



# WIRECOM (INDIA) PVT. LTD.

## NEWS LETTER

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### Birthdays of the

Shankar	02nd
Baragale	
Yogesh Kadu	06th
B. Viswanath	07th
Roshan Kori	15th
Wasim Shaikh	23th

## BEING HEALTHIER ON THE JOB

For people who work in an office environment, sitting behind a desk and staring at a computer screen likely make up the bulk of your day. Stress and demand and the job can keep you focused only on your work and not on your physical well-being. This can lead to 40 hours of poor habits each week. But with just a few adjustment, you can break the routine and be healthier at work.

- 1. Messy Desk** - An unkempt work area can cause stress and lead to inefficiency. Furthermore, your desk, phone, and computer are notorious for harbouring germs. Once each week, clean your workspace with antibacterial wipes. Organize your desk in a way that minimizes strain on your body, and keep things in their place. If you need help, look around the office at co-workers' desks, and ask them for tips.
- 2. Poor Posture** - You probably spend more time at your desk than any place other than your bed. So when you're sitting in front of it, it's important to do it properly. Adjust your chair height so that your feet are flat on the floor and your knees and arms are at a 90-degree angle. Adjust your computer screen so that your eyes are even with the top edge. Angle the screen so it's tilted slightly upward toward your eyes. Doing an ergonomic assessment is well worth it if your company offers this.
- 3. Staying Put**—When you sit for an extended period of time, your body and mind will fall asleep, much like when you skip a meal. Once per hour, you should get up for a walk or a stretch. This will wake you up and get the blood flowing through your body and brain. Take every opportunity to get away from your desk or try holding meetings while standing. Rather than call a co-worker or send an email to bring their attention to something, walk across the office to deliver the message in person. Believe it or not, studies show that this alone will help improve your overall health.
- 4. Gossiping** - Drama in the workplace not only hinders productivity, but it can affect office morale and cause stress and psychological problems for those involved. Try to avoid known gossips in the office, and if you do come across personal information about a co-worker, keep it to yourself. If you're out with colleagues for a night on the town, keep any potentially embarrassing stories out of the work environment. What happens outside the office should stay out of the office.



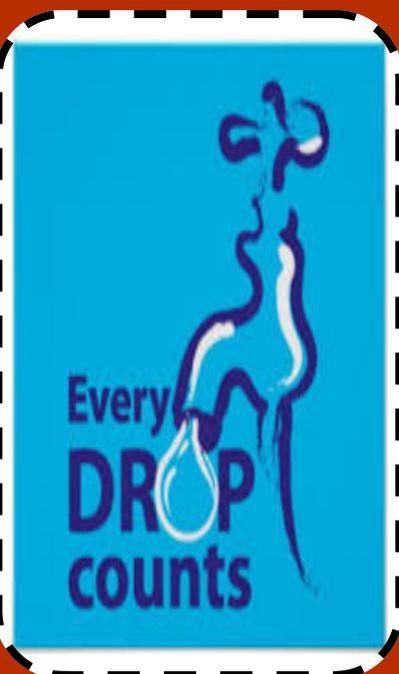
**5. Unhealthy Snacking** - Midmorning and mid-afternoon snacks can keep your mind sharp and your energy high. They can also keep your appetite satisfied so you don't overeat at lunch or dinner. But grabbing a bag of chips or raiding your neighbour's candy stash does more harm than good. Instead, try a piece of fruit or a handful of almonds in the morning. And when the sweet tooth calls in the afternoon, go for a low-sugar granola bar or a small piece of dark chocolate.

**6. Skipping Lunch** - While snacking on junk food is discouraged, skipping lunch altogether is just as bad. Don't let the hustle and bustle of work keep you from breaking up the day with a healthy meal. Not only can this affect your energy levels and your ability to think and focus, you will be more likely to overeat at dinnertime

**7. Eating At your desk** - We've encouraged you to be diligent about eating lunch and healthy snacks throughout the day, but you shouldn't eat them at your desk. Lunchtime is a chance to give yourself a much-needed mental break during the day. Focus on eating your meal mindfully without distractions. And if you don't keep your workspace clean, you could be sharing your meal with the germs that collect on your computer keyboard and phone.

**8. Soda Vs. Water** - One of the most plentiful resources in the office is usually the one that gets ignored the most. Drinking water should be a constant part of your workday. Not only does it keep your body and mind working efficiently, it also curbs your appetite so you will be less likely to munch on unhealthy snacks. Keep a water bottle at your desk and determine a target amount to drink each day. It's tempting to seek an energy boost from soda, but if you need an afternoon pick-me-up, try a cup of tea.

**9. Long work days** - It always feels like there aren't enough hours in the day to get your work done. But a healthy work-life balance is essential to keep you energized and productive. Try to limit your work hours to a manageable number, and do your best to set boundaries between home and the office. Don't take work calls after hours, and make your evenings fun and fulfilling enough to take your mind off of your busy day.



# How to Give killer Presentation

For people today, being able to deliver a presentation is more important than ever. But when faced with the task, the prospect can be daunting. Follow below steps outline what to do, so when it comes to presenting you can inspire, engage and changes the way people think.

**Step I - Define one key message you want your audience to remember** Most listeners will recall no more than 25% of your presentation ask yourself what you want them to remember and build presentation around this one point.

**Step II - Frame your structure into a story** A story broken down into its simplest form is a connection of cause and effect and that's exactly how our brains are wired to think.

**Beginning** - set the scene and introduce your topic

**Middle** - Explain the challenge and why you care.

**End** - Resolve the challenge and give them tips to help them do the same.

**Step III - Write your main points on post - it notes, stick on a wall and review them.** Your key message will break down into main points. Studying them together will allow you to think of your presentation as a whole. Arrange and rearrange your notes to develop a solid structure.

**Step IV - Use metaphors to illustrate ideas.** Studies have shown that descriptive words trigger the sensory cortex in your brains, bringing your message to life. Brainstorms metaphors for 15 minutes and pick the best.

**Step V - Use visuals to emphasize key points.** 90% information we take in comes to us through our eyes, and it takes us one quarter of a second to process the meaning of a symbol. Use an image to reinforce take away points . Avoid using too many images that can cloud the message.

**Step VI - Use a tool to present your information.** The majority of TED talks use prezzi, With a slick zooming in function it allows you to present in a nonlinear and engaging way without worrying about creating engaging Transitions

**Step VII - Practice your presentation using bullet points on prompt cards.** Practicing gives you confidence. Make your points easy to remember by using prompt cards. Have one heading per cards and practice.

**Step VIII - Open your chest and arms and keep your back straight** 65% communication is done nonverbally so body language is important. Choosing a power pose will boost your confidence and help your breathe better., Which in turn helps you to stay calm.

**Step IX - Make eye contact with people in the audience** This inspires a powerful feeling of connection and allow you to be assertive and empathetic. Pick four people in the audience and switch your gaze between them during your presentation.

**Step X- Don't speak too fast or too slow** Too fast, and your audience will have a hard time understanding you. Too, slow, you will lack energy or passion . Speak slower at key points you want to emphasize, and quicker when you want to convey excitement or humour.

**Step XI - Start and finish with your key message** Your key message is how you started and it should be how you end. Follow these three steps;

Tell your audience what you're going to tell them.

Tell them.

Then tell them what you've told them.

## A BEAUTIFUL WAY OF LOOKING AT THINGS

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A Father was reading a magazine and his little daughter every now and then distracted him. To keep her busy, he tore one page on which was printed the map of the world. He tore it into pieces and asked her to go to her room and put them together to make the map again.

He was sure she would take the whole day to get it done. But the little one came back within minutes with perfect map.....When he asked how she could do it so quickly, she said, "Oh.... Dad, there is a man's face on the other side of the paper..... I made the face perfect to get the map right." She ran outside to play leaving the father surprised.

### MORAL OF THE STORY:

There is always the other side to whatever you experience in this world. Whenever we come across a challenge or a puzzling situation, look at the other side.... You will be surprised to see an easy way to tackle the problem.

#### UPCOMING EVENT



Happy  
Valentine's  
Day