

PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

October 2018

**Dads demand more
flexible working**

**8 ways to effectively
manage your time**

**Small doesn't mean
safe: 5 steps to Cyber
Security for SMEs**

**How successful
people stay
focussed, productive
and in control**

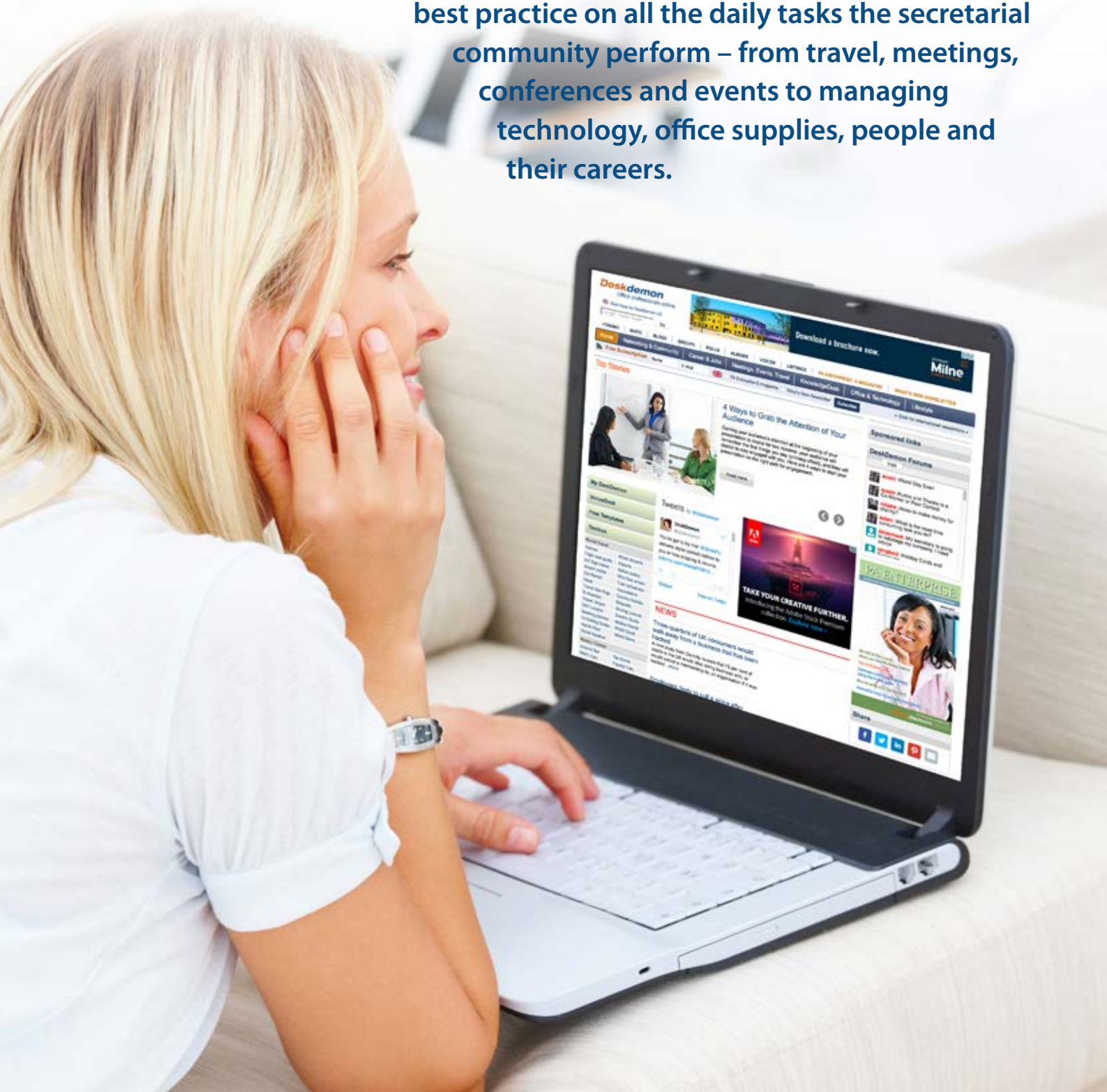
**Questions to ask if
you want your new
boss to like you**

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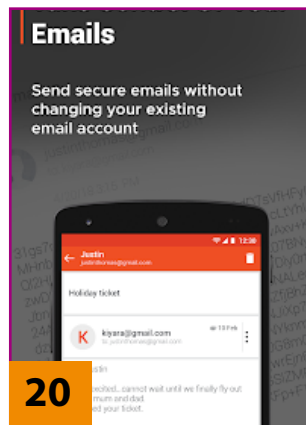


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Dads demand more flexible working

As more and more women are staying in the workplace after having children - and often full time - parents are demanding greater flexibility, but dads are still being held back by old-fashioned policies and fears that their employer will react negatively to requests to work flexibly, according to two new Workingmums.co.uk surveys.



While Workingmums.co.uk's annual survey, sponsored by McDonald's, shows 59% of mums say their partner doesn't work flexibly and only 4% say their partner works part time, a survey of dads shows overwhelming demand for flexible working among men with 73% saying they are

considering seeking it, but 72% fearing their employer's reaction if they do.

The survey highlights the way society is changing: 22.5% of the over 2,400 mums who took part are the main earners in their families (compared to 17% in 2016) and an additional



A survey of dads shows overwhelming demand for flexible working among men with 73% saying they are considering seeking it

18% are the main earners because they are single parents. Yet mums, who are more able to work reduced hours, still hold the major responsibilities for childcare and housework with just 23% saying childcare is shared equally and around 4% saying their partner does more than them.

Many mums also said that working flexibly had had a negative impact on their career progression:

- 42% say their flexible working is not viewed positively by colleagues
- 49% say flexible working has held them back in their career
- 54% of part timers say they miss out on career progression opportunities.

Despite this, there is a big demand for greater flexibility, particularly flexible hours and 56% worry their flexible working will be taken away. A quarter (25%) of mums work full time with no flexibility and 40% of those who work flexibly feel they don't have enough flexibility. Only 7% do job shares, although these are held up as a good way for people to progress their careers while working reduced hours.

The survey also highlighted that:

- 62% have considered setting up a business with the flexibility to have more control the

key reason

- 67% of women said they were interested in retraining
- 65% of working mums feel they have to work harder due to unconscious bias
- 11% have elder care as well as childcare responsibilities and 68% of these say their employer is not supportive.
- Grandparents are still the favoured way of reducing childcare costs (50%)
- 35% would consider Shared Parental Leave with finance being the main barrier [40%]. However, 24% of mums say they just don't want to share their leave.

Commenting on the results, Gillian Nissim, founder of Workingmums.co.uk, said: "There has been a lot of focus in the last year on the gender pay gap. A huge part of this is down to the lack of women in senior positions. Promotion often occurs around the time that women start families. Our survey shows that more employers need to focus on ways to ensure women don't drop off the progression track as a result of working flexibly. It also suggests much more needs to be done to make it easier for dads to share parenting duties more equally by enabling them to work flexibly."

Five Smart Office Cleaning Tips and Tricks

The average person spends more than 40 hours every week in the office. Most that time they are working under the constant pressure of meeting deadlines and finishing complicated projects. It is scientifically proved that a cluttered office space has an adverse effect on the workflow. Of course, almost every office uses some commercial cleaning services and counts on professionals to take care the clutter. Still, there are some things that you have to do by yourself. Following are some tips that can significantly support your office cleaning and decluttering duties.

By Andre Peter



File as you go

One of the most irritating things in the office would be a big pile of papers on the desk. Well, try to organise your office routine in a way that allows you to process all papers as you go. To do that, you can set up some system of file holders that are labelled and create a habit of using them regularly. You may apply the same practice for your computer desktop.

Clean the desk

Do you have the habit of eating your lunch on the desk? If you have, then you should consider cleaning it every time you use it as a kitchen table. Fortunately, cleaning the desk will take you no more than a minute. All you need is some cleaner (window cleaner will work just fine) and some paper towels. Just spray with the cleaner and wait for 30 seconds for it to dissolve the dirt

and then wipe with the towels.

Clean the electronics

The most commonly used office electronic device is, of course, the computer and especially the keyboard and the mouse. You are touching these two items during the whole day, and no matter how clean your hands are, the keyboard will always be a breeding ground for all sorts of germ and bacteria. So, the easiest fix would be using antibacterial office cleaning wipes. Remember to clean your keyboard every so often, because it makes a difference.

Find a place for everything

The key to making your workplace more visually appealing is to find a place for everything. For that purpose, assign a place for every object and label it so that you would never forget where you have put something. This is a solid tip for reducing clutter, which in turn would mean less dust to deal with.

Get rid of the desk junk

You might love your collection of colourful cheap pens, the magnet business cards, the calendars or the old bottles. Well, it's time to get rid of all that junk so that your desk would be clutter-free. This will increase your productivity and make you feel better at work. Remember: your desk is a projection of you. The more cluttered it is, the more people will think of you as disorganised and unreliable.

Once you create the habit of following the above tips, you will see that you will be much more efficient in handling the challenges in the office. Office cleaning and decluttering is a needed step in that direction.

For more info about Top Commercial Cleaning London call: 020 3322 6048.



8 ways to effectively manage your time

Effectively managing your time can be a challenge, especially if you're having to deal with a heavy workload or are working to deadlines. However, it's important to create and develop strategies that work for you personally to be able to accomplish your tasks. Here are some ideas that can help you effectively manage your time and help you produce quality work.

Lists

Creating lists can be a great way to manage your time. By curating a list and writing out all of your daily/weekly tasks, you're able to get a sense of the amount of work you have to do.

Lists can be a great way to visualise the tasks ahead. However, the main benefit of lists is the sense of accomplishment when you tick off the tasks on the list.

The simple action of ticking a task off will motivate you to do more. This is great for boosting productivity and will ensure that you end every work day feeling happy.



Prioritise

Prioritising is key when it comes to managing your time effectively. This is because it allows you to create an order in how you work.

You can prioritise in four main ways and these can even help with deciding what to delegate:

- **Important and urgent** – these tasks should be a top priority for you and will require your attention immediately.
- **Important but not urgent** – these tasks will

come second when it comes to ordering your tasks in terms of priority.

- **Urgent but not important** – these tasks need your attention immediately, so you'll have to decide if these tasks can be prioritised over 'important but not urgent'.
- **Not urgent not important** – these tasks are the ones that you should delegate if you're able to.

Delegate

If you work with people and you're able to do so, then you should consider delegating to ensure



that you can save time to work on the top priority tasks.

Delegation will not be accessible to everyone, mostly because a lot of people work by themselves. However, those that work within a wider team may find it easier managing their time effectively if they seek assistance.

Plan

Getting a solid plan together is also a great way to make the most out of your time and manage it. A plan at the start of your day can map out your time for you and give you a timescale to work to.

Your plan can suit your personal style of working. You might even plan to treat yourself to a piece of chocolate for every hour of work you do. Include incentives in your plan to encourage you to work.

Say no

This is probably one of the biggest reasons why people aren't able to focus on their own tasks.

Whether you're saying yes to helping someone, or yes to going out for drinks when you really should be working. You need to make sure that you are able to say 'no' when you need to.

You need to prioritise your own work first and then, if you can, help others. It may take time, but you need to try your best to say no and remain focused on your own tasks.

Take time out

For you to be able to produce quality work, you need to give your mind a rest. Therefore, when you're setting out a plan, make sure to up your self-care game and incorporate breaks.

www.cv-library.co.uk

Flexible work arrangements: do you dare ask in an interview?

Flexible work arrangements are growing in popularity. An increasing number of employees work remotely, have flexible schedules, or work compressed workweeks. Flexible work arrangements can be attractive not only to employees, but also to employers who want to prevent burnout and improve employee retention.

Basecamp, the popular online project tool, is a Chicago-based company that has found great success with a team of employees who are all free to work remotely. Taking flexible work beyond simple telecommuting, the company allows employees to work a 32-hour week for a third of the year. Basecamp ardently believes that productivity is heightened, not hampered, by flexible work arrangements.

It would seem that employees at many companies would agree with Basecamp's belief. One study found workplace flexibility was a top job consideration for workers across generations, ranking right under salary and benefits. Another study by PwC, the University of Southern California, and the London Business School found that "a significant number of employees from all generations feel so strongly about wanting a flexible work schedule that they would be willing to give up pay and delay promotions in order to get it."

Broaching the Subject of Flexible Work in the Job Search

If you value flexible work arrangements and are on the job hunt, how do you ascertain whether a potential employer would be open to giving

you the work arrangement you want? Is it wise to inquire about flexible options in an interview, or will doing so reduce your chance of landing the position?

There are two key questions to ask yourself before you ask a potential employer about flexible work:

- **How important is it to them?** Is this a company that values predictability and face time? Is a centralized team integral to smooth operations? More traditional companies will be slower to change, while startups are more likely to have flexible options from the outset. Some international companies may even prefer you keep a shifted schedule to align better with work hours in another part of the world. Understand how work arrangements fit into a company's overall values and structures.
- **How important is it to you?** What are your priorities in a work arrangement? If you will be unhappy in a rigid work environment, you aren't doing yourself or the company any favors by punting the discussion. It's worth sitting down to make a list of your priorities to understand where flexibility falls. Ask yourself if you would want to work at this company even if you had to keep a traditional schedule.



Underlying this issue is the kind of work culture you want to join. That is a key consideration in selecting a position that will be a good fit for the long term.

You've Decided to Ask: How Should You Do It?

A job interview is a protracted dialogue. Flexible work arrangements are one data point among many that you and the potential employer will be investigating. You want to ask questions in a way that shows you are invested in the mission of the company and in establishing a mutually beneficial relationship.

The best way to understand the lay of the land is to inquire about how teams function best in the organization. Your questions should be organically related to learning about the organization of the company. Asking, "Can I work from home?" can seem abrupt, and it may suggest you are less invested in the position than other candidates are.

A more savvy question would be, "How are your teams structured? What work arrangements have

you found best serve your mission?" From there, you can move to more specific questions about the hours employees keep.

Insight From the Employer's Answer

If an employer has a flexible work program or expresses openness to the idea, great! If they are adamantly against it or express hesitation, the reason behind the answer is as important as the answer itself.

If the company is committed to doing things the way they have always been done simply because they've always been done that way, it should raise a red flag. A recalcitrant management style will not create an environment where you or your career will flourish.

If the company has been burned by employees in the past who abused a flexible work program or is hesitant out of concern for how flexible work might affect productivity or client experience, those are concerns you may ease by proving your dedication as an employee.

By Cheryl Hyatt www.recruiter.com

Small doesn't mean safe: 5 steps to Cyber Security for SMEs

Cyber security is becoming increasingly important and complex, yet many small business owners don't have the bandwidth to take the trend seriously.

Small businesses are especially vulnerable to security threats as they often lack the resources and expertise to implement operational and risk management policies. Cyber criminals are preying on this lack of expertise and target small and medium sized enterprises (SMEs) as they are easy victims and can be used as a backdoor to larger companies.

By using an information security management system SMEs can benefit from robust, best-practice policies to help keep their organisations safe

The Cyber security breaches survey 2017 conducted by Ipsos Mori on behalf of the UK Government, revealed that 52% of small businesses identified a cyber breach or attack in the past 12 months. The most common types of breaches identified were related to staff receiving fraudulent emails (72%), followed by viruses, spyware and malware (33%), people impersonating the organisation in emails or online (27%) and ransomware (17%). For small companies with limited budgets, cyber security can be a tricky job, however, getting “your

ducks in a row” with an information security management system is a good place to start.

Joe Collinwood at Cysure explains how getting organised with an information security management system (ISMS) goes a long way to preventing data loss and fines. Here are 5 Steps to Cyber Security for SMEs.

1. Leadership is vital

Cyber security starts at the top of the organisation, if management leads by example taking an active approach to the mitigation of cyber risk, this attitude will prevail throughout the organisation. Understandably, leaders in SMEs are focused on building their business and not inwardly looking at complex organisational policies. However, adopting a systematic approach to processes and procedures, promoted by a virtual online security officer as part of an information security management system, takes away much of the time consuming administration burden.

Even organisations that cannot afford a full time inhouse security specialist can seek the services of an online service to guide them through the complex, emerging safety procedures and protocols to improve their online security and reduce the risk of cyber threats.

2. Education and awareness training

As revealed in the Cyber security breaches survey 2017, phishing emails and malware are the two biggest threats to organisations. Both of these exploit human behaviour, so it’s vital that staff are trained to recognise the threat and respond appropriately.

Similarly, accidental breaches, privilege misuse and data loss are all the result of employees not understanding their information security obligations. Educating staff on the ways they could put data at risk helps organisations turn one of their biggest vulnerabilities (people) into an area of strength.

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3. Identify your risks

A risk assessment is one of the first tasks an organisation should complete when preparing its cyber security programme. Identifying the risks that can affect the confidentiality, integrity and availability of information is a time consuming process. However, by identifying threats and vulnerabilities organisations can take steps to mitigate by prioritising which risks need to be addressed in which order. Without an assessment, organisations may miss vulnerabilities or waste time, effort and resources addressing events that are unlikely to occur or won't cause significant damage.

4. Regular reviews

Policies and procedures are the documents that establish an organisation's rules for handling data. Policies provide a broad outline of the organisations principles, whereas procedures detail the how, what and when things should be done. Together they provide a framework of do's and don'ts for the organisation's workforce on how data should be managed and trains employees to offset social engineering campaigns that are one of the main causes of a data breach.

A good information security management system will provide policies and procedures that ensure regular reviews are conducted with all employees to ensure they are up to date and policies remain effective. If a procedure isn't working, it needs to be rewritten.

5. The wonders of a dashboard

Assessing progress and monitoring improvements is essential to maintaining an organisation's security posture. A dashboard simplifies the process by providing a central location for all plans, policies, best practice advice and employee training information. Good dashboard software should guide companies through complex safety procedures and protocols, display compliance progress against selected standards including GDPR as well as online security training videos for continual staff training. A visual traffic light system soon lets business leaders know just how well prepared their organisation is to prevent a data breach or cyber attack.

It's time for SMEs to act

By underestimating the true impact a cyber attack can have on their reputation and the disruption caused while management remediate the situation, small businesses are putting themselves at significant commercial risk. Now more than ever it is essential for SMEs to take action and reduce the risk of cyber threats.

Managing risk from inside the organisation is vital and relies upon the application of a consistent set of policies and processes, backed up by continual employee training. By using an information security management system SMEs can benefit from robust, best-practice policies to help keep their organisations safe.

Drop up to 2 dress sizes in time for Christmas



This year's Weight Loss Resources Christmas Challenge is now open. Running for over 10 years, the Weight Loss Resources Little Black Dress Challenge helps women to lose weight and drop dress sizes in time for Christmas celebrations.

Research carried out by Weight Loss Resources has found that many of us have our eye on a particular dress or outfit that we want to fit into – in many cases one we already have taunting us from the back of the wardrobe!

Last year's challenge biggest loser achieved a loss of 2st 11lbs, and the challenge helped many more to drop dress sizes in time for Christmas celebrations.

"I am in my party dress 8 weeks into the Challenge. I get to wear it to a party with some friends who haven't seen me in ages! Very excited!" - Charlotte (wlr member)

Challenge completers all receive a bespoke medal to mark their achievement. To meet the challenge and get your medal you have to complete 12 tasks, chosen by you, over 6-12 weeks. Tasks are designed to boost motivation and focus on losing weight in time for Christmas.

Full details, including a dress size calculator to see how many dress sizes you could drop in time for Christmas, can be found at www.weightlossresources.co.uk

Weight Loss Resources provides evidence based tools and information for fad free weight loss, including award winning support. Using these types of tools has been shown to double the amount of weight a person can lose.

The tools are available to try in full with a 24 hour free trial. www.weightlossresources.co.uk

12 ways successful people stay focused, productive and in control

TalentSmart has tested more than a million people and found that the upper echelons of top performance are filled with people who are high in emotional intelligence (90% of top performers, to be exact). The hallmark of emotional intelligence is self-control—a skill that unleashes massive productivity by keeping you focused and on track.

Unfortunately, self-control is a difficult skill to rely on. Self-control is so fleeting for most people that when Martin Seligman and his colleagues at the University of Pennsylvania surveyed two million people and asked them to rank order their strengths in 24 different skills, self-control ended up in the very bottom slot.

And when your self-control leaves something to be desired, so does your productivity.

When it comes to self-control, it is so easy to focus on your failures that your successes tend to pale in comparison. And why shouldn't they? Self-control is an effort that's intended to help achieve a goal. Failing to control yourself is just that—a failure. If you're trying to avoid digging into that bag of chips after dinner because you want to lose a few pounds and you succeed Monday and Tuesday nights only to succumb to temptation on Wednesday by eating four servings' worth of the empty calories, your failure outweighs your success. You've taken two steps forward and four steps back.

Since self-control is something we could all use a little help with, I went back to the data to uncover the kinds of things that emotionally intelligent people do to keep themselves productive and

in control. They consciously apply these 12 behaviors because they know they work. Some are obvious, others counter-intuitive, but all will help you minimize those pesky failures to boost your productivity.

1. They Forgive Themselves

A vicious cycle of failing to control oneself followed by feeling intense self-hatred and disgust is common in attempts at self-control. These emotions typically lead to over-indulging in the offending behavior. When you slip up, it is critical that you forgive yourself and move on. Don't ignore how the mistake makes you feel; just don't wallow in it. Instead, shift your attention to what you're going to do to improve yourself in the future.

Failure can erode your self-confidence and make it hard to believe you'll achieve a better outcome in the future. Most of the time, failure results from taking risks and trying to achieve something that isn't easy. Emotionally intelligent people know that success lies in their ability to rise in the face of failure, and they can't do this when they're living in the past. Anything worth achieving is going to require you to take some risks, and you can't allow failure to stop you from believing



in your ability to succeed. When you live in the past, that is exactly what happens, and your past becomes your present, preventing you from moving forward.

2. They Don't Say Yes Unless They Really Want To

Research conducted at the University of California in San Francisco shows that the more difficulty that you have saying no, the more likely you are to experience stress, burnout, and even depression, all of which erode self-control. Saying no is indeed a major self-control challenge for many people. "No" is a powerful word that you should not be afraid to wield. When it's time to say no, emotionally intelligent people avoid phrases like "I don't think I can" or "I'm not certain." Saying no to a new commitment honors your existing commitments and gives you the opportunity to successfully fulfill them. Just remind yourself that saying no is an act of self-control now that will increase your future self-control by preventing the negative effects of overcommitment.

3. They Don't Seek Perfection

Emotionally intelligent people won't set perfection as their target because they know it

doesn't exist. Human beings, by our very nature, are fallible. When perfection is your goal, you're always left with a nagging sense of failure that makes you want to give up or reduce your effort. You end up spending your time lamenting what you failed to accomplish and what you should have done differently instead of moving forward excited about what you've achieved and what you will accomplish in the future.

4. They Focus on Solutions

Where you focus your attention determines your emotional state. When you fixate on the problems that you're facing, you create and prolong negative emotions that hinder self-control. When you focus on the actions you'll take to better yourself and your circumstances, you create a sense of personal efficacy that produces positive emotions and improves performance. Emotionally intelligent people won't dwell on problems because they know they're most effective when they focus on solutions.

5. They Avoid Asking "What If?"

"What if?" statements throw fuel on the fire of stress and worry, which are detrimental to

Continued ►

self-control. Things can go in a million different directions, and the more time you spend worrying about the possibilities, the less time you'll spend taking action and staying productive (staying productive also happens to calm you down and keep you focused). Productive people know that asking "what if? will only take them to a place they don't want—or need—to go. Of course, scenario planning is a necessary and effective strategic planning technique. The key distinction here is to recognize the difference between worry and strategic thinking.

6. They Stay Positive

Positive thoughts help you exercise self-control by focusing your brain's attention onto the rewards you will receive for your effort. You have to give your wandering brain a little help by consciously selecting something positive to think about. Any positive thought will do to refocus your attention. When things are going well, and your mood is good, self-control is relatively easy. When things are going poorly, and your mind is flooded with negative thoughts, self-control is a challenge. In these moments, think about your day and identify one positive thing that happened, or will happen, no matter how small. If you can't think of something from the current day, reflect on the past and look to the future. The point here is that you must have something positive that you're ready to shift your attention to when your thoughts turn negative, so that you don't lose focus.

7. They Eat

File this one in the counter-intuitive category, especially if you're having trouble controlling your eating. Your brain burns heavily into your stores of glucose when attempting to exert self-control. If your blood sugar is low, you are far more likely to succumb to destructive impulses. Sugary foods spike your sugar levels quickly and leave you drained and vulnerable to impulsive behavior shortly thereafter. Eating something that provides a slow burn for your body, such as whole grain rice or meat, will give you a longer window of

self-control. So, if you're having trouble keeping yourself out of the company candy bin when you're hungry, make sure you eat something else if you want to have a fighting chance.

8. They Sleep

I've beaten this one to death over the years and can't say enough about the importance of sleep to increasing your emotional intelligence and maintaining your focus and self-control. When you sleep, your brain literally recharges, shuffling through the day's memories and storing or discarding them (which causes dreams), so that you wake up alert and clear-headed. Your self-control, attention, and memory are all reduced when you don't get enough—or the right kind—of sleep. Sleep deprivation raises stress hormone levels on its own, even without a stressor present, which are a major productivity killer. Being busy often makes you feel as if you must sacrifice sleep to stay productive, but sleep deprivation diminishes your productivity so much throughout the day that you're better off sleeping.

When you're tired, your brain's ability to absorb glucose is greatly diminished. This makes it difficult to control the impulses that derail your focus. What's more, without enough sleep you are more likely to crave sugary snacks to compensate for low glucose levels. So, if you're trying to exert self-control over your eating, getting a good night's sleep—every night—is one of the best moves you can make.

9. They Exercise

Getting your body moving for as little as 10 minutes releases GABA, a neurotransmitter that makes your brain feel soothed and keeps you in control of your impulses. If you're having trouble resisting the impulse to walk over to the office next door to let somebody have it, just keep on walking. You should have the impulse under control by the time you get back.

10. They Meditate

Meditation actually trains your brain to become



more you ruminate on negative thoughts, the more power you give them. Most of our negative thoughts are just that—thoughts, not facts. When you find yourself believing the negative and pessimistic things your inner voice says, it's time to stop and write them down. Once you've taken a moment to slow down the negative momentum of your thoughts, you will be more rational and clear-headed in evaluating their veracity.

You can bet that your statements aren't true

a self-control machine. Even simple techniques like mindfulness, which involves taking as little as five minutes a day to focus on nothing more than your breathing and your senses, improves your self-awareness and your brain's ability to resist destructive impulses. Buddhist monks appear calm and in control for a reason. Give it a try.

11. They Ride the Wave

Desire and distraction have the tendency to ebb and flow like the tide. When the impulse you need to control is strong, waiting out this wave of desire is usually enough to keep yourself in control. When you feel as if you must give in, the rule of thumb here is to wait at least 10 minutes before succumbing to temptation. You'll often find that the great wave of desire is now little more than a ripple that you have the power to step right over.

12. They Squash Negative Self-Talk

A big final step in exercising self-control involves stopping negative self-talk in its tracks. The

any time you use words like "never," "worst," "ever," and the like. If your statements still look like facts once they're on paper, take them to a friend or colleague you trust and see if he or she agrees with you. Then the truth will surely come out. When it feels like something always or never happens, this is just your brain's natural threat tendency inflating the perceived frequency or severity of an event. Identifying and labeling your thoughts as thoughts by separating them from the facts will help you escape the cycle of negativity and move toward a positive new outlook..

ABOUT THE AUTHOR:

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Dr. Travis Bradberry is the award-winning co-author of the #1 bestselling book, *Emotional Intelligence 2.0*, and the cofounder of TalentSmart, the world's leading provider of emotional intelligence tests and training, serving more than 75% of Fortune 500 companies.

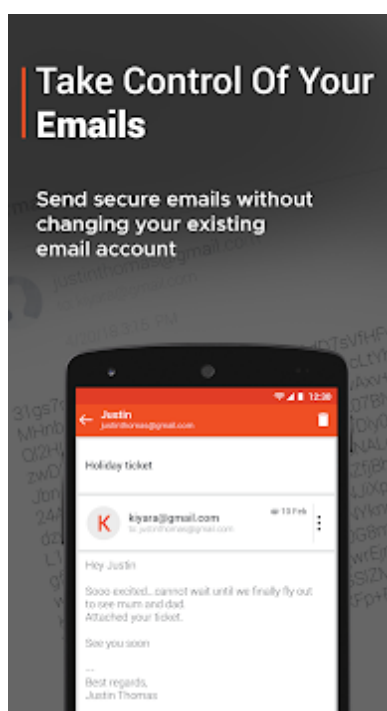
Take back control of your email with revolutionary Siccura Safemail app

Siccura Safemail allows users to take back complete control of their emails and attachments thanks to a military grade, unique encryption process from Siccura, a simple-to-use solution that puts total control of your personal data into your hands only.

Using blockchain and advanced data encryption, Siccura Safemail puts users back in the driving seat when it comes to emails and attachments. Users can continue to use their existing email accounts such as Gmail, Yahoo or Outlook and easily monitor and manage who can view, share, forward and even copy their emails and attachments. They can also remotely recall messages and associated attached files at any time.

Developed in response to the volume and vulnerability of emails shared and stored every day, Siccura Safemail is a simple to use application for consumers, that protects their privacy and gives them complete ownership of everything they send, share and store.

The team at Siccura passionately believes that



digital privacy is more than a necessity; it is a right. It has developed Siccura Safemail based on the idea that emails should be protected from the moment they are created.

The application gives users the ultimate in security for all emails as well as any files that are sent as attachments. Uniquely, the Siccura Safemail also allows users to stop contacts from sharing, forwarding or copying emails and attachments. It can also be used across multiple email accounts and devices.

Unlike the majority of organisations, Siccura has a zero-knowledge policy. It does not store or harvest users' data for its benefit. Instead, the app harnesses a unique encryption and digital 'key' distribution process, which combines a very high level of security with

- *Stop prying eyes*
- *Keep your content rights and existing email accounts!*
- *Recall or destroy emails at any time*
- *Military grade encryption keeps content secure*



an incredibly simple to use approach.

Ajit Patel, founder of Siccura comments: "Email is now central to the smooth running of our lives from office work to making a dinner reservation or keeping up with our family and friends. But every time you open an email or click on a link you are creating a digital footprint and leaving a trail of data online that says a lot about you - much of which is very personal. This trail can be easily followed and if you're not careful enough it can be used and manipulated. We want to empower people to take back control of their digital lives. We strongly believe that digital privacy is a right, not a nice to have. Now, with one application, you can take control of every email you send, share and store.

"Although it is powered by highly sophisticated technology, Siccura Safemail is incredibly simple to use. Unlike other security solutions, you don't need to change your email platform. We also don't agree that surrendering your privacy is the price you have to pay to take advantage of

our services, which is why users can access our services with complete anonymity.

"You don't need to be vulnerable when it comes to email, we urge everyone to take back control today!"

To mark the launch, Siccura has compiled and released a free expert guide, to help equip people with the knowledge to live a safer digital life. The guide outlines the different ways peoples' emails are vulnerable online and offers key advice and the steps to take to protect the privacy and security of your online communications.

The Siccura Safemail app can be downloaded via Google Play.



6 questions to ask if you want your new boss to like you

Starting a new job is all about making a good first impression. You have this amazing opportunity to start over—to build strong relationships and set your new career in the right direction—so don't just enter your new office prepared to do the bare minimum or the same old routine you did before.

By Alyse Kalish www.themuse.com

This also means asking a lot of questions as soon as you get started. You may think it makes you sound annoying or stupid, but it's actually a great way to quickly understand the inner workings of your new company and also get on your boss' good side. (Plus, science says it actually makes you sound smart.)

While there are no bad questions, there are some that will boost your reputation better than others. For example, these six are worth asking in the first few days and weeks if you want to get ahead.

1. "How Are You Doing?"

First off, this shouldn't be a one-time question. In fact, you should be asking this regularly of your new boss, if not daily. (And hopefully, they're asking the same of you.)

Why? Your boss is probably very busy, very stressed, or in some instances feels ignored or underappreciated, so making them feel noticed is an instant plus for you. And, it gives them a chance to open up. This could lead to more transparency and even more opportunity for you to get involved.

Look, I'm aware that not every boss is going to take this kind of question and immediately

become your confidante. But at the very least it's a nice thing to ask, and that's easy brownie points right there.

2. "What Can I Take Off Your Plate?"

Their answer might be nothing. You're just beginning to get ramped up, so it's possible they'll let you know when they're ready to hand stuff off to you.

But maybe they just haven't thought about it, or they're currently working on something that could use an extra set of hands. By asking rather than waiting for them, you make it easier for them to delegate—and shine a spotlight on your work ethic.

3. "Who (Besides You) Should I Meet With in My First Week/Month?"

Networking in a new job is crucial. You should be meeting with not just your new teammates, but other teams and executives to get a better sense of your company's goals and initiatives and how they tie back to your role. But getting your boss's weigh-in on who you should interact with shows you respect their opinion but also are willing to collaborate with other teams.



4. “What Are Your Goals for Me in the Next Month/Year?”

Thinking long-term shows you’re driven and ready to hit the ground running from day one. It also helps you best set and align your priorities.

It’s possible your boss doesn’t know yet, or maybe their sole goal is to get you onboarded. In that case, turn it on them: “What are your goals for the next several months?” This way, if nothing else you can set your own goals and actions by figuring out how they contribute to your boss’.

5. “When Do You Do Your Heads-Down Work?”

This shows respect for their time and how they like to work. It’ll also help you work efficiently. Use their answer to organize your schedule accordingly. Ensure you’re not communicating with them when they’re in this mode, and that you give them enough lead time with projects so you’re not waiting around for them to get back to you.

6. “How Do You Best Like to Communicate? How About Other Teams?”

Like the above question, this can help you avoid miscommunication or conflict and immediately put you and your boss on the same page. They may prefer email for certain things and in person for others. They may hate meetings. Take note.

Also, get their insight into others and their communication styles so you’re effectively interacting with all sides of your team (that said, if you can also ask these people individually).

You can follow this up with more specific questions, depending on the conversation and your needs: How much notice do you prefer when requesting time off? Which emails do you want to be CC’d on? What projects would you like regular updates on, how often, and how? are some good places to start.