

# LifeMap<sup>SM</sup>



"LifeMap is a navigational tool to help you on your path towards personal and professional success. Our belief is that you can achieve a more rewarding career, a more productive organization and a more enjoyable and abundant life."

December 2011

## This Month's Message:

### Office Party Do's and Don'ts.

#### Paths Forward

- Need Career Coaching?
- Tired of boring

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### Office Party Do's and Don'ts.

*Many thanks to the many folks who, after reading last year's holiday message sent in ideas and thoughts some of which are included in this version. Many of the stories were hilariously ribald which is why I couldn't add them in too :-)*

meetings??

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Tis the season to be jolly so let's keep this short and right to the point! Despite the lingering effects of the recession a recent survey of event planners indicate that the number of organizational holiday parties is up substantially from the last few years. Hopefully this is another indicator that the economy is on the rise. Irrespective of the larger economic implications, the company holiday party can either be an enjoyable career booster or destructive career bomb. Here are some tips to help you make the most of this rare opportunity and avoid the most common holiday party disasters.

### Paths Forward

- **DO Go.** One of the biggest mistakes you can make is to not attend. Your employer has invested time, energy and money so the least you can do is attend and say thank you. A little courtesy goes a long way. The holiday party is an excellent way to expand your network and increase your visibility.
- **DON'T Overindulge.** Meeting planners report that more than 80% of companies serve alcoholic beverages. If you typically use alcohol it's totally appropriate to enjoy a drink or two but over-imbibing can make you the subject of gossip, the target of ridicule or even get you disciplined or fired. Holiday party missteps can frequently be traced back to misuse of alcohol.
- **DO Arrive On Time or Early.** The least stressful time to make your presence known to senior staff is before the festivities get into full swing. These are the folks who make decisions about raises and promotions and this is an appropriate and relaxed opportunity to help them learn your name. Be prepared to introduce yourself and your date, offer appreciation for the event and a few pleasantries. Then move on; don't try to monopolize their time.
- **DON'T Flirt.** Never troll for affection at a company event. Never. It will erode your reputation, it will damage your work relationships and will hurt your career. If you need two words to cool your jets, consider the phrase *sexual harassment*.
- **DO Realize This Is a Business Event.** It may be called a holiday *party* but it is not a party party; it is a business event albeit in an enjoyable venue and relaxed mood. It is not opening night of the opera season nor is it a Jimmy Buffet concert. Ask around for what is traditionally considered appropriate attire. The sexy Santa Baby outfit or kooky

reindeer sweater with the blinking nose *will* get you remembered but probably not in a good way.

- **DO Meet New People but DON'T Talk Business.** This is a great opportunity to grow your network by meeting folks you don't normally work with and who might help you make connections in the future. But other than "So what do you do?" keep work talk to a minimum. This applies to your current work friends and colleagues too. Finding out about people's lives and interests outside of work will help you strengthen those relationships.

- **DON'T Avoid Other Parties.** That is - holiday parties given by other companies. If your spouse or a friend needs an escort to their holiday party do not be shy about going. They can be even better networking opportunities because you know fewer people to start with. Just remember my suggestions because your behavior will also reflect on your date.

- **DO Consider the Newsletter.** Be aware if pictures are being taken. Except for professional dancers hardly anybody looks cool while dancing and nobody looks cool munching a chicken wing. That flick of you with a silly face, juggling your spouse's purse and 2 cocktail glasses or an innocent sideways glance that looks suspiciously inappropriate will live a long life after the company newsletter hits the web. Prepare for a calm and collected pose if necessary and express your unwillingness to have pictures of you published anywhere without your permission.

- **DON'T Call In Sick The Next Day.** No one will believe you!

**LifeMap** is about helping you make the most productive use of all career development opportunities. Happy New Year!

### · Need Career Coaching?

The best investment you can make is in your career, your future and yourself.

email [drpaul@drpaulpowers.com](mailto:drpaul@drpaulpowers.com)

### · Tired of boring meetings??

Have Dr. Paul speak at your next off-site meeting or conference. Fast-moving, practical, motivating presentations from an acknowledged leader in the field of career and

personal success.

**<http://www.drpaulpowers.com/speakingschedule.html>**

### Resources

· Are you or someone you know job hunting or thinking about it?

The best, concise, all-round job changing guide available. Revised Edition [Winning Job Interviews](#) by Dr. Paul Powers.

In this easy-to-follow, step-by-step book, Dr. Paul Powers demystifies job interviewing, explains why the process actually favors the job hunter, and shows how you can dramatically improve your interview skills.

Packed with solid, practical information and laced with both humor and "kick in the pants" motivation, *Winning Job Interviews* is the book you wished you had before your last interview... and is mandatory preparation for your next one!

· Stalled at work? Still struggling to find your true vocation?

Or know someone who is? Order your copy of [Love Your Job! Loving the Job You Have, Finding A Job You Love](#) by Dr. Paul.

**<http://www.drpaulpowers.com/booksandarticles.html>**

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Have an issue or question you'd like Dr. Paul to address in a future edition? Send an email to the email address list below.

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**Sincerely,**

Dr. Paul

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