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## BIRTHDAYS OF THE MONTH

**Rauf Khan 01st**

**Aravinda Kumar 01st**

**Uttam Chavan 07th**

**Ramanuj Mishra 10th**

**Bhim Yadav 12th**

**Jeetlal Pal 15th**

**Sanjay 15th**

**Paswan**

**Anuradha Mirdha 15th**

**Aarti Pawar 19th**

**Nagesh 24th**

**Hatkar**

**R. Suresh Raju 27th**

**Lalit Rana 30th**



# WIRECOM (INDIA) PVT. LTD.

## NEWS LETTER

JULY 2016

### Do yoga at work place

Steps :

1. Close Your Eyes.
2. Inhale Slowly ;Than slowly exhale.
3. Try to Create heat in your breath while you exhale.This should Make a " Haaaa" sound and will create friction in your throat, relaxing you and burning up those stray calories.
4. Concentrate on your breathing .This will help you to relax from and will help to increase your concentration.
5. Visualize a balloon inflating and defecting as you breathe.
6. Stand up behind your chair and rest your arms on the back of the chair, with your eyes closed and head down.
7. Take few seconds to find calm and focus amid a hectic workday.

### Time saving tips to achieve a work life balance

#### Be realistic

Make a list of what you actually did within a specific time, say a day, it will help you understand what you can achieve .Base the next to-do list on this research and take one or two things off and replace them with relaxation time.

#### Focus on the goals

When we focus on our goals it helps us stay motivated and avoid procrastinating – a huge time waster!

#### Priorities tasks

Label each task using the A,B,C system. A is high priority, B is important but can wait, and C means you can delay the task or delegate the task to someone else.



**SUCCESS IS  
NO ACCIDENT.**

*It is hard  
work,  
perseverance,  
learning ,  
studying,  
Scarifies and  
most of all ,  
Love of what  
you are doing.*

## Tackle one thing at a time

Multi-tasking isn't always the answer to saving time, it means you're dividing your attention on several tasks and possibly not doing any of them thoroughly, or taking too long on the whole project. Instead, tackle one task at a time to focus your attention and give yourself a realistic deadline.

## Stop scrolling!

Scrolling through posts on social media can easily suck up hours of time without you even realising. To [save time online](#), give yourself a specific amount of time on the web.

## Be strict with home-working

Even the most organized probably take work home from time to time, but the secret to stopping it eating into your home life is to ensure the tasks you're taking home are finite, for example, reading a report, checking through a specific email thread, etc.

## Set a switch off time in the evening

Set an alarm on your phone to remind you to switch off and relax, even if it's just for 10 minutes, it can help you [get a better night's sleep](#) too.

## Schedule me-time

Where does the week go? It's easy to get swept up in tasks and then flop in front of the tally. But being smarter with your time, such as scheduling relaxation in your [lunch break](#) is an easy way to get some me-time.

## Sleep deeply

Something many of us dream of – excuse the pun – a good night's sleep. Poor sleep can lead to a day of procrastination. The trick to getting a better night's sleep is to spend 30 minutes before bed relaxing. Whether that's reading, doing the washing up or just preparing for bed.

# Key Points of Customer Service

## 1. Availability

One of the most annoying things is having to wait a long time to get a hold of a customer service representatives. When it takes more than 2 business days for them to respond to your email, it's very disappointing. Unless you have a company with a big call center, you probably won't have to worry about your customers being on hold for too long. But, when customers leave you a message, you need to make sure that you get back to them within 24-48 hours. That rule goes for email too.

## 2. Level of Attention

As a small business, you can afford to pay extra attention to your customer's needs. In fact, good customer service is one reason why people do business with small companies. It is very important for you to realize that a big factor in growing your business is tending to your customers better than any other company can. At the end of the day, your customers should *want* to continue business with you.

## 3. Responsibility

It seems to me that companies don't take responsibility for their actions anymore. This means that it is more important than ever to build a reputation as a good company and admit when mistakes are made on your end. I have learned the hard way that you should always admit when your wrong. And if you have employees, sometimes you'll have to take the blame on their behalf.

## 4. Process

The way you handle customer questions or complaints is very important. You have to make sure it's easy for you customers to get in touch of you. I typically recommend that companies have both a contact form and their contact info on their website. This makes it where your customers can email, call, or send you a letter (yes, some people still send letters.)

## 5. Quality

This one kind of sums up all of the above points. But, if you take away anything from this post, you should remember that the only way for you to build a business that will last is through a solid customer service program. Remember these highlights:



# THE FALSE HUMAN BELIEF

As a man was passing the elephants, he suddenly stopped, confused by the fact that these huge creatures were being held by only a small rope tied to their front leg. No chains, no cages. It was obvious that the elephants could, at anytime can break away from their bonds but for some reason, they did not.

He saw a trainer nearby and asked why these animals just stood there and made no attempt to get away. "Well," trainer said, "when they are very young and much smaller we use the same size rope to tie them and, at that age, it's enough to hold them. As they grow up, they are conditioned to believe they cannot break away. They believe the rope can still hold them, so they never try to break free."

The man was amazed. These animals could at any time break free from their bonds but because they believed they couldn't, they were stuck right where they were.

Like the elephants, how many of us go through life hanging onto a belief that we cannot do something, simply because we failed at it once before?

**Moral: Failure is a part of learning. We should never give up the struggle in life. You Fail not because you are destined to fail, but because there are lessons which you need to learn as you move on with your life.**

## \*\*\*\*\*HAPPY LIFE TIPS\*\*\*\*\*

Take a 10-30 Minutes Walk Every Day. and While You Walk, Smile

Sit in Silence for at Least 10 Minutes Each Day

Live with the 3 E's -- Energy, Enthusiasm, and Empathy

Play More Games

Make time to practice meditation, yoga, and prayer

Spend Time with People over the Age of 70 & under the Age of 6

Smile and Laugh More