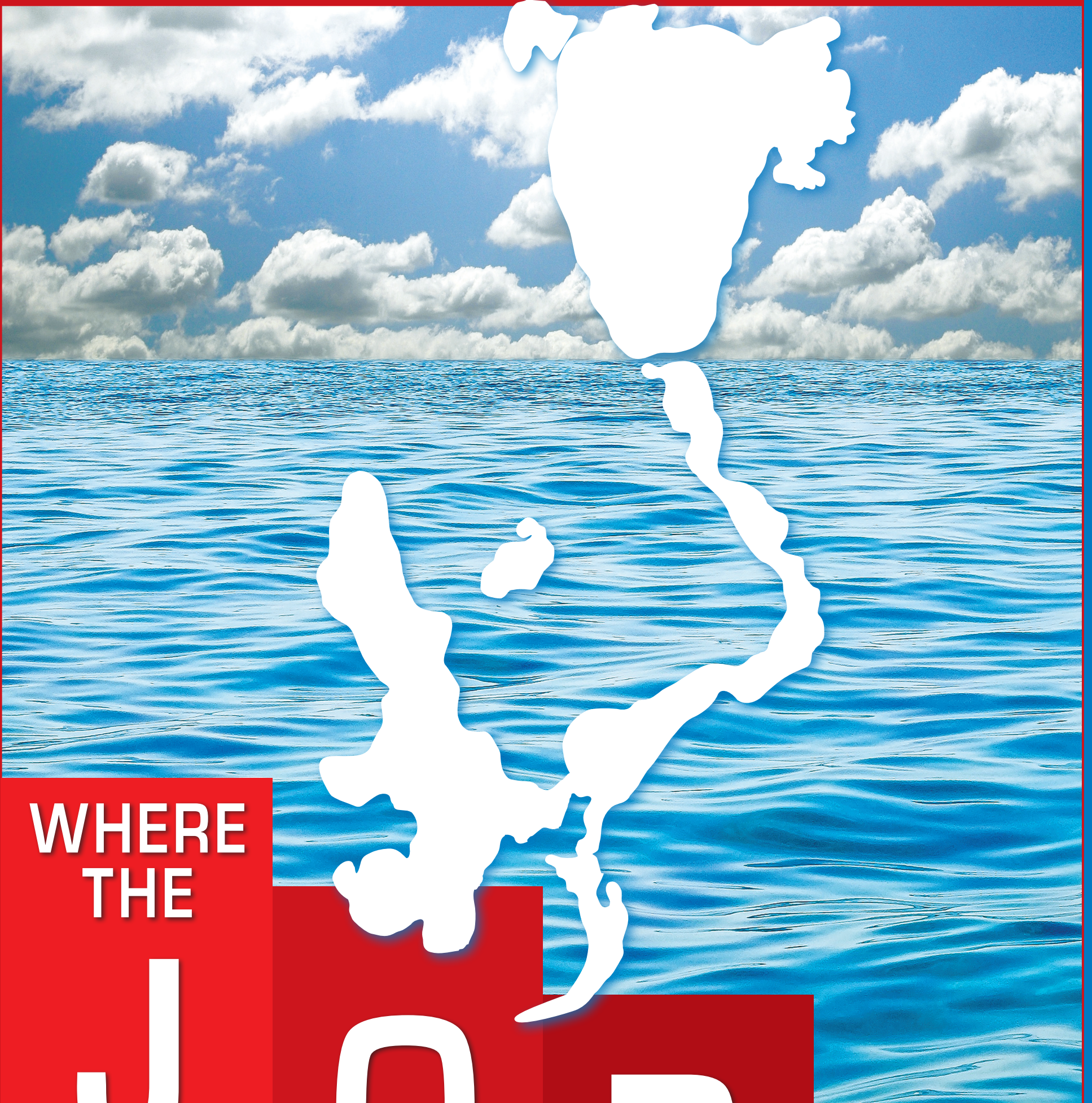


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Tuesday, April 19, 2022





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Okoboji Community Schools is looking for the following position. The successful candidate will work in a team-based environment.

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Include with your application:

-  Letter of Application
-  Resume
-  Letters of Reference

EOE

## Distractions that can affect efficiency at work



Busy workdays are the norm for many professionals. Though most workers undoubtedly would prefer to feel busy rather than bored, it's easy for professionals to succumb to burnout if they don't get periodic breaks from the demands of their careers.

Burnout is a significant issue for working professionals. A recent survey of 1,500 working professionals from various sectors and backgrounds by the job aggregator site Indeed found that 52 percent of respondents were experiencing burnout in 2021. That marks a nearly 10 percent increase from a similar survey Indeed conducted prior to the onset of the COVID-19 pandemic.

Various factors, some of which are beyond individuals' control, can contribute to burnout. Professionals who want to avoid burnout without taking a step back from their careers can look for ways to be more efficient during the day. Overcoming these common distractions can improve efficiency, which should help professionals free up time and reduce their risk for burnout.

• **Smartphones:** A 2015 CareerBuilder survey of hiring and human resources managers from various industries found that employers cited smartphones and texting as the biggest productivity killers in the workplace. Professionals no doubt recognize how distracting their phones can be during the workday, and they may feel powerless to avoid them. But they're not. Alter notification settings so the phone only delivers the most important notifications (i.e., children's schools, meeting reminders, etc.) during the day. Turn off notifications from news, sports and entertainment apps.

• **The internet:** The CareerBuilder survey found that employers believed the internet is the second biggest productivity killer. Profes-

sionals with a lot on their plates should do everything they can to avoid surfing the internet during the workday. The internet can be a rabbit hole, and even individuals who only intend to take a brief break from work to check the news or clear their head may soon find themselves moving from website to website while their work piles up. If it's a mental break you need, get up and take a brief walk around the office instead of surfing the internet.

• **Emails:** Emails are another significant distraction during a typical workday. To overcome the seemingly endless flood of emails coming from coworkers, friends and family during the day, professionals can work in offline mode for a predetermined period of time each day. This affords the opportunity to work on specific tasks or projects without being interrupted by emails. Emails will still accumulate while the computer is in offline mode, but professionals won't be notified as each message is delivered and will be able to work distraction-free until they turn offline mode off.

• **Meetings:** Meetings may be well-intentioned, but they often compromise productivity and distract professionals from their jobs. A recent study titled "Meetings in America" commissioned by Verizon Conferencing found that 90 percent of professionals admitted to daydreaming during meetings, while 39 percent admitted they had fallen asleep during meetings in the past. Managers can help employees get more done and limit distractions by scheduling fewer meetings or reconsidering just who needs to attend meetings more carefully.

A distraction-free workday might seem unlikely, but professionals can take various steps to overcome the most common distractions in an effort to be more efficient.

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# The Importance of Using Vacation Time

How many employees have wished for a shorter work week, especially when it's only Tuesday and Friday is nowhere in sight? Though many professionals wish they worked fewer days each week, those same individuals likely aren't taking advantage of their hard-earned vacation time.

According to the "2018 State of the American Vacation" report from the U.S. Travel Association, more than half of all working Americans have unused paid vacation days.

According to the USTA's Project Time Off, Americans are taking roughly one less week of vacation per year than they did in the mid-1970s, and the trend continues to decline. It's not much different in Canada. A 2020 ADP survey found that 49 percent of working Canadians were taking less or no vacation time during the holiday season. Fifty percent of women and 37 percent of men reported that they took less than half of their allotted time off that year. Workers cite several reasons for skipping vacations, in-

cluding feeling an obligation to employers or worrying that taking time off may make them stack up poorly against coworkers when being reviewed for promotions or raises. However, failing to take vacation has notable consequences that should not be ignored. Here's why individuals should make vacations priorities.

## Avoid health consequences

A study published by the National Center of Biotechnology Information found that men who were at risk for heart disease and skipped vacation were 30 percent more likely to have heart attacks than those who took extended time off during the year. Similar effects occur in women. Taking little or no time off also could put individuals at increased risk for anxiety, depression, obesity, insomnia, and other stress-related illnesses, particularly among females. Simply taking a vacation or two per year can help tame stress and improve individuals' long-term health outlook.

## Get a brain break

Focusing attention on new scenery and activities for a week or more can improve performance upon returning to work. The USTA also in-

dicates having a vacation to look forward to can motivate individuals to finish a project or report in a timely manner.

## Enjoy higher job satisfaction

The Society for Human Resource Management said that 78 percent of human resources directors found that employees who took more vacation days reported higher job satisfaction. That could be because vacations help people feel less stressed and generally happier, which can extend to the workplace.

## Develop strong bonds with family

Having fun with the family away from the distractions of daily life is a major advantage of vacationing. Few families have consistent time to spend together, but vacations enable everyone to take a break from the routine frenzy and focus on one another.

It's tempting to skip vacations to be more productive, but workers actually may be doing their productivity a disservice by failing to rest and recharge.

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# How to Navigate a Salary Negotiation

Women are vital components of the global workforce. Despite the contributions of women, Pew Research Center's analysis of median hourly wages of both full- and part-time workers indicates that women earn less than their male counterparts — even when they're doing the same work and have the same educational backgrounds. The gender gap has remained relatively stable in the United States over the last 15 years, with women earning 84 percent of what men earned in 2020. Estimates indicate

it would take a woman an extra 42 days of work to earn as much as a male colleague.

Salary negotiations can be intimidating for any employee. But for women already at an earnings deficit, such negotiations can be even more difficult. Here are some tips to make salary negotiations go more smoothly.

## Speak up

It would seem that any promotion would automatically come with a pay raise, but this is not always the case. When the time comes to consider taking a promotion, it is important to have a salary number in mind. Saying nothing may not earn you a raise, or your boss may not give you what you believe you deserve.

## Do your research

Some jobs come with a standard pay rate across the board. These include government and civil service jobs, union jobs, or hourly positions. However, you can determine if a job is negotiable by researching data on sites such as Payscale and Glassdoor to figure out what positions are worth. Arming yourself with information makes you ready to present data supporting your salary demands.

## Don't be afraid to ask

Even if an offer seems acceptable, it is alright to ask for more

money, according to The Balance: Careers. A company may actually increase the base pay or offer other perks such as larger bonuses, stock options or full 401(k) matching.

## Avoid "Imposter syndrome"

Thoughts, beliefs and feelings can hold you back, especially when it comes to salary negotiations. Most professionals at some point in time experience what's often referred to as "Imposter syndrome." This is a name given by a team of psychologists in 1978 that referred to people who had difficulty acknowledging their achievements, although their peers respected them. Doubting capabilities, worrying about someone calling your skills "fake" or discounting your achievements are symptoms of imposter syndrome. Comparing yourself to others — especially those who are more advanced — may lead to uneasiness as well. Focus more positively on what you do at work and be proud of what you have achieved. This will help you sit more confidently in front of employers negotiating for your benefit.

Workers need to advocate for themselves and ask for salaries they believe are commensurate with their skill levels and positions. It can be daunting to negotiate for a better salary, but there are many ways to simplify such negotiations.

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## How employers benefit from engaging employees more effectively

The COVID-19 pandemic prompted millions of people to reconsider their careers. That reflection has had a profound effect on the labor market. Data from the U.S. Department of Labor indicates that 4.5 million people quit their jobs in the United States in November 2021, which led to a near record-high number of job openings around the end of 2021 and the beginning of 2022.

Though the pandemic may have led millions of people who were previously dissatisfied with their careers to make positive changes, employers forced to confront staff shortages may be wondering what they can do to attract qualified and talented candidates. Finding ways to engage workers more completely could benefit companies in various ways. A recent poll from Gallup found that companies suffer some pretty significant consequences when their employees are disengaged. Gallup reports that such companies suffer from 16 percent lower profitability, 18 percent lower productivity and 37 percent lower job growth.

No two workers are the same, so there's no magic wand employers can wave that will ensure everyone is suddenly engaged and satisfied with their jobs and career prospects. However, recognition of what employees value most could help businesses retain

workers longer and keep those workers engaged. A recent survey of 540 full-time employees from the market insight firm Clutch found that the most important workplace values for full-time employees are fair pay and fair treatment. It's no surprise that compensation bears such significance, as pandemic-related inflation and global conflicts have led to rising costs on everything from food to fuel. However, a survey from the risk management experts at Willis Towers Watson found that there's a disconnect between employees and employers in regard to the importance of fair pay and its relation to workplace stress. Employees consider low pay to be the second greatest source of workplace stress, while employers indicated that eight other factors are greater sources of such stress for their employees. Employers concerned about staff dissatisfaction, and the effects that disengaged employees can have on their bottom lines, can make a concerted effort to revisit their compensation policies. An overhaul of such policies could be just what companies need to reengage employees and improve employee retention, giving businesses a significant advantage in an era marked by significant turnover in the labor force.

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## 7 Ways To Save More For Retirement

Retirement seems like a lifetime away for young professionals. But as careers advance, families are started and milestones are met, retirement can start to feel a lot closer.

A 2014 Gallup poll indicates that most Americans now retire at age 62. That is a good starting point when planning your retirement. The earlier you start establishing savings goals and putting plans in motion, the more likely you will be to retire on time without having to worry about money. These strategies can help you save more for retirement years.

**1. Raise ... what raise?** If you're lucky enough to get a salary increase at work, direct the extra money into retirement savings accounts and act like the raise never happened. You won't miss the extra money since you were not accustomed to earning it, and redirecting it into retirement savings can go a long way toward procuring your financial future.

**2. Max out deposit limits.** By depositing the maximum allowable amount into your retirement accounts each year, you can grow your retirement savings quickly and earn considerably more interest on your money over the life of the account.

**3. Allocate your tax refund.** Elect to apply your tax refund to a traditional IRA or Roth IRA.

**4. Take advantage of employers' offers to**

match retirement contributions. Many employers will match 401(k) contributions if you save enough to qualify. This is an easy way to save without having to put in any extra money out of your own pocket. Make sure you're vested in the 401(k) plan so that the employer contributions can be taken with you if you leave a job.

**5. Open a Roth IRA.** A Roth IRA is a retirement savings vehicle that enables you to pay taxes on the money you put in up front. When you become eligible to withdraw the funds (after age 59 1/2), they are tax-free.

**6. Aim for a 15 percent investment.** Start investing 15 percent of gross income for retirement once you're debt-free and have a fully funded emergency fund. Such a strategy can go a long way toward ensuring you have enough money to do what you want throughout retirement.

**7. Make calculated cuts.** Think about which items you can live without and dedicate what you would spend on those expenditures to retirement. For example, calculate the difference between buying a new car and a certified pre-owned model. Deposit the savings into retirement. Can you skip a vacation this year and do a staycation instead? Forgoing certain luxuries can help you build retirement savings.

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# 6 Ways to Better Yourself

Aspiring to continue to learn and grow is one of the keys to a fulfilling life. Sometimes it can be eye-opening to look in the mirror, examine oneself and figure out where there may be room for improvement.

Self-improvement is a noble endeavor, and there's no limit to what one can achieve. These six strategies can serve as catalysts for change.

### 1. Make good habits even easier

Individuals can be their own worst enemies, procrastinating in regard to personal goals. Some habits require consistency, and they include exercising, waking up earlier, drinking and eating healthier, and reducing stress. One way to make sure you stick to healthy habits is to prioritize them and make a concerted effort to overcome your uncooperative side. Lay out workout clothes the night before if you want to exercise in the morning. Meal plan on the weekends and create healthy lunches to take to work. Set phone reminders to breathe and meditate several times during the day to calm stress. Eventually these habits will be as easy as brushing your teeth.

### 2. Read every day

Books have the power to educate, inspire creativity, strengthen cognition, and so much more. Think of reading a book as a daily multivitamin for the brain. Even if you can't devote hours on end to reading, plan 20-minute sessions each day to tackle some pages.

### 3. Learn a new skill

One way to grow is to continue to learn

new things. Many people like to explore new languages, not just for the potential for travel or employment, but also for personal betterment. Other skills to learn include baking, woodworking, accounting, crocheting, or anything that requires practice to master.

### 4. Boost positivity

There's something to be said about maintaining a positive outlook no matter your positivity baseline. Rather than seeing what went wrong in a day, figure out what went right. Memorize positive words and personal reflections to help build stronger neural connections to positive concepts, which may help you become even more positive.

### 5. Overcome persistent fears

Fears reflect areas where you can grow and often indicate areas that need attention. Pick at least one fear to tackle. If that is public speaking, make a concerted effort to speak in front of a crowd, whether it's during a work meeting or at a school function.

### 6. Make your bed each morning.

Admiral William H. McRaven said that the first step to changing yourself and potentially the world is to make your bed every morning. You will have accomplished the first task of the day and it can give you a small sense of pride to tackle task after task. All it takes is one step to start a long journey.

Personal growth involves taking inventory and making gradual improvements and alterations in areas that require attention.

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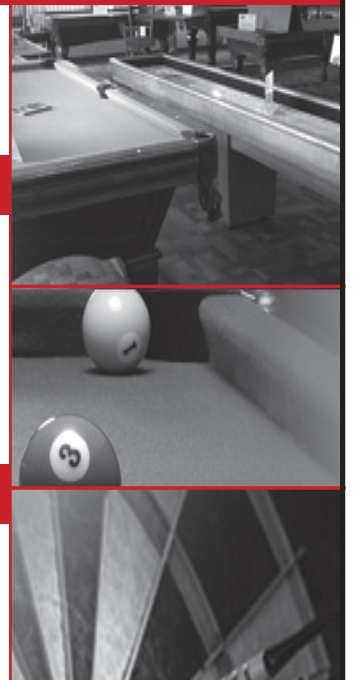
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Milford: 712-338-2404

**Spirit Lake Rock  
& Ready Mix**  
911 Peoria Avenue  
Spirit Lake, IA 51360  
712-336-2142

**Estherville  
Ready Mix**  
Highway IA-4  
Estherville, IA 51334  
712-362-3531

**Spencer  
Ready Mix**  
3414 Hwy. Blvd.  
Spencer, IA 51301  
712-262-5690

**Cylinder Ready Mix**  
678 370th Street  
Emmetsburg, IA 50536  
712-424-3014



# Looking for summer employment?



**MOST FILLENWARTH BEACH ALUMNI WILL CALL THEIR SUMMERS HERE THE "BEST TIME OF THEIR LIVES."**

## DUTIES AND RESPONSIBILITIES:

- Cleaning and checking units
- Basic maintenance
- Grounds maintenance
- Customer interactions

## OPPORTUNITIES FOR ADVANCED DUTIES:

- Office Employee
- Arts & Crafts Leader
- Pool Attendant
- Dock Attendant
- Sail Boat Crew
- Head Housekeeper
- Fishing Clinic Crew
- Kids Games Leader
- Chocolate Tasting or Kiddie Punch Server
- Beach Party Photographer (Does not require certification)
- Server on Boat Rides (Must be 18)
- Cocktail Party, Champagne, Wine or Beer Tasting Server (Must be 18)
- Ski Boat Driver\*
- Million Dollar Home Cruise or History Cruise Driver\*
- Water Aerobics Leader (Must be lifeguard certified)
- Laundry Operator (Must be 18)
- Advanced Maintenance (Must be 18 for most tasks)
- \*Must be 18 and have boat experience

## PERKS

- Competitive wages with weekly pay
- Scheduled pay increases
- 40 hours per week guaranteed, if desired
- Daily or weekly bonus opportunity beginning in August
- Driving bonus opportunity in late season
- Flexible schedule (willing to schedule around sports or activities)
- Weekly catered staff meals
- Bi-weekly staff treats
- Annual staff cruise on our 49' boat
- Staff t-shirt
- Networking opportunities with fellow associates and/or customers
- Opportunity to learn customer service and lifetime living skills
- Fun environment where you can work on or next to West Lake Okoboji
- Annual holiday party

## DIVE IN!

CONTACT US TODAY FOR AN APPLICATION AT 712-332-5646 OR EMAIL US AT [INFO@FILLENWARTHBEACH.COM](mailto:INFO@FILLENWARTHBEACH.COM)



# JOIN OUR TEAM!



## ALL SHIFTS IN GENERAL PRODUCTION & FREEZER

1 <sup>ST</sup> Shift <b>\$20-26</b> /HR	2nd shift <b>\$21-27</b> /HR
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## MAINTENANCE JOBS AVAILABLE: MECHANICS, BOILERS (MN License), REFRIGERATION, ELECTRICIANS, ELECTRONICS & IT

**\$22.75/HR - \$40.75/HR**  
depending on experience  
**\$1/HR** shift differential

## PART-TIME POSITIONS AVAILABLE!

**FLEXIBLE HOURS!**  
**\$20/HR QuickStart!**  
No experience necessary!

**We take good care of our team members, with benefits like our Free College Tuition Program for you and your children, plus:**  
• Medical, Dental & Vision Insurance • Paid Vacation and Holidays • 401(k) Plan • Free Primary Care Clinic • Short-Term Disability and Life Insurance • Prorated \$2,100 Retention Bonus

## APPLY TODAY!

**JOBS.JBSSA.COM • 507-372-6369**  
1700 HWY 60 N.E. • WORTHINGTON, MN 56187