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# NEXT STEP

## Happiness in the workplace why it matters and how to achieve it

*Happiness is directly tied to productivity, therefore it is more important than given credit for. A rational man is less likely to leave a happy workplace for a hostile one even if it pays more. But the job of ensuring a happy work environment cannot entirely belong to the employer - it should be a collective effort from each and every member of the organization. Happiness is a crucial motivator, and one needs to utilize several factors to foster ideal circumstances to build a comfortable environment. So here is how it's done.*

**The early bird sings the sweeter tune**  
Try to wake up at least an hour before setting out for the workplace. Spend some comfortable 'me' time. You can even spend a portion of that time working out, or taking a morning walk. This will help you show up at the workplace in a better mood and a better frame of mind.



### Look sharp

A bit of grooming never really hurt anyone. The better you dress, the fresher you look and the more confident and comfortable you feel. Taking care of your overall health and appearance, although seemingly painstaking, does make a difference to your overall performance. How people dress, and carry themselves speaks volumes about who they are. A neat and tidy get-up reflects meticulousness. And that makes a great impression. A few compliments from co-workers on your tie, or how much slimmer you look, don't hurt either.



### Jazz up your desk

Keep the workplace as tidy as possible, as well as well ventilated. Play some soft music, some soothing smooth jazz or bebop (if allowed), the kind of music that won't distract you or make your surroundings inaudible to you. You are a part of the environment, and you share a part of the responsibility of making it a better place. The more you invest in making the workplace a happier one, the more involved you will feel.

### Avoid negative people

It's best to casually avoid negative people when possible. Such people can be a source of undue stress, conflict and even at times an unwanted influence. They can lower your job satisfaction and may even lead to your losing productivity which will further reduce job satisfaction.



### Throw in a smile

Informal communication in the workplace may not seem to do much to meet organizational objectives, but much of the internal culture of a company is built on informal interaction between employees. Try to be an easy person to approach and be around. Greet everyone with smiles when you walk into the workplace. Hang out with co-workers after-hours from time to time. One fun way to get to know them is might be to engage in group games, like charades, which may seem childish at first, but it is good to get away from being grown-ups all the time.

Many people still prefer a properly recited salaam over a curt nod and a handshake. People tend to respect you a little more when you take care to greet them and engage them in small talk about how they are. Being able to engage in small talk is a very important social skill one needs to learn to get along and get ahead. Taking care of



little things, like holding doors open for a colleague or offering them seats can put you in a rather heightened place in their perspective.

SHOUMIK MUHAMED MUSHFIQUE

## The word is annoying!

*Let's face it. We all have coworkers that we've wanted to slap at one point of work. In fact, some of them are so utterly and repeatedly annoying that they make us want to slap them every single day. So here is Next Step's top ten most annoying coworker traits.*



- 1.Stares over your shoulder when you're writing an e-mail, chatting on Facebook or even worse, typing your password.
- 2.Talks absurdly loud over the phone, instructing their Buas which room to sweep today or yelling at their kids to not open the refrigerator.
- 3.Asks too many personal questions. Be it about your sister's boyfriend, or your boyfriend's mom, or your mom's salary- they don't hesitate to interrogate.
- 4.Doesn't stop asking you out for coffee even after ten consecutive and adamant No's.
- 5.Casually snatches half your sandwich or the last piece of sweet from your lunch box.
- 6.Keeps taking bhangti from you to pay for shingaras during tea break, but never pays you back. Even when it

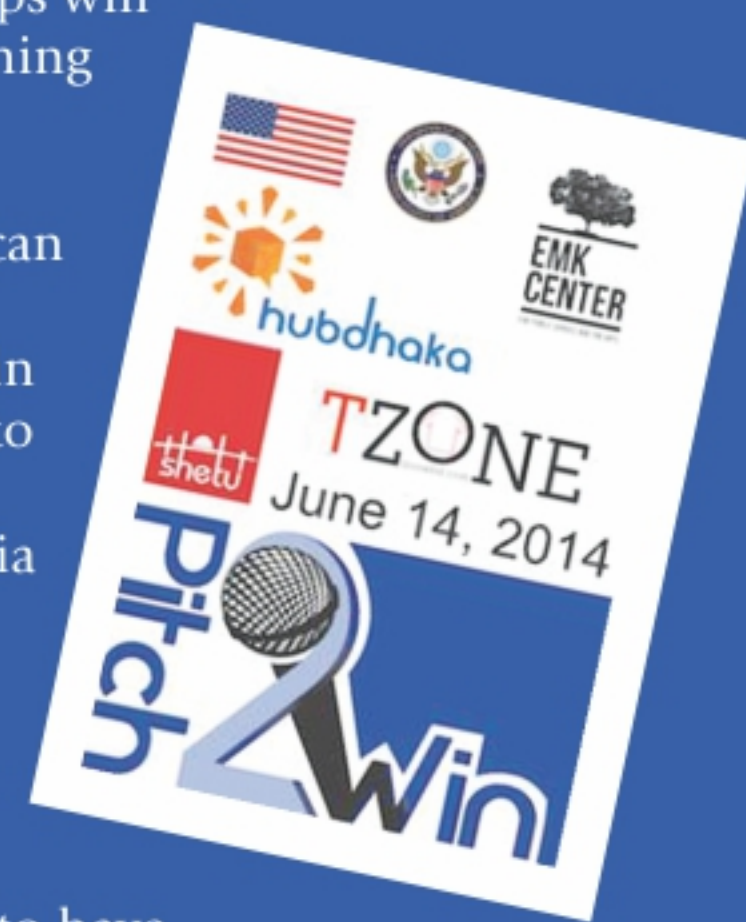
- 7.Eavesdrops on your conversation with your best friend, and decides to give his "insight" in light of your personal discussion.
- 8.Competes at everything, with everyone, in every department, even when it's not for a promotion.
- 9.Always ready with "constructive criticism" (which you don't even want) on everything you do.
- 10.Shows off about everything - the buffet dinner he had at Westin last night, the designer kameez she bought for 20,000 Taka last week, the amazing front cam of her new iPhone 5S, or the brand of booze he's hung over on.

MINASHSHA ZAREEL LAMISA

## What's your big idea?

Shetu (www.shetu.org/) will be holding a 16-week mentorship program for entrepreneurs pitching business ideas, called "Pitch2Win" (<http://www.shetu.org/pitch2win.html>). The workshops will end in a pitching competition where participants can win up to 50,000 BDT in seed money to help their entrepreneurial dreams come true.

For an aspiring entrepreneur it is critical to have the answer to "what do you do?" perfected to a science. "Pitch2Win" will help you do exactly that. This series of hands-on workshops will be run by mentors who have previously pitched locally and internationally with extensive experience in business idea development. Last day to register is May 30, 2014.



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