

People Matters

Issue 2, December 2004/January 2005



Festive Season

Thank you to everyone who gave us such positive feedback about the first issue of People Matters. We appreciate your comments.

This Issue combines as the last of 2004 and the first of 2005 and looks at motivation.

People Dynamics will close from 5pm Thursday 23 December and reopen Tuesday 4 January. If you have an urgent issue the office answer machine will be checked regularly, or please ring Carolyn on 0417 785 875.

Our best wishes to you and your family for a happy and safe festive season.

Carolyn and Laura

Public Holidays

The Victorian Government recently changed the Public Holidays over the Christmas and New Year period. Earlier this year it was decided they would occur only on the actual date, however as many of those days are weekends, a weekday has now been added. Public Holidays are now:

Christmas Day	25 and 27 December
Boxing Day	26 and 28 December
New Years Day	1 and 3 January

Do you have a question you would like answered? Let us know - your suggestions for topics are welcome.

Motivation

It is popular to take leave at this time of year and we often return to work feeling rejuvenated and quickly find solutions to previously difficult issues.

Many people also use the traditional Christmas / New Year break as a time of reflection and planning – how did the past year go for me, am I happy, what do I need to do this year? For some, pressure from family will play a part in their resolutions.

Often a skeleton staff remains to 'hold the fort'. And there are some whose return from leave is less than willing – 'everyone else' is still on holidays, why not me!

Motivation to be present – in mind as well as body – can sometimes be lacking. As a manager there are some quick and easy things you can do to both increase your own motivation and help others around you. Here are three easy suggestions:

1. Review goals and priorities – for the business, yourself and your team. A JOD™ review is one way of doing this.
2. Take 1 minute when you wake each morning to write down the one hardest thing you will do that day. Then make it the first thing you do. Take 1 minute before bed to review and write comments.
3. Show appreciation of others' efforts, and give them encouragement.

Don't forget that acting with enthusiasm yourself will give a positive example and help everyone around you to be motivated.

If someone else in your business may be interested in People Matters please forward a copy to them.