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Independence in the Workplace



Independence is a loaded word when it comes to the workplace. We can often confuse being independent with being able to do exactly what we want without answering to anyone.

In actuality, being independent is about being able to manage yourself. Managing yourself can include taking initiative when required, knowing what needs to be done and doing it without constantly needing to be reminded as well as taking ownership when things go wrong.

A few things you can do to gain more independence in the workplace include:

➔ **Show Initiative** -- Don't wait for someone to tell you what needs to be done. If you have received permission to assist others or start another project when a task is completed, show initiative and continue working. If in doubt, check with a supervisor about doing additional tasks as opposed to sitting idly when you finish your workload.

➔ **Get Organized** -- One of the first steps to achieving independence is to get organized. The ability to manage your time and workload is crucial in any work environment. It will be difficult to achieve independence if a supervisor has to keep reminding you about deadlines and procedures. Use

the tools available to you (calendars, checklists, notifications, etc.) to keep organized and focused.

➔ **Be Reliable** -- Examine your work ethic. Do you have good attendance? Do you arrive on time; ready



to start working? Do you stay on task and get the job done? The more often you can prove your reliability and ability to complete tasks thoroughly,

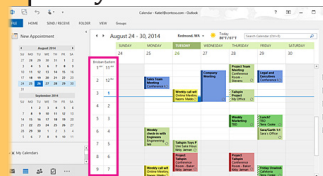
accurately and completely with little direction, the more independence you'll be granted without having to ask for it.

➔ **Offer Innovation** -- Are there processes in which you can bring a new perspective and improve upon?

Ask your supervisor, and be ready to explain your process before proceeding, if there are things you can make more efficient. There may be a good reason, you are not aware of, as to why the job is done in a particular manner.

➔ **Speak Up** -- Don't be afraid to share a suggestion or recommendation that enhances an existing idea. The key is to communicate the idea in a diplomatic, helpful and non-threatening manner.


You want to stand out and be valued for your enthusiasm to get involved; not for being a know-it-all. Communicate wisely!



Summer Heat Safety Tips

Many of us are seeking the outdoors these days for our entertainment and exercising as well as to engage in typical summer activities like yard work and gardening. Since we may not be back to going to movie theaters, large concerts or working out in a crowded gym, the outdoors provides an alternative to keep us active as well as entertained.

As the temperatures and humidity rise during the summer months, remember these common sense tips for enjoying, exercising &/or working outdoors.

 **Stay hydrated.** Drink plenty of the right kinds of fluids before, during and after activities in the heat. As a general rule, water is the best; however, sports drinks are good for prolonged periods of exertion. Avoid dehydrating liquids like alcohol or caffeinated drinks that can flush your body of needed fluids.



 **Timing.** Try to avoid the peak hours of heat and sunshine when working or exercising outside. Even if you don't consider yourself a morning person, the


earlier the better when it comes to getting your workout or chores done in the hot summer months.

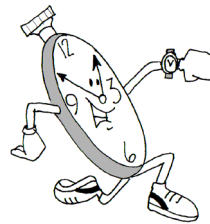
 **Dress appropriately.** Lightweight, light-colored and loose-




fitting clothing helps protect against the heat. Cotton is a lightweight and afford-

able material and is a good choice to wear outdoors in the heat.

 **Pace yourself.** Know your limits and adjust the intensity of your activity on those hot and humid days. Your body has to work extra hard to cool itself down on those days so you are not slacking when you slow it down or take a break. Listen to your body and be aware of the signals of heat related illnesses. Take breaks and rehydrate if needed.



 **Get acclimated.** If you're used to exercising indoors or in cooler weather, take it easy at first when you exercise in the heat. It can take at least 1-2 weeks to adapt to the heat. As your body adapts to the heat over time, gradually increase the length and intensity of your workouts.



Dates to Remember in July:

July 3 -- C&S Closed (paychecks still directly deposited & mailed)
July 4 -- Independence Day

Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

*Richard Oates
Shawn Fields
Major Armstead
Tyler Jowers*

Success
doesn't just
come and
find you,
you have to
go out and
get it.

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