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Last updated on December 17, 2020 Let's face it, no matter how positive and optimistic your office environment, your employees will still suffer from stress from time to time. These pressures can come from countless sources, including: overwork, deadline pressure, and lack of proper breaks. For example, your sales team may be near the end of the quarter and committed to delivering the best possible results. While it's a worthy cause, members of the group risk pushing themselves too far and leaving themselves drained of the energy and filled with tension. At times like this all your employees can be adversely affected. It is not new that stress can reduce productivity or even quality of work and one of the symptoms of stress, is that it can lead to lower productivity. This means that if many (or all) of your employees start showing signs of stress, you can be sure that your company's overall productivity will be compromised. If you've learned that your employees are suffering from stress, then it's time to take some action to reduce or eliminate that burden. One great way to do this is to introduce your employees to the positive benefits of meditation. Research shows that people who meditate regularly tend to experience the following benefits: improved ability to focus. Memory enhancement. Less fatigue. An increase in perception. De-pressure drop. These are just a small selection of the benefits that meditation can offer, and it makes perfect sense that meditation is a great tool for boosting employees' performance. (In turn, improving your company's overall performance.) Imagine for a moment that your employees took a daily break 5-10 minutes from their work to practice meditation. Not only will they and your company see an improvement in productivity, but your employees will naturally improve their self-discipline. They will also find it easier to maintain a positive mindset. What exactly is a stop app, breathe and think? Hopefully, I've given you enough reasons to spark your interest in meditating normally part of your office environment. Now you can think: what's next? How can I introduce meditation to my employees? Well, here at Lifehack, we came across a big call to the Stop, Breathe & Think app. We believe the app is the ideal way to start regular meditation sessions in an office environment. While the app is available as an Android or iOS download, these are primarily intended for personal users. When it comes to office meditation, then stop, breathe & think available as a useful Slack supplement. Once activated on your Slack account, Stop, Breathe & Think will allow individuals or groups to schedule Mindfulness activities. These activities include: short breaks to facilitate the recovery of the mind and body. Breathing exercises to provide thoughts, emotions and reactions. Personalized meditations to help bring peace and overall harmony. How your app will help your employees become more The sheer weight of research shows the benefits of meditation, and the Slack supplement is the perfect way to help your employees start with this positive habit. Let's take a look at some of the great features the app offers. App users can learn the basics of meditation – and try different types. By choosing how they feel at the same time, the app guides users to the most appropriate meditation. Meditations are timed so that users can fully relax, knowing that the app will alert them once their scheduled meditation time is complete. The app also allows users to see how their emotional state has gone and over a week, month or beyond. Fun, and easy to follow pictorial steps to encourage users to complete regular meditations. A healthy office environment can lead to healthy company performance and the daily stresses of work can often lead to an accumulation of anxiety and stress in employees. This can then affect your company's performance. Fortunately, the opposite – a healthy and optimistic work environment can increase employee momentum and productivity. And it naturally leads to overall performance gains for your company. With Stop, Breathe & Think, your company won't need to allocate a large budget (and find more time) to organize leisure events and other stress relief activities. Instead, the app will effortlessly help your employees be calmer, happier, and more motivated. So, why not try it? The world of work is unpredictable. You can be happily employed one day, then show the door the next. You never know what's going to happen day by day. If you were to let go of your job or if you weren't challenged or paid well enough in your current job, you're likely preparing to look for a new job. You've got your interview suit ready, you've got a list of coaching questions, and you've perfected your chattering skills before the interview. But is your résumé up to the challenge? Keep in mind that the resumes that got you your current job won't necessarily help you get your next job. Every career move will require you to update your resume in some way. This is especially true if he hasn't been interviewed for work in a few years. You may devote most of your energy to adding new skills and work experience, but removing experience can be just as important. Here are 10 things you need to remove from your résumé now. 1. Unprofessional e-mail address Maintain professionalism. | iStock.com your professional brand extends much further than how you dress or the way you talk. With that in mind, know that your college e-mail address won't work when you're looking for a real job. Salaried managers will judge you by the email address you use to communicate with them. So instead of using an address like Surfers or Sexy, create an email address with your first and last name. Keep it simple and rank. 2. Works that you are fired from due to these unethical misconduct will only harm you on your living floors. | If you were a very bad boy or a girl at work, you might want to forget including these jobs on your resume. Dismissal for conduct of anecdotal misconduct can prevent you from landing your next job. When it comes to deciding whether to keep such jobs on your résumé, pay attention to Snoop Dogg's wise words and leave it like it's hot. 3. Your picture you don't need glow shots. | iStock.com, your mom thinks you look really good, but not everyone would agree. Save your photo for your social media accounts and save recruiters a copy of your glamour photo. Including a photo can also set you up for discrimination (race, age, disability etc.), so it's better for the hiring team to get a full understanding of your skills before seeing what you look like. 4. This goal should be clear. | iStock.com the fact that applying for a particular job, it should be pretty clear what kind of position you're looking for. Besides, a goal just takes up space you can use for more work experience. If you still really want to write a goal, write a goal for your own lead, and look at it occasionally to help you stay focused during your job search. 5. Hobbies if it's not work-related skip it. | iStock.com nobody cares about your hobbies – really. We're sure your rock collection is fascinating, but a special reference doesn't belong in your résumé. If your hobby is work-related, you can mention it during your conversation with the hiring manager. Just don't devote four lines on your life floors to talking about what you're doing in your spare time. 6. Details about your life are too much information. | iStock.com/elvira_gumirova similar to the advice above on hobbies, don't mention your personal life. It's wonderful that you've been married for four years and you have four kids, but a recruiter doesn't need that kind of information. Just like with the photo, providing too much unwanted personal information can hurt more than it helps. This could be the case if your interviewer is concerned about hiring someone with children for fear that the employee won't be as dedicated as the other employees. Don't reel from the role before you've had a chance to meet the interviewer. 7. Irrelevant jobs keep it focused. | Joe Raedle/Getty Images You may have been an expert at opening the deep fryer in your previous job, but these skills can't impress the person who values you for the role you're looking for. Include only work that shows how your experience translates directly into the work you want. Managers want confidence that you can do the job. They usually judge this by checking your resume to see if you've successfully performed similar roles elsewhere. Keep your resume focused. 8. Third-person voice You're the one writing it, right? | iStock.com/mensuria to treat yourself in the third person is just weird. Don't do it. Instead of writing, Susie raised \$3 million last. Just write down what you accomplished in the first person without using the bone bone. So your revised bullet point would have said raised \$3 million. It's less embarrassing that way. Besides, the interviewer already knows your name (he's at the top of your resume), so there's no need to repeat it when referring to your accomplishments. 9. Fake certificates never lie. | iStock.com/michaeljung know better than that, don't you? If you have a degree on your resume that you haven't earned, remove it immediately. Employers will check your education history. If an employer finds out you lied, you'll probably get fired. And don't think you can get away with lying about credentials, either. Employers check them, too. The best way not to get caught lying about your skills is to actually go to school and earn your degree. Simple, right? 10. Unnecessary pages Keep it simple. | iStock.com/ziss no matter how much experience you've gained, few people want to read a three- or four-page resume. We're sure your work history is fascinating, but we doubt the hiring manager wants to sit down and read a detailed account of every job you've had since high school. Make sure your work history is clear and concise. Move that you're the right person for the job on as few pages as possible. Unless you're a top executive with several years of work experience, it's usually best to limit your resume to one or two pages. Follow Sheiresa on Twitter. More from cheat sheet: Sheet:

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