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# primed

PRIME YOUR MIND TO WIN AT WORK

## WORKPLACE STRESS

It's natural. But learning to deal with it can lead to greater career satisfaction.

## CEO OF YOUR DESTINY

Just as a CEO has a vision for implementing her company plan, you've got to see the big picture.

## MANAGE YOUR TIME

Manage your time in a way that works for you. To achieve your life goals, set priorities, make a schedule, establish timelines, and keep a written record.

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EDITOR & CHIEF BRANDING OFFICER / CHELLIE PHILLIPS

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## editor's note

*I am what I am today because of what I believed about myself yesterday; and I'll be tomorrow what I believe about myself right now.*

I've searched and can't find who to attribute that quote to, but it's one I wrote out on an index card and keep where I see it often. Lately it's struck me how much truth is in that statement. The last three years have been a test of belief for me. With a career change and the launching of two book, I've put the strength of belief to the test. It's been an amazing journey. When you trust your vision and make the effort to bring it to life, it seems things and people show up to help you along the way.

How big is your dream? I fear most people don't believe big enough. You need that big dream to stretch and grow you. There's fear in the unknown. It keeps us stationary. If you believe you'll achieve something, you begin adding things in to your day that moves you closer and closer to that goal. You seek out people who encourage you or help guide you. You learn new skills. You find extra minutes in the day to do a little more that moves you toward your destination.

The opposite is also true. If you tell yourself you can't, you won't. If you look for all the obstacles, that's all you'll see.

Your vision is either one of opportunity or roadblocks. Sure there will be obstacles along the way. It's how you approach them that makes all the difference. You either back up, make a left turn, and try to find a new path, or you can choose to sit there and watch someone else achieve your dream.

Your belief is the fuel. You'll start acting differently. You'll begin making choices based on your belief. Ask yourself what is it you'd love to be doing? You can make it happen. Pick your first step. Focus on it. Once you've made that one, keep moving forward. Don't get hung up trying to get there all at once. Slow and steady will get you there. What will you believe this year?

Chellie Phillips  
**EDITOR &  
CHIEF CAREER BRANDING OFFICER**





**6  
seconds**

**The time an average  
recruiter takes to scan a  
resume. Would yours  
GET NOTICED?**





# Job Stress?

## How to deal with it.

BY CHELLIE PHILLIPS

Unless you're independently wealthy, you probably have a job. It's a safe bet that you probably like that job most of the time, but it can also be stressful and uncomfortable on occasion.

Stress is a natural part of anyone's work environment, but if you learn to handle it in positive ways, you'll enjoy greater job satisfaction. Learning to deal with job stress can take time and effort, but there's no better time than the present to get started on your journey to successfully handling stress and enjoying your job, day after day. It makes a better work environment for you and everyone you work with.

### What Causes Your Stress?

There are mental and emotional manifestations of stress, but there are physical ones as well, and recognizing them can help make it easier to understand where most of your stress is coming from.





Knowing where you experience most of your stress won't remove it, but gaining an understanding is the start of finding ways to lower your stress levels.

Some things that make you stressed on the job can include:

- \* Performance evaluations
- \* Deadline
- \* Making mistakes
- \* Work overload
- \* Training
- \* Office conflict

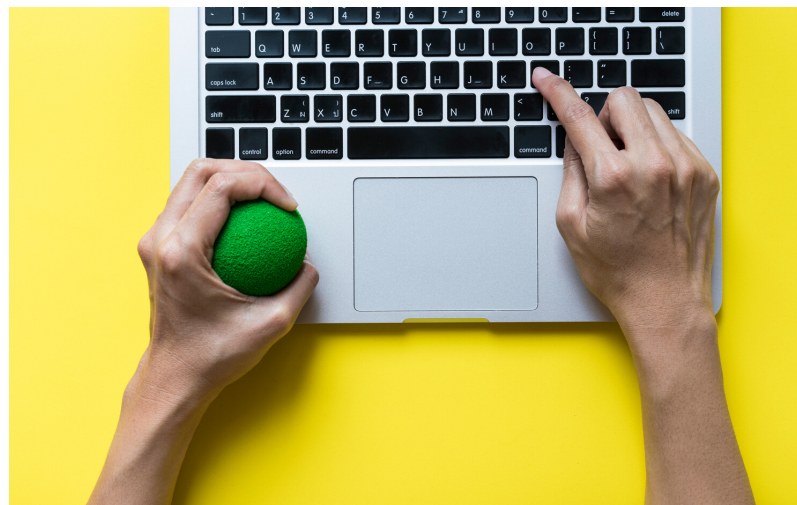
Even if there are a lot of things going on with your job that cause you stress, you can let that stress go and feel good again.

### Letting Go of Job Stress at Work

Some people unleash their stress by yelling, acting out, and verbally attacking others around them. This can happen all too easily in an office environment where people are packed close together, but you can avoid these kinds of things and release your stress properly and gently.

Try these strategies to release your stress at work:

1. Remember to breathe. Breathing is vital for survival, but it's also great for calming you down when you breathe effectively. Inhale slowly through your nose, and feel the air fill up your abdomen, not your lungs. Then exhale slowly through your mouth. If you do that a few times, you'll feel calmer and less stressed. It's great for anxiety, too.
2. Squeeze a stress ball. They're small, lightweight, and designed to be squeezed when you feel stressed out. Even if you feel a little silly at first, they can be very beneficial.



## Letting Go of Job Stress Away From the Job

When you get home from a challenging job, leave your stress behind. Avoid carrying it around with you as you go about the rest of your day. What happens at the office should really stay there, but that may be easier said than done.

Some things to consider when you let go of stress at home include prayer, meditation, yoga, exercises, talking things over with friends or family, playing with a pet, or anything else that makes you feel joyful and peaceful. You can create the kind of atmosphere you want in your own home, even if it's not possible to do that at your job.

When you let go of job stress on a daily basis as it happens, you avoid going around frustrated and angry. It helps your relationships with other people, your own health, and the way you feel about yourself.

Some people turn to medications to deal with stress, but you have the ability to handle your job stress effectively on your own. Practice breathing, practice any activity that makes you happy, and practice appreciating what you have!







# CEO of your destiny

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BY CHELLIE PHILLIPS

Before you can claim your destiny, you've got to have a clear direction of where you are heading. Just as a CEO has a vision for implementing her company plan, you've got to see the big picture.

Are you staying educated on industry trends and issues? Are you working to create your future success?

Your own doubt may be standing in the way of promotion or success. So many women get caught up thinking "she's better than me" or "they are smarter and more connected than me." Doubt is self-sabotage. It keeps you from owning your own accomplishments. It allows you to believe you have less value than others. It makes you live in fear of failure.

You can squash the doubt monster when you feel it creeping around the corner. Begin by believing in your strength and abilities. Don't be afraid to speak up and offer ideas.

Quit comparing yourself to your perceived image of others. Don't let it keep you from learning new skills or asking for more or different responsibilities at work. Quit attributing success to luck.

We as women tend to downplay our corporate (and personal) wins. When someone congratulates you or you're recognized for your efforts, don't say, "well, it really wasn't that important." Own your hard work. That doesn't mean you should be boastful or brag, but don't minimize the work and effort that went into you reaching that milestone.

Don't fear competition. Jealousy is one of most limiting emotions. Instead of falling into that trap, try building your network. Think of it as adding links to your success chain. The more resources you have, the better off you'll be. It doesn't matter if someone makes more money than you or has more responsibility with you, you can learn from their journey as well. By sharing your skills and ideas, everyone can grow and succeed. You don't get ahead by tearing someone else down.

Reach out to colleagues in your industry. Have a call circle or text tree. Every few weeks, check in with each other and discuss the challenges you are facing and the wins you've gotten. These relationships can help push your forward and be a great sounding board for when things aren't going as you have planned.

One final thing, don't be afraid to embrace the feminine part of you. You may think of that will be seen as a weakness, but it isn't. You don't have to be one of the boys to move forward. Your creativeness and intuition give you valuable insight that can make you a valuable team member. Learning to trust and believe in yourself is one of the best gifts you can give yourself. If you struggle with this, I'd urge you to spend 10 minutes each night journaling or acknowledging you. Take time to write statements showing how you trusted your training/ education/ experience and it led to good business solutions. This simple tool can help you realize your potential and see areas of strength you might not already acknowledge.

## SUCCESSFULLY EVER AFTER

An online 30-Day personal career branding transformation to get you noticed and get you hired.

In just 30 days, you'll learn:

- How a brand audit sets you up to stand out with recruiters and hiring managers.
- Tips for sailing past Applicant Tracking Software and catching the eye of Human Resources
- Strategies designed to overcome today's job search roadblocks and stand out from all the other candidates.
- How to identify and present your strengths and skills so there's no doubt you're the ideal candidate for the job.
- The value of utilizing your personal and digital network of connections during your job search.
- Insights on building a power resume and cover letter designed to land you in the interview seat.





# Managing your time to achieve success

Living in the 21st century can be overwhelming. Your job is busier than ever, your kids are involved in several after-school activities, and you're busy keeping up with everything else around the house. Yet, you long to do other things that require a time commitment. Will you ever be able to juggle everything and still do the things you enjoy?

**Institute these changes today so you can achieve the success you crave:**

1. Obtain a calendar and use it. If you're trying to juggle too many things, it's imperative that you have a calendar. A calendar will help you schedule events, keep track of where you need to be, and figure out how much time is left over. Buy a pocket calendar at your local office supply store and keep it in your purse or briefcase. Alternatively, use the scheduling program in your smartphone. Use your calendar as a way to keep track of all the important events in your life.

2. Write everything down. You can be more realistic about what you can accomplish when you write down everything you have to do. This will help keep you focused and on-task. You deserve to have a restful mind. Avoid having chaos in your head by keeping a written record.

3. Be realistic about the timelines you establish. Can you really get ready for the neighborhood yard sale in 3 days? Gauge how much time you'll need to be fully prepared and create a reasonable timeline for big projects.

4. Learn to say "no." It's unrealistic to think you'll be able to attend every event at your kids' school. And there are only so many hours you can devote to your volunteer work. You're only one person and sometimes you'll have to say "no."

5. Recognize the trouble spots during the week. Maybe Thursdays after school are tough because your son has to go to football practice and your daughter has gymnastics at the same time. So, if Thursdays are your trouble spot, look at your schedule and think about what you can move.

6. Be flexible when you can. Some things aren't etched in stone and there will be times when more important things come up unexpectedly. You're likely to feel calmer if you can be flexible and switch things around in your schedule.

7. Be clear about your priorities. Your family will most likely be your first priority. But if the occasional work project has to temporarily come first, that might work for you too. When you clearly acknowledge your priorities, decisions about managing your time become easier.

8. Limit the time you spend in meetings. Many meetings lack productivity and take too much time. If you have the power to excuse yourself from meetings, do it. If you happen to be responsible for holding and leading meetings, ensure they're short, to-the-point, and productive. Some time management experts have even suggested meetings be limited to 30 minutes and that everyone stands up during the meeting. By doing this, everyone will be brief and the necessary topics will be covered quickly.

9. Schedule fun activities and "me" time. If you fail to place time in your schedule to have fun, then it likely won't happen. During those scheduled times you can choose what to do. Carve out the free time you deserve.

**Manage your time in a way that works for you. To achieve your life goals, set priorities, make a schedule, establish realistic timelines, and keep a written record. If you can implement these suggestions, you'll be on the path to success. Become an expert at managing time and your life!**





# How to Succeed at Group Projects at Work

Group projects are part of everyday life in many workplaces. By working successfully as a team, you can accomplish more than you could individually. You can also improve your career prospects. Here are some of the major benefits of teamwork and some strategies for success:

## Benefits of Group Projects at Work

1. Build harmonious relations with your co-workers. Understanding and appreciating different personality types is fundamental to good teamwork. The same factors that make you work effectively as a team can make your relationships with your colleagues more pleasant.
2. Adapt to an increasingly diverse society. Over time, you're likely to interact with people from a wide array of backgrounds. Developing the knowledge and ability to succeed in a diverse society is important to your future.
3. Prepare for career changes. Most of us will change jobs and even careers during our lifetimes. Group projects are an opportunity to network and develop the teamwork skills and achievements that prospective employers look for. If you do remain in your current position, teamwork skills can also help you to maintain morale even during times of high turnover.

4. Gain direct rewards. Group projects are so important that some employers offer direct incentives. You may qualify for bonuses or extra vacation days if your group meets its goals. Even if your employer doesn't have such programs in place, keep in mind that any accomplishments can enhance your resume and promotion prospects at your job.

## Steps for Better Collaboration

1. Consider your corporate culture and budget. Structured activities and trained facilitators can be valuable in helping people to interact in challenging situations outside the office. But even if your company doesn't use these tools, there are effective ways to promote collaboration. The essentials of team building can be implemented in any organization.
2. Establish clear goals. Putting aside personal agendas to focus on shared goals is the key to successful teamwork. Ensure your goals for group projects are clearly stated, understood, and accepted. If possible, group decision-making will strengthen a sense of consensus and ownership.
3. Assign responsibilities. Assigning personal responsibilities promotes accountability. It can also help prevent conflicts by minimizing areas of overlapping authority.



4. Build trust and cooperation. Group projects will proceed more smoothly in an organization that sincerely values trust and cooperation. Encourage open communication at work. Use meetings and informal communications to keep people updated.

- Provide opportunities for socialization outside the workplace without encroaching on people's personal and family obligations.
- Develop a caring environment where providing assistance to colleagues is an explicit part of jobs descriptions and performance evaluations.

5. Address interpersonal issues. Personal agendas and personality conflicts will inevitably arise from time to time. Strive to address these challenges quickly and comprehensively. Look for long-term solutions for the challenge and meet the needs of all individuals while strengthening relationships and trust.

- Be willing to compromise when necessary so the work can proceed until there's an opportunity to find more lasting arrangements.

6. Be generous with thanks and praise. Let employees know how important the project is to the company. Tell them about the impact it will have on the organization and the people it serves. Ensure that people know they are valued and appreciated. Share the credit, and use feedback to recognize positive contributions as well as areas of weakness.

**Learning to succeed at group projects can improve your career and relationships with your co-workers. By becoming a better team player, you can become an indispensable member of the group, which leads to bigger and better opportunities within the company and beyond.**







# AFFIRMATIONS

Affirmations have helped thousands of people make significant changes in their lives. An affirmation can work because it has the ability to program your mind into believing the stated concept. Each quarter, you'll find an affirmation designed to help you on your career journey. You'll even find questions for deeper thought.



# **My career is separate from my identity**

Like most other working professionals, I spend a great deal of my time in my workplace. This is because I work in a demanding field and I want to ensure that my position is secure in the present, competitive job market.

My career is certainly an important part of my life. However, my career and my life are two completely separate entities.

Today, I can confidently say that I am the same person that I was several years before I accepted my position with my current employer.

I wholeheartedly believe that many professionals become too involved in upholding their corporate images while off of the clock.

I am only paid for a predetermined amount of time each week. My employer gets exactly what he pays for. When I am on the clock, I give my employer 100% effort. Once that time is up, I indulge in the activities that make me happy.

Status is important in this society. However, both my accomplishments and my personality determine my status. My career choice is simply an interesting part of my life.

I am a spouse, a parent, someone's child, a friend, and the life of the party. I am an individual that is defined by far more than a paycheck or a sign-in ID.

Today, I focus on non-work related aspects of my life. My family makes me the person I am. My hobbies and interests are components of my personality. However, my chosen career field is simply the way I maintain my quality of life.

## **Self-Reflection Questions:**

- 1. Do I flaunt my career in order to make others respect me?**
- 2. Have I allowed my career to consume too much of my personal time?**
- 3. When I introduce myself, is my work the first thing I talk about?**



# Pathway to Promotion

*Each issue, you'll find an exercise designed to put you on the path to promotion.*

## Build your own job post

One of the best ways to plan for the future is to use visualization. In this exercise, you're doing to write your own job description - not for the position you have currently, but for the one you want next.

If you could create your own position, what would it look like? Write out what you're hoping to find in the perfect job ad. Brainstorm a list of responsibilities and list which of your skills you'd utilize in order to be successful.

Don't forget to describe the company where this job would be held. Think about the corporate culture, the industry, the size of the organization, and where it may be located. Write these details down as well. The more specific you can get, the better.

If you're getting stuck with this exercise, think back to your most rewarding and satisfying accomplishments over the course of your career. You can also include proud moments from your personal life.

Use this information to describe an ideal job where you'd thrive. You can also search job boards to find interesting positions to get you started. As you browse the listings, copy the portions of the job descriptions that appeal to you.

Use all these different pieces to construct the ideal job description. Once you have a clear picture, you can better chart your course to landing that next career step and start moving on the path to promotion.



Chellie Phillips  
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