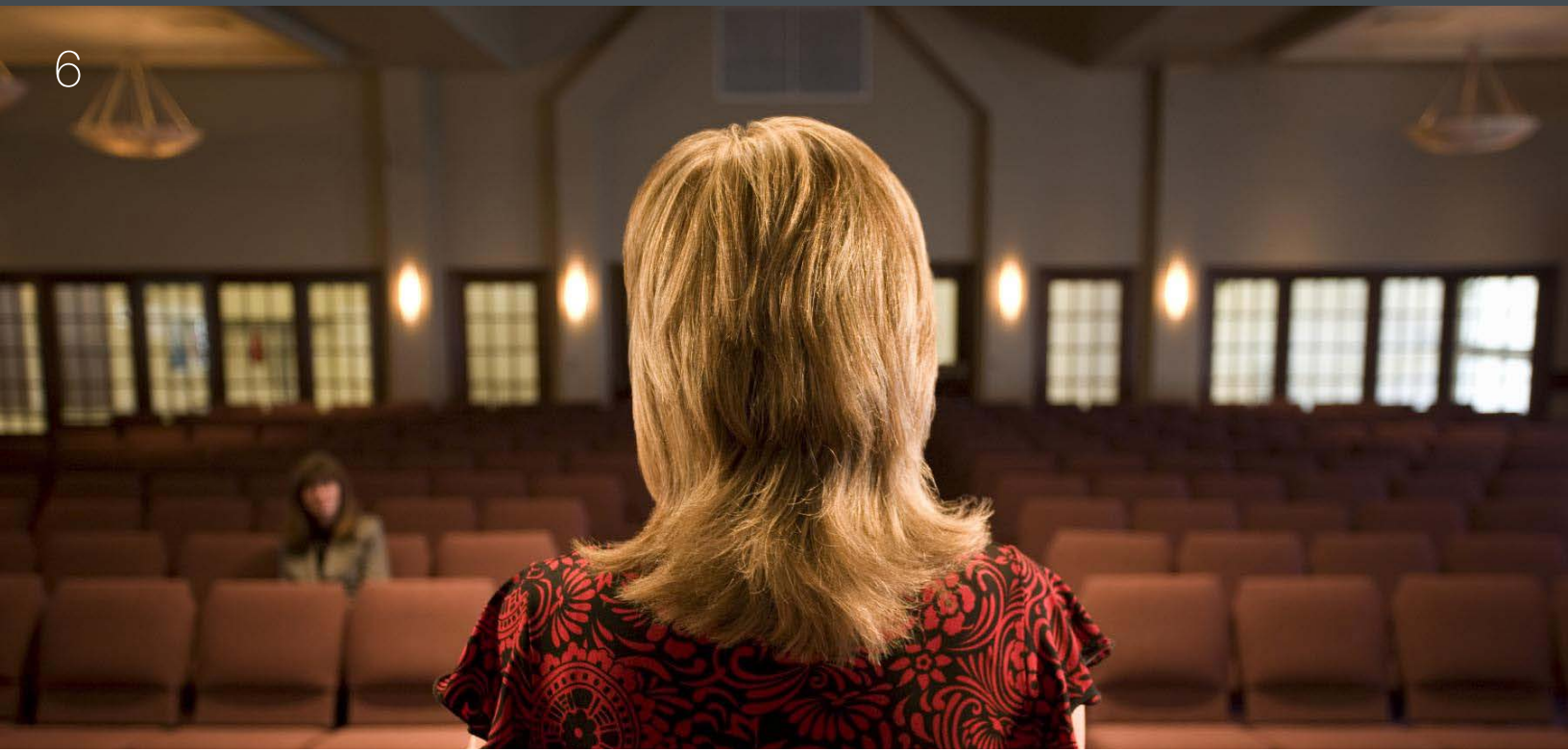
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10 Tips To Improve Your Public Speaking

By Seneca Gates

Sweaty brow, racing heart beat, tremoring hands, cold clammy skin - it's time for that big speech, and all you can see is what seems like thousands of piercing eyes in a crowd of maybe twenty people. Public speaking consistently ranks as a top fear for most people when asked about things that give them the heebie-jeebies. ►

The good news is that public speaking anxiety is a completely normal physiological response. What isn't normal is when you let this fear take you away from becoming the amazing professional that you are destined to be. All CEOs and professionals in their field are expected to have some level of comfort giving speeches-yet sadly, lots of experienced people haven't taken the time to face the fear head on. Growth doesn't take place in your comfort zone, and you won't win a game by staying on the sidelines.

I recently finished up an assignment as a facilitator in the classroom which was both an awesome and rewarding experience. Being a facilitator forced me to face my public speaking

anxieties head on. The list below are things that I have found to be effective not only in calming the nerves, but also helpful in sharpening your public speaking abilities.

"There are only two types of speakers in the world. 1. The nervous and 2. Liars." - Mark Twain

10 TIPS TO IMPROVE YOUR PUBLIC SPEAKING ▼

1. Stop trying to get rid of the fear - The fear and anxiety you are experiencing is the fight or flight response. It is a completely normal physiological response your body is giving off due to a perceived threat. Thousands of

years of evolution have programmed us to be afraid of tigers and other scary things that could kill us. The threat of tigers and other predators is no longer a real concern, but your body doesn't know that. The threat is now in the form of dozens of gazing eyes from audience members who you think are somehow ready to pounce. The good news is they usually don't pounce from my experience. Stop trying to rid yourself of fear, instead you are going to embrace the fear and refocus it. In other words, let go of outcome.

2. Diaphragmatic Breathing - This is a breathing technique that involves filling the lower portion of the belly up with air and then pushing the air out through your mouth. It helps open up the chest when your body wants to close it up due to fear. Repeat these breaths as many times as seems necessary. They feel good. Do them.

3. Do some light exercise - Find a place where you can comfortably do push-ups, body squats, or jumping jacks. Get the blood flowing in your body. This has the effect of tricking your body that you have already experienced the effects that anxiety has on your body before you have actually taken the stage.

4. Visualize giving the best speech of your life - Start with the end in mind. See yourself giving an amazing talk and literally feel the experience in your body. How are people reacting? How are the words flowing from your mouth. Where the mind goes, the body follows.

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5. **Positive Self-Talk** - OK, prepare yourself for some potential weird stares from strangers. Go to the bathroom (private space is best) or anyplace with a mirror, and look yourself dead in the eyes and tell yourself with emotion, "I am the best." Tell yourself with emotion that you are going to give "the best damn speech ever." This works best if you infuse it with both emotion and movement. The subconscious mind picks up everything you say whether you believe what you are saying or not most of the time. Get yourself psyched up, it's game time!

6. **Stop and Stare** - As soon as you walk up on that stage, you are going to take a moment and pause for a couple of seconds. Keep your chin and chest high, and wait for the room to quiet down. You are a confident and well-prepared professional speaker, and this is what confident and well-prepared people do.

7. **Find Allies** - Getting past the first thirty seconds of public speaking is the hardest part to get through for most people. You might feel like there are hundreds of stares being cast your way. Find the people who are embracing your message and make eye contact with them.

Your message won't be for everyone, and that's okay. Find those who understand, and connect with them.

8. **Know your audience** - Before the talk begins, go around the room and meet the people in the

audience. If possible, try to build a quick rapport with them. It also helps to know your audience from a demographic perspective. If you want to open a door, it's helpful to know if the lock requires a combination or a key.

9. **Practice, Practice, Practice!** - This cannot be stressed enough. Practice like you play. This works best if you can have trusted professionals watch you practice and then give you feedback. Take the feedback and act upon it. Also, practice in the room where you will be speaking in, if possible, and become familiar with the surroundings. If you fail to prepare, then you are preparing to fail.

10. **Realize that your talk is a gift** - Your speech or talk is a gift. You are giving the audience information that hopefully changes them or inspires in some way. It has nothing to do with receiving, and everything to do with giving. You are not looking for validation or reassurance, you are looking to communicate and connect. Kill your ego. Give your gift.

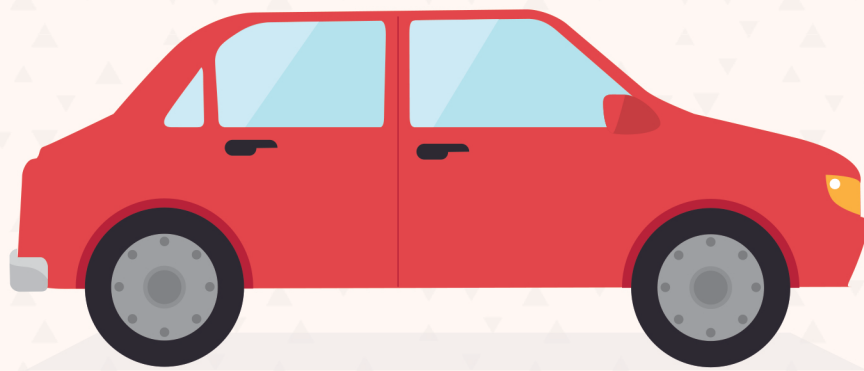
Don't let the fear of public speaking keep you from being your best. If you are afraid, just know that this means you should be actively embracing the fear and taking steps to interact with it. Things don't get easier, we simply get better.

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Influencing Without Positional Power

By Tricia Alice Ryan

“The key to successful leadership is influence, not authority.” Kenneth. H. Blanchard

One thing you learn quickly as an entrepreneur when you run your own business is that positional power doesn't actually carry the weight you think it should sometimes. When you need to mobilize resources from across your organization to achieve your business objectives, you can't just be “the boss”—you must have influence. Influence can be defined as: “the capacity to have an effect on the character, development, or behavior of someone or something, or the effect itself.” ►►



Chances are you rely on others for some aspect of your work. Whether it's relying on your coworkers for data or ideas to complete a program's implementation, or relying on the accountant or bookkeeper to provide you with sales information or even if it's relying on your customers to buy your product or service, it's unlikely that you can achieve personal or organizational success on your own. Understanding influence and the complex interactions that underlie this subtle process of persuasion can be the key to successful entrepreneurial business.

According to Brian Tracy, your ability to persuade and influence people to help you get the things you want in life is one of the most important skills you can develop as a leader. By learning how to persuade and influence people, you can achieve greater personal power and get more of the things you want faster than through anything else you do. It can mean the difference between success and failure. The question is can the skill of influence be learned or is it innate for many natural born leaders?

We tend to see people with personal power as persuasion experts who often seem to exert this influence indirectly. When probed however, research has confirmed that they do give a lot of thought to how they can get other people to help them. They often plan and strategize before they act. They are clear on their goals and then they know who to choose as members of their team

to achieve their goals. They also think about what they will have to do in return to get the other people to help them.

People have two major motivations: the desire for gain, and the fear of loss. The desire for gain motivates people to want more of the things they value in life. The key to persuasion is motivation. In order to learn and consciously persuade others, leaders must find out what motivates other people and then provide that specific motivation.

To be successful, you must learn how to persuade others so you can develop your personal power. In leadership, one must remember that there are only two ways to get the things you want in life- you can do it all yourself, or you can get most of it done by others. Your ability to communicate, persuade, negotiate, influence, delegate and interact effectively with other people will enable you to become powerful, successful and influential within your organization and community. By learning how to persuade and influence people, doors will open up for you in every area of your life. However, it's important to understand the line between influence and manipulation. The main difference between the two lies not in the techniques we use, but in how and why we use them.

The following five principles have been identified as key to helping you persuade rather than manipulate...

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1. Intent

What is your intention and why do you want to influence someone. Clearly define how your desired outcome would benefit the other party, as well as your organization and yourself.

2. Empathy

When you consider the issue or opportunity you are trying to guide the team or individual to consider, think about it from the other party's perspective. What are their needs? What drives them? Considering the perspective of the other party is not only crucial to successful influencing,

it also leads to trust and confidence that you have other people's best interests at heart.

3. Trust

Trust is a key differentiator between influence and manipulation. Building trust by being respectful and honest in each interaction creates cumulative goodwill, which makes it easier to exert your influence going forward as others will have confidence in you and know that you have their best interests at heart.

4. Authenticity



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feel confident that you may support them at a later date.

6. Try the alternative to the Golden Rule - the Platinum Rule

According to Dr. Tony Alessandra: "Treat others the way they want to be treated." Ah hah! What a difference. The Platinum Rule accommodates the feelings of others. The focus of relationships shifts from "this is what I want, so I'll give everyone the same thing" to "let me first understand what they want and then I'll give it to them."

As powerful as it is, influence comes down to how people see us as individuals, how well our ideas resonate with others and how well we frame our ideas in terms of others' needs and problems. Strong influence can give you access to people's hearts and minds in the form of commitment and trust-these can be the ultimate resource in becoming effective as a leader in your organization while empowering others to execute your vision in a trusting and supportive environment.

People can tell when you're being disingenuous or flattering without sincerity. Consistently acting from a place of authenticity makes you more honouring and credible. It also establishes you as having the capacity to compliment and be generous.

5. Reciprocity

The principle of reciprocity fits in nicely with the idea of strong ongoing relationships; you often have to give as much as you take. Reciprocity can play out over time especially with those that you work with on an ongoing basis. People are more likely to do something for you now if they

To understand and obtain the resources you need to enhance the Law of Compensation in your life, consider the FocalPoint Business Coaching Model. It will deliver progressive action by taking a proactive "one step at a time approach", unique to you, and build on your incremental success. TRyan@FocalPointCoaching.com <http://www.TriciaRyanFocalPointCoaching.com>

Helpful Office Cleaning Ideas

By Thomas F McKenna



Sweaty brow, racing heartbeat, trembling hands, cold clammy skin - it's time for that big speech, and all you can see is what seems like thousands of piercing eyes in a crowd of maybe twenty people. Public speaking consistently ranks as a top fear for most people when asked about things that give them the heebie-jeebies. ►►

1. Arrange loose papers - Piles of paperwork all over the office not only looks chaotic, but it also makes it very hard and time intensive to refer back to important files when the need arises. Employees should try and label files according to their precise use. They should also keep specific documents at hand for urgent reference. File cabinets are usually ideal for keeping things like invoices and receipts. In addition, employees should save on space by storing their information electronically.

2. Decontaminate the restrooms - This is very necessary particularly for the protection of your employees and clients. Restrooms must be disinfected and cleaned every single day. Sinks and counter tops must be cleaned with a disinfectant cleaner. Soap dispensers and paper towel holders must be refilled. Additionally, toilet tissue rolls have to be **replaced**.

3. Look after electronics by keeping them clean and dust free - Staff should use a duster to remove dust particularly from tight spaces such as the keyboard keys. A soft rag could also be used to wipe electronics together with a disinfectant.

4. Waste buckets need to be emptied every day - This comprises of the garbage in the conference room, restrooms and particularly the break room.

5. Ensure the public area is prepared - The public office area can give a lasting first impression to your customers. So, employees must put a lot of attention

into it. The seating area must be free of dust. If you have a display setting of brochures and magazines, these should be up to date and definitely not ripped. Mirrors and windows shouldn't have any noticeable smudges and fingerprints.

Impact of office cleaning on staff

1. Boosts efficiency and health

Cleaning helps to reduce the spread of infectious diseases such as flu. This keeps workers cheerful, healthy and productive.

2. Employee confidence

Walking into a spotless office on a daily basis makes them feel important which boosts morale and increases motivation.

3. Advertising from within

Satisfied team members play a significant role in marketing. They are the company's best representatives whether they're at work or off work. Employees' viewpoint of their workplace is a huge part of the whole perception the world has of every company.

Office Cleaning is an exceptional way to help guarantee that people will have remarkable things to say about the company when they are out in the world. If you need more helpful guidelines, please contact us.

Please contact The Top Office Cleaning, if you want more info and tips.

Ginger Binger: 5 Tasty Ginger Recipes to Try at Home

By Adrian T. Cheng

Widely used in Asian and Indian cuisine, ginger is not only popular in the culinary world. It is also widely known for its medicinal benefits as it contains plenty of essential vitamins and nutrients. This pungent spice which has powerful anti-inflammatory effects can help relieve pain, digestive issues, nausea and vomiting during pregnancy and more. ►►

Ginger-Glazed Salmon

What you need:

1/2 kg. salmon fillets
1 tablespoon Dijon mustard,
1 tablespoon honey
2 teaspoons grated fresh ginger
2 teaspoons olive oil

Combine Dijon mustard, honey, ginger and olive oil in a small bowl. Place salmon fillets in a baking dish and evenly brush with mixture. Bake in a pre-heated oven (350 degrees F) for 15-20 minutes.

Adrian T. Cheng is a food blogger who promotes healthy eating. He has written numerous posts and articles about natural herbs and spices, shared countless of delicious and healthy recipes and reviewed kitchen accessories that are affordable yet of quality. You can view Adrian's posts about going green and other nutrition tips and tricks on his page.

Ginger Pesto Chicken

What you need:

1 kg. boneless and skinless chicken breast halves
2 cloves garlic, minced, 1 bunch green onions, sliced into 1/4-inch pieces
1/2 cup dry white wine
1/4 cup vegetable oil
2 tablespoons grated fresh ginger root
1 tablespoon salt
1 teaspoon white sugar

In a medium saucepan, pour 2-3 cups of lightly salted water then add chicken breasts. Bring to a boil, lower heat and simmer for 8-10 minutes or until cooked through. Allow chicken to cool in the broth. When cool, remove from broth and set aside. Heat vegetable oil in a separate pan over medium-high heat then stir in garlic, ginger, salt and sugar. Lower heat and cook for 15-20 minutes or until garlic is tender. Stir in onions and cook for 10 minutes more until onions are tender. Slice chicken breasts thinly, arrange on a plate then top with ginger mixture.

Creamy Ginger and Carrot Soup

What you need:

4 cups peeled and sliced carrots
4 cups unsalted chicken stock
2 cups garlic, minced
1/2 cup minced onion
1/2 cup evaporated milk
1/4 cup fresh grated ginger
2 tablespoons olive oil
1/4 teaspoon ground cumin

In a large saucepan, heat oil over medium-high heat then add onion, garlic and ginger. Cook for 6-8 minutes or until onion is tender. Add carrots and chicken stock, cover and simmer for 30 minutes. When ready, puree mixture in a blender (in batches) then return to saucepan. Carefully add evaporated milk and cumin then cook over low heat for 2-3 minutes. Season with pepper before serving.

Tropical Ginger Shrimp

What you need:

1 1/4 jumbo shrimp, peeled and deveined
1 onion, chopped
2 cloves garlic, peeled
1/2 cup olive oil
1/4 cup lemon juice
2 tablespoons grated fresh ginger root
2 tablespoons minced cilantro leaves
2 teaspoons sesame oil
1 teaspoon paprika
1/2 teaspoon salt
1/2 teaspoon ground black pepper
Skewers

Combine onion, garlic, olive oil, lemon juice, ginger, cilantro, sesame oil, paprika, salt and pepper in a blender and puree until smooth. Save a small amount for basting. Pour the mixture in a large bowl and add shrimp. Coat shrimp with mixture, cover and refrigerate for at least 2 hours. When ready, discard excess marinade and thread shrimp onto skewers. Cook in a pre-heated grill over medium-high heat for 2 minutes per side or until shrimp is cooked through. Brush with marinade while cooking.

Whether you love ginger or not, you will surely

enjoy these satisfying ginger recipes!

Adrian T. Cheng is a food blogger who promotes healthy eating. He has written numerous posts and articles about natural herbs and spices, shared countless of delicious and healthy recipes and reviewed top-notch cooking accessories that are worth checking out. You can view Adrian's posts about nutritious food and other interesting topics on his blog.

Honey-Ginger Salad Dressing

What you need:

1 lemon, juiced, 3 cloves garlic, minced
1 cup olive oil, 1/4 cup soy sauce
3 tablespoons minced fresh ginger root
2 teaspoons honey
1 teaspoon prepared mustard (Dijon-style)
Ground black pepper to taste

Mix together lemon juice, garlic, ginger, honey, mustard and black pepper in a medium bowl until thoroughly combined. Stir in olive oil slowly and mix until combined with other ingredients. Store in a glass container and refrigerate until ready for serving. 