

# PROSPERITY MATTERS

YOUR GUIDE TO A BETTER BUSINESS AND A FULLER LIFE

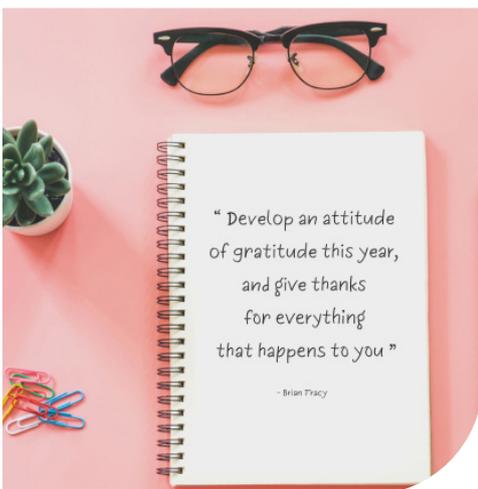
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## WELCOME!

The more you work, the easier it is to get caught up in the stress of business and forget what goals you had that pushed you to start in the first place. Prosperity Matters is designed to help you reconnect and focus on your personal wellbeing.

In this issue, we will cover ways to reduce stress in the workplace, improving your confidence in networking, and taking a mental health break day.



## Giving employees the option to work from home

*Throughout 2020, many businesses were forced to adopt remote working practices.*

During this time, there was an observable divide in how people felt about working from home.

A particularly divisive aspect is the work-life balance. While some believe that work from home allows for flexibility which gives individuals more control of how they spend their time, others believe that the lack of distinction between work and home can be harmful to an individual's mental health.

Preference for work from home stems from the elimination of travel time for employees which also allows businesses to be more geographically inclusive with their hiring. Flexible locations allow employers to hire professionals from different socioeconomic, geographic, cultural backgrounds, as well as those with disabilities.

On the other hand, an aversion to work from home stems from isolation from other people and how decreased social

interaction can impact mental health. It is also reinforced by potential difficulties in motivation as individuals are in their own comfortable environment rather than one which may encourage self-improvement by seeing others work.

The reality is that while some thrive and are most productive in the office, others will do so in the comfort of their own home. Giving individuals the opportunity to choose whether they prefer working from home can lead to increased productivity and efficiency.

Businesses can consider the possibility of booking conference rooms or meeting rooms for collaborative work. This will also eliminate the need to lease an office space.

A potential drawback of offering flexibility between workplace and remote working is that procedures may need to be reworked so that they accommodate some work from home and some in-office staff. Although, if working in preferred environments will lead to increased productivity, then these extra steps may be worth taking.

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# Improving your confidence in networking

*Reaching out to people outside of your circle, especially in a professional setting can be intimidating, the best way to become confident, is by starting.*

## Send requests to connect

This is an extremely simple step that demonstrates your interest in initiating a professional relationship. This virtual approach will remove the initial confrontation you might experience when trying to engage with someone you have never spoken to before. Once they accept your request, you should initiate conversation with general questions. Remember to approach them on the right platform i.e. LinkedIn rather than Instagram.

## Meet in person

Before you start getting too comfortable with the screen between you and your new connection, invite them to meet in person. A social media connection isn't always enough to establish a profound and useful professional relationship. As a bonus, they won't be a

complete stranger as you would have spoken online, rather, your meeting will provide an opportunity to build on that initial relationship.

The benefit of meeting in person is that they get to see how you really are - as opposed to having to guess based on your online profile. Meeting in person means that you can really let your personality shine.

## Introduce people to people

When networking, don't just focus on what other people can do for you, rather, consider how you can be beneficial to each other. Introducing the right people in your network to each other will show that you are willing to provide help, and encourage reciprocation from others. Knowing that you can be of use to other people will also improve your confidence in reaching out to people you may have been hesitant about.

## Be positive

Finally, avoid expressing negative sentiments or a negative attitude. Don't criticise, condemn

or complain about others in your network. If you don't necessarily agree with someone's perspective then, reduce talking or meeting them, but don't be vocal about your thoughts. Instead, adopt a positive and welcoming attitude so that people enjoy talking to you and trust that you won't speak negatively of them.



# Ways to reduce stress in the workplace

*There are multiple stressors in the workplace, and each has to be managed differently. While there may be some things you do to deal with stress from work at home, the following are ways you can reduce workplace stress, at work.*

Start off your day by creating a to-do list. A to-do list is an effective way to understand how much work you need to get done. It will also help you understand if the goals you have set are realistic. At the end of your work day you can reflect on the work you were able to accomplish. On days when you feel like you haven't gotten work done, it can be helpful to see a list of the tasks you have completed. Further, depending on how much of the list you are able to complete every day, you can set more realistic goals that don't make you feel overwhelmed with work.

Developing professional relationships with your coworkers is important. Coworkers can not only help you out if needed at work, but maintaining positive relations with them will allow you to develop a network that can prove beneficial

for your career in the long run. However, refrain from extending your relationship with coworkers beyond this. If, due to personal relations, conflict arises in the workplace, then this can cause significant stress. Contain and reduce potential stress by limiting personal interactions.

It can be difficult to admit to your manager or supervisor that you are struggling with your work. But over time, communicating with your supervisor about the obstacles you are experiencing will reduce a lot of stress. Whether you feel overwhelmed with the workload, or you are struggling with how to approach a task - letting your manager know will be more effective in overcoming the obstacle rather than stressing yourself out. For example, if there is a procedure that you find particularly difficult, you could inform your supervisor and collaborate on finding a better and easier alternative.

The solutions suggested above are simple ones which you can apply to reduce stress in your workplace. Make sure that you are also doing things outside of work to help manage stress and give yourself the break you need.

## Taking a mental health break day

*Unfortunately, taking a break to manage your mental health is still not commonplace.*

Companies are understanding of sick days, but don't consider mental health a satisfying enough reason for leave. Regardless, you should not feel guilty, or hesitate from taking a day off for your mental health.

Mental health can have a significant impact on an individual's ability to complete work. Feeling overwhelmed with your workload or dealing with unfortunate situations in your personal life can cause difficulty to focus or make you prone to irritability. These factors will prevent you from completing quality work that reflects your true capabilities.

Rather than forcing yourself to go to work and worsening your mental state, it is much better to take a day off to recuperate. A day that you specifically allocate to de-stress and do something you enjoy without holding it against yourself. Taking this rest will re-energise your mind and body so that you are ready to go back to work with a better attitude.

