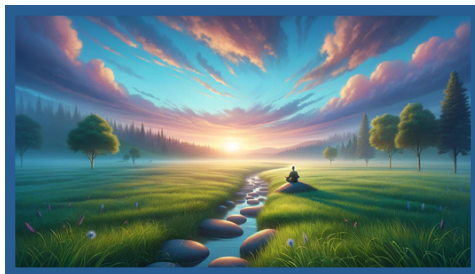


Career Experts Group Monthly Newsletter

APRIL 2024

"BREATHE EASY: NAVIGATING TOWARD RENEWED RESILIENCE AND CALM"

"The only way to make sense out of change is to plunge into it, move with it, and join the dance." - Alan Watts



Feeling overwhelmed by the daily grind? You're not alone. In today's fast-paced world, prioritizing well-being can feel like a luxury. But what if we told you it's the key to unlocking a happier, more fulfilling career?

This month's newsletter is your guide to unlocking well-being and building a career that energizes you. We'll explore practical strategies to combat job search stress, master the art of the graceful exit, and cultivate a powerful personal brand that sets you apart.

Whether you're a seasoned professional or just starting out, you'll find invaluable tips to manage your well-being and thrive in today's dynamic job market. Learn how to read job descriptions like a pro, highlight your unique value as an older worker, and even take guilt-free time off to recharge and return feeling refreshed.

So, take a deep breath and join us as we explore effective ways to prioritize your well-being and chart a course for a more fulfilling career journey.

Please make sure that our emails don't land in your spam folder by adding us to your trusted senders list: info@careerexpertsgroup.com.

For more career-focused information, insights, and inspiration, visit the Career Experts Group website at www.careerexpertsgroup.com.

IT'S OUR ANNIVERSARY!



Thanks to our loyal subscribers, we are celebrating the publication of our 25th Monthly Newsletter! Help us reach even more people by sharing this informative newsletter with colleagues, friends, and family.



We've got you covered wherever you are in your career journey.

[Receive "Your Career > Your Future" directly in your email.](#)

[Share your career questions with our experts.](#)

[Click Here to Submit Your Question!](#)

VOLUME 25

NEWSLETTER

HIGHLIGHTS

[Newsletter Editor: Denise Bitler](#)

Career Industry News/Trends

[WELL-BEING: AN ESSENTIAL PART OF LIFE AND WORK](#)

Job Finding Strategies

[HOW TO READ A JOB DESCRIPTION](#)

Career Advice

[JOB SEARCH STRESS: STEPS TO MANAGING AND MITIGATING IT](#)

Building Your Brand

[MASTERING CAREER RESILIENCE: UNLEASHING THE POWER OF YOUR PERSONAL BRAND](#)

Special Feature

[NAVIGATING A GRACEFUL EXIT: THE ESSENTIAL GUIDE TO PLANNING YOUR SEPARATION FROM A COMPANY](#)

Ask the Experts

[YOUR QUESTIONS ANSWERED](#)

Holiday Highlights

[STRESS AWARENESS MONTH & NATIONAL HUMOR MONTH](#)

Learning Tools

[CEG YOUTUBE CHANNEL](#)
[CEG RESOURCE DOCUMENTS](#)

Click on the CEG logo to visit our website



WELL-BEING: AN ESSENTIAL PART OF LIFE AND WORK

Over 30 years ago, when I began in the careers industry, we referred to our role as Life/Work Planning. Over time, our language changed to “work” first and then “life.” Whether we say “Life/Work” or “Work/Life” sets the tone for how we interact with our environment; how we say things *does* make a difference in how we feel and act.

Well-being is a more comprehensive term that comprises high life satisfaction, good mental health, a sense of meaning and purpose, and the ability to manage life’s curveballs.

Gallup identifies 5 universal, interconnected elements that shape our lives and are crucial for overall well-being. These elements provide a holistic view of what contributes to our well-being over a lifetime.

1. **Career:** Enjoying your daily activities and feeling motivated to achieve your goals.
2. **Social:** Having supportive relationships and love in your life.
3. **Financial:** Effectively managing your economic life to reduce stress and increase security.
4. **Physical:** Maintaining good health and having enough energy to get things done daily.
5. **Community:** Feeling engaged where you live, feeling safe, and having pride in your community.



Improving your career well-being involves several steps that can help you feel more engaged and satisfied with your work. Here are some strategies based on insights from Gallup and other experts:

1. **Find Purpose:** Understand why you work.
2. **Discover Your Passions:** Reflect on what you love to do, even if it’s outside your current job.
3. **Use Your Strengths:** Identify your unique strengths and talents and seek ways to use them in your daily work.
4. **Set Clear Goals:** Define what success looks like for you and set achievable goals.
5. **Seek Feedback:** Regular feedback from those you trust and respect can help you grow and improve.
6. **Build Relationships:** Strong workplace relationships can boost your well-being.
7. **Learn Continuously:** Embrace opportunities for learning and professional development.
8. **Set boundaries:** Communicate your needs and preferences to others, including your manager. Be willing to say no, and be cautious about overexplaining why you are saying it.
9. **Ask and give help:** Be willing to ask for help from your colleagues and your manager. Be willing to help others when they need it.

Career well-being is not just about the job you have, but also about how you approach your work and how it fits into your overall life. It’s a continuous process. You change. The world changes. Work changes.

HOW TO READ A JOB DESCRIPTION

by Elyse Pipitone

You may be surprised to learn that there's a right way and a wrong way to read a job description. How you interpret the qualifications and requirements can determine whether or not you should apply for the job – and whether you'll be considered for the position if you do apply.

According to a [LinkedIn Pulse article](#), 90% of candidates spend 30 seconds or less reading a job description before applying. An article by [ERE Media](#) (a website for talent managers) explains why this practice can be counterproductive for jobseekers and hiring managers alike. It states that many candidates are “looking at the job's title, a few of the prerequisite bullet points, and then deciding if the job is just enough of a fit before submitting their application. This leads to talent pools saturated with candidate quantity, not quality.”

At the same time, you don't need to satisfy ALL the requirements of a job posting. [TheMuse.com](#) suggests that you have at least 75% of the listed qualifications, since hiring managers may use job descriptions that are “more like wish lists than set-in-stone requirements.”

One more caveat: It's not enough to apply for a job because you like the company that posted it, or because the job title is the same as your current position. Take a few minutes to read job descriptions thoroughly, using the following guidelines for each section. You'll minimize the number of applications you submit – with better results.

THE INTRODUCTION/“ABOUT US” SECTION

Although this is the section many job seekers skip, it can provide a lot of insight into the company's culture, mission, and values. The style of the writing can also provide clues on the company's formality (or lack thereof), so that you can tweak your messaging accordingly. For example, if a company uses a conversational tone and puns, you can infer that the company doesn't take itself too seriously. Additionally, you can mirror that style in your resume's summary section and in your cover letter.

RESPONSIBILITIES AND QUALIFICATIONS SECTIONS

The main section of the job description usually consists of parts that explain the position and the employer's expectations. The order of the bullets and/or the repetition of certain statements communicates the employer's level of priority. The first few bullets or sentences featured are the items the employer most wants candidates to have or be able to provide.

- **Responsibilities/Duties/“What You'll Do”** entails what you'll be doing in the position and the main goals, priorities, and projects that you'll help the company meet or address.
- **Skills/Qualifications/“Who You Are”** is a list of employer expectations for you as a candidate. Understanding the difference between “Required” and “Preferred” is important here. **Required** means just that: the employer most likely will not consider someone who does not have at least 75% of items listed – with special emphasis on the top 3-5 bullets.

Preferred means that the employer considers the items as nice to have, but they're not a deal breaker. These could be things like industry-specific certifications, knowledge of certain computer programs, or second languages. These are not as important as the Required list. However, if you have one or more of these items, they could help differentiate you from other candidates, so be sure to pay attention to this section.

Continued on page 4

HOW TO READ A JOB DESCRIPTION (CONTINUED)

READING BETWEEN THE LINES OF A JOB DESCRIPTION

Sometimes employers use certain phrases in a job description to downplay the significance of their expectations and demands. Here are a few examples:

- **Must be a self-starter/Looking for rock stars** -> This company is less likely to provide training and support. They are looking for someone who can “hit the ground running” (another common phrase you might see).
- **Must have at least [X] years of experience** -> This company probably won't consider candidates with little or no experience in the role, even if they have transferable skills from other roles or industries.
- **Must have experience dealing with stressful situations** -> You can count on stress and high pressure being a regular part of your job.
- **Ability to handle and prioritize multiple projects at once in a fast-paced environment** -> You will be expected to multitask well and often, and deadlines/turnaround times may be short.
- **Ability to make intelligent and quick decisions when faced with unexpected occurrences or delays** -> In spite of your best efforts, things may go sideways, and it will be your responsibility to pivot and adjust.
- **Position will require working beyond traditional office hours including some evening and weekend hours.** -> If you are looking for a 40-hour-a-week position with work/life balance, look elsewhere.

USING GENERATIVE AI FOR JOB DESCRIPTIONS

ChatGPT and other AI tools can help you decipher a job description and identify the most relevant points. Try this prompt to help you identify the skills and experience that are Required, Preferred, “Nice-to-Have,” and other content Suggestions within a job posting.

This prompt works with ChatGPT 4 (paid), Gemini (free), Perplexity.ai (free), and Claude Sonnet (free). ChatGPT 4 and Claude Sonnet produce the best and most comprehensive results.

Prompt: I want you to act as a recruiter for me. Tell me 10 requirements and 10 preferred and 10 nice-to-have qualifications from this job description. Put it in a table format and label X-axis 1-10 and Y-axis Requirements, Preferred, Nice-to-Have, and Suggestions. Job description: “[copy and paste full job description”].

JOB DESCRIPTIONS AS A RESUME ENHANCER

Job descriptions can be a great resource for enhancing and leveraging your resume. You may find that there are certain acronyms, industry-specific jargon, or specific skills (especially soft skills) that are mentioned in the description. If these items are not in your resume, but should be, make sure to add them in.

RESOURCES

[Qualifications vs. Skills: Definition, Differences and Examples | Indeed.com](#)

[How To Read A Job Description Like A Recruiter! - YouTube](#) – by Recruiter Amy Miller

[How to Read a Job Description the Right Way | The Muse](#)

JOB SEARCH STRESS: STEPS TO MANAGING AND MITIGATING IT

A little bit of stress often gets us moving – but too much stress can prevent us from moving at all. When you are looking to change careers, there are many things you need to do: update your resume and LinkedIn profile, network with people, create a target list of companies you'd like to work for, apply to postings, write cover letters, etc. However, if you find yourself feeling overwhelmed, it's important to calm down and regain the clear-headedness that's needed to get those things done.

Here are three ways to begin the calm-down process:

1. **Shorten your to-do list.** When we can cross things off a to-do list, we get a rush of motivation from the feeling of accomplishment. However, seeing a list of items that won't get done that day can be discouraging. Take a cue from the book *The ONE Thing: The Surprisingly Simple Truth Behind Extraordinary Results* by Gary Keller: pick one thing on your list that you definitely can get done and focus on that one thing. Bonus points if you pick a project that, once completed, will make everything else easier or unnecessary.
2. **Reach out to others.** One of my favorite sayings as a school counselor was, "A problem shared is a problem halved." Don't feel you have to go it alone. Find someone to help you, or at least to listen to you. Sometimes hearing yourself verbalize what's troubling you can help identify solutions to the problem. Additionally, find ways to help others. Taking a break from your job search to volunteer and assist others can increase your own sense of well-being.
3. **Find things to be grateful for.** A lot of studies have discovered the positive effects of gratefulness on our well-being. (See links to articles below.) Creating a habit of identifying things to be grateful for can keep us grounded. Some people establish a dinnertime routine where everyone at the table shares something they are grateful for that day. This creates a system where people actively look for the positive. Others journal each night about the positive things that occurred during the day.

When I find myself getting stressed, I have three sure-fire methods to interrupt it:

- A. **Awareness.** Identify what you are feeling, and then give yourself permission to feel that way. For example, if I find myself worked up about something, I will often say, "I am angry, and that's okay!" Five minutes later, I'll be surprised about how the angry feelings have subsided.
- B. **Take a cue from Taylor Swift and "Shake it Off."** When I remember to "shake it off," I bounce around to the memorable refrain. It's amazing how much better I feel after that. And if you are more of a "Frozen" fan, start singing "Let it Go." There are tons of videos of youngsters singing this tune—watch one for inspiration!
- C. **Be in the Moment.** Anxiety lives in the past, and fear lives in the future. Stay present. Use the 5 Senses Exercise to bring yourself into the present moment by describing what you see, what you smell, what you are currently tasting in your mouth, what you feel as parts of your body touch a chair/the floor/etc., and what noises you hear around you.

When you are looking for a new job, the process can be stressful. Focus on making progress one step at a time (#1), and let others help (#2). If your anxiety is getting in the way, use the 5 Senses Exercise to get grounded in the present (C). Pick up on the optimism of Taylor Swift's song (B) and the positive things in your life right now (#3) and let that optimism forecast success in your job search.

Here are some articles on the benefits of gratitude:

- [The Neuroscience of Gratitude and Effects on the Brain](#). This article shows how gratitude can transform our lives and mental health, as backed by science.
- [Can Expressing Gratitude Improve Your Mental, Physical Health?](#) Discover how gratitude can improve sleep, mood, and immunity, while decreasing depression and anxiety.
- [Giving Thanks can Make You Happier](#). Harvard Health discusses how gratitude helps people enjoy better health and stronger relationships.

MASTERING CAREER RESILIENCE: UNLEASHING THE POWER OF YOUR PERSONAL BRAND

In the job marketplace, where change is the only constant, cultivating a robust personal brand has become a non-negotiable asset for professionals. In this article, we explain how a strong personal brand can help eliminate career stress and maintain calm amidst the waves of change in your professional journey.

THE FOUNDATIONS OF A STRONG PERSONAL BRAND

Your personal brand is the unique combination of your skills, experiences, values, and the way you present yourself to the world. It's not just a catchy LinkedIn headline or a polished resume; it's a living, breathing representation of your professional identity.

During career uncertainty, a strong personal brand serves as your anchor. It becomes the North Star that guides your decisions, positions you as an expert in your field, and makes you stand out in a sea of professionals. When you have a clear understanding of your personal brand, it becomes a source of confidence, enabling you to navigate the unpredictable job market with resilience and poise.

THE CALM AMIDST THE STORM: THRIVING DURING UNCERTAINTY

Amidst the uncertainties of corporate restructuring and layoffs, having a well-defined personal brand can significantly enhance your resilience and professional trajectory. Individuals who have invested in crafting a strong personal brand often find themselves better equipped to navigate through challenging times in their careers.

A robust personal brand acts as a shield against the turbulence of organizational changes. It positions you as a distinct and valuable asset in the eyes of employers and recruiters. By establishing a clear identity and maintaining an active online presence, you can attract opportunities and maintain visibility, even during professional upheaval.

While specific statistics and research provide concrete evidence of the benefits of personal branding, the fundamental message remains unchanged: cultivating and nurturing your personal brand is a strategic move that can help you thrive in the face of uncertainty. It serves as a cornerstone of your professional identity, ensuring that you stand out and remain resilient, regardless of external circumstances.

BUILDING YOUR PERSONAL BRAND: A STRATEGIC INVESTMENT

Crafting a personal brand is not an overnight endeavor; it's a strategic investment in your professional future. Here are key steps to fortify your personal brand:

- 1. Define Your Brand Identity:** Reflect on your skills, values, and unique strengths. What sets you apart from others in your field? Use these insights to shape your brand identity.
- 2. Create a Consistent Online Presence:** Leverage platforms like LinkedIn to showcase your expertise, share industry insights, and engage with your professional network. Consistency in your online presence reinforces your brand.
- 3. Seek Professional Development Opportunities:** Stay abreast of industry trends, invest in continuous learning, and showcase your skills. A dynamic skill set enhances your brand's relevance.
- 4. Build and Nurture Your Network:** Actively engage with professionals in your industry. Networking not only expands your opportunities but also contributes to building your brand through positive associations.

YOUR BRAND, YOUR SHIELD

Your personal brand is your constant companion, providing stability and confidence in the face of change. By strategically developing and promoting your personal brand, you enhance your career prospects and cultivate resilience to withstand the challenges of professional uncertainty. In the sea of change, your personal brand is the vessel that carries you forward. Invest in it wisely and let it be the beacon that guides you to success.

Special Feature

by *Jeanne Stoner*

NAVIGATING A GRACEFUL EXIT: THE ESSENTIAL GUIDE TO PLANNING YOUR SEPARATION FROM A COMPANY

Embarking on the journey of separation from a company can be emotionally taxing and uncertain. It demands not only a strategic approach toward your next career move, but also a focus on personal well-being and resilience.

Over the next few months, we are writing a series of articles and building an Employment Separation Resource Guide to help you manage your departure using the following 3-step process:



In this month's article, we are focusing on Step 1, how to PLAN for success when faced with job loss.

STEP 1: PLAN

ASSESSING YOUR FINANCIAL SITUATION

The first step in planning your departure is thoroughly assessing your financial situation. Create a detailed inventory of your savings, investments, debts, and monthly expenses. This analysis will help you gauge how long you can sustain yourself without a steady income and determine the necessity for immediate employment.

UNDERSTANDING YOUR SEPARATION AGREEMENT / SEVERANCE PACKAGE

Understanding the terms of your separation agreement and/or severance package is essential. These documents outline the details of your departure, including possible severance pay, confidentiality obligations, and the release of claims against the company. Review the documents carefully, possibly with legal counsel, to ensure that your rights are protected and that you are fully aware of your obligations and rights.

RESEARCHING UNEMPLOYMENT SERVICES

Familiarize yourself with the eligibility criteria for unemployment benefits in your state. Unemployment benefits can provide a temporary financial cushion, but it's essential to understand the application process, the required documentation, and the timeline for filing for benefits to commence. This knowledge will help you align your financial planning with realistic expectations. [Benefits.gov](https://www.benefits.gov) is a valuable resource for understanding unemployment benefits.

UNDERSTANDING YOUR EMPLOYEE BENEFITS

Navigating the landscape of benefits continuation after your employment ends can feel overwhelming, but armed with the right information and proactive steps, you can make informed decisions to protect your financial well-being and health coverage. Each benefit — from health insurance through COBRA, to retirement plans, life insurance, and beyond — has its own set of rules and deadlines.

Remember, the decisions you make during this transition period can have long-term implications for your financial security and peace of mind, so take the time to understand your benefits and act promptly to secure your future. By carefully reviewing your options, consulting with HR or plan administrators, and possibly seeking advice from financial professionals, you can develop a strategy that best suits your individual needs and circumstances.

Continued on page 8

NAVIGATING A GRACEFUL EXIT (CONTINUED)

LEVERAGING OUTPLACEMENT SERVICES

Outplacement is an employer-sponsored benefit that may be provided as part of a severance package to help terminated and laid-off workers move on to another job or career (ADP). Outplacement services can assist you with resume writing, interview preparation, career coaching, and job search strategies. These services can help you re-enter the job market more effectively and should not be overlooked.

During my time working in outplacement, I saw many people under-utilize their outplacement service offerings. If you don't take advantage of the outplacement services being offered you could be forfeiting a valuable service (companies pay anywhere between \$1,500 to \$10,000 per employee to offer these services, depending on the package offered and the employee's position.)

Reasons that employees may not take advantage of outplacement services include:

1. Employees may not be aware of, or fully understand, what outplacement services are and the benefits they can provide.
2. Some employees may view using outplacement services as a "sign of weakness" and decide to undertake a job search without additional support or guidance.

Studies have shown that outplacement services can significantly reduce the time it takes for individuals to find new employment. According to an INTOO Outplacement and the American Workforce study conducted in 2020 by The Harris Poll, job seekers who work with outplacement services report landing new jobs in just 11.5 weeks, which is 3 times faster than the national average. With this kind of support, outplacement services can be a valuable tool for transitioning employees while minimizing the stress of a job search.

NON-COMPETE CLAUSES: KNOWING YOUR RIGHTS

Be well-informed about any non-compete clauses in your employment contract. Such clauses can significantly impact your ability to work in your industry or start a new venture post-separation. Consult with a legal expert to understand the enforceability of these clauses in your jurisdiction and how you can navigate them without jeopardizing your career prospects.

HANDLING COMPANY TECHNOLOGY, POST-SEPARATION

Ensure a smooth transition by properly managing the return of company technology and access to your employer. Your company will need your laptops, mobile devices, access badges, and proprietary information returned to them. Clearing your personal data from these devices, while ensuring you return company property in good condition, reflects professionalism and respect for corporate resources.

CEG EMPLOYMENT SEPARATION TOOLS

The Career Experts Group has created impactful articles, resource guides, and videos featuring actionable strategies and insights that are designed to empower individuals facing layoffs. From building an emotional support network and completing a skills assessment, to defining your job search and crafting effective communication messages, each resource is curated to assist you through this transitional phase.

- Newsletter Articles (<https://www.careerexpertsgroup.com/monthly-newsletters>)
- Resource Guides (<https://www.careerexpertsgroup.com/resources>)
- YouTube Videos (<https://www.careerexpertsgroup.com/youtubevideos>)

To learn more, watch for our Employment Separation Resource Guide coming in May 2024.

ASK THE EXPERTS

I am returning to work after retirement. As a mature worker with a rewarding and successful career, how can I best market my value and overcome age bias? John M.

In today's job market, it's vital for seasoned professionals to leverage their experience with a strategic approach. The following steps and resources can help you highlight your valuable experience and position you effectively for success.

1. **Be Aware of “Dated” Email Platforms:** AOL, MSN, Hotmail, Netzero, and Yahoo email addresses can make you appear “old” or “outdated”. Consider creating a Gmail or Outlook email address.
2. **Be Sure You Have a Professional Online/Digital Presence:** Consider this, 87% of recruiters regularly use LinkedIn to find candidates. "The biggest mistake I see is older job seekers confusing privacy with invisibility," says Susan P. Joyce, an online job-search expert.
3. **Evaluate Your LinkedIn Profile Photo:** Unless you are a senior executive, board member, or are in a conservative field/industry, wearing a suit in your LinkedIn picture may make you appear outdated or out of touch. Consider dressing business casual.
4. **Highlight the Value You Bring as an Older Worker:** Older workers generally have a strong work ethic, can take advantage of reverse mentoring to overcome any technology knowledge gaps, have diverse and extensive institutional and industrial knowledge, and are more reliable and loyal.
5. **Speak to the Value of Multi-Generational Teams:** Multi-generational teams have been shown to be more productive on average compared to homogeneous teams.
6. **Don't Overdo Your Resume:** Don't include every job you've ever had. Generally you want to highlight recent achievements and focus on the last 10-15 years. If you have something truly significant from earlier in your career, consider adding an "Early Career Highlights" section that omits specific dates.
7. **Network Effectively:** Networking is not about collecting business cards – take the time to get to know people and what they do. Be a resource for others in your network. This builds trust and strengthens relationships.
8. **Don't Overthink the Job Description:** A job posting is often a wish list of what a company would love a new employee to have, but only a number of the requirements are really essential. Check out our How to Read a Job Description article for great tips.
9. **Allow for Salary Flexibility:** Temper salary demands. If an employer can't or won't meet your ideal salary, consider trying to negotiate for more or better benefits and non-monetary perks. Check out our Resource Guide “Salary Isn't Everything” to learn what things, other than salary, may be negotiable.
10. **Find the Right Company:** Look for companies with certifications like AARP's "Employer Pledge" program or the Age-Friendly Institute's "Certified Age-Friendly Employer" (CAFE) designation. Check out sites that focus on mature job seekers: AARP, Workforce 50, SecondAct Work, and CoGenerate.

Resources:

CEG Gig Work Resource Guide

CEG Lifelong Learning Resource Guide

CEG Job Search Strategies: Using LinkedIn Job Search Features Checklist Resource Guide

5 Professional Development Tips to Stay Relevant in the Workforce

5 Culture Fit Questions You Should Ask Before Taking a Job

What to Do When Your Boss Is Younger Than You

Resume Tips for Older Workers with Skills to Spare

Continued on page 10

SHARE YOUR CAREER QUESTIONS WITH OUR EXPERTS. CLICK HERE TO SUBMIT YOUR QUESTION!

ASK THE EXPERTS

It feels like the time I take away from work makes me feel more stressed when I return. How can I leverage my breaks and time off more effectively so that I can rejuvenate and return to work with more energy and a fresh perspective? Eliza T.

Feeling more stressed upon returning to work after a break is not uncommon. Here are some strategies to help you leverage your breaks and time off more effectively.

BEFORE YOUR BREAK

- **Plan Ahead:** Before taking time off, wrap up loose ends at work. Delegate tasks, set out-of-office messages, and provide colleagues with information they might need during your absence. Planning helps minimize the pile-up of tasks upon your return.
- **Set Boundaries:** Make it clear to colleagues and clients that you will be unavailable during your time off. Setting these boundaries helps reduce the likelihood of work intrusions during your break.

DURING YOUR BREAK

- **Digital Detox:** Limit your access to work emails and messages. Constant connectivity prevents you from fully disengaging from work stressors. A digital detox can help your mind truly rest and reset.
- **Engage in Activities that Refresh You:** Focus on activities that rejuvenate you or help you decompress, whether it's spending time with loved ones, pursuing hobbies, exercising, or simply resting. Activities that bring joy can significantly boost your mental and physical well-being.
- **Mindfulness and Relaxation:** Practice mindfulness, meditation, or yoga, which can help reduce stress and increase feelings of calm and well-being.
- **Schedule Fun and Rest:** Even if you intend to travel, plan for both fun activities and rest. Sometimes, the most rejuvenating breaks are those with a good balance of adventure and relaxation.

AFTER YOUR BREAK

- **Ease Back into Work:** Try to plan a lighter schedule for your first few days back. This can help you adjust to your re-entry more smoothly and catch up on phone calls and emails without feeling overwhelmed.
- **Incorporate Breaks into Your Routine:** Short, regular breaks can also help prevent burnout. Even during busy periods, try to take short breaks to step away from your work, stretch, or do a quick meditation.
- **Reflect on Your Break:** Take some time to think about what you enjoyed most during your time off and why. Knowing which activities rejuvenated you can help you plan more effective breaks in the future.

Remember, taking effective breaks is not just about the absence of work, but also about engaging in activities that replenish your mental, emotional, and physical energy.

RESOURCES

Headspace or Calm: Apps for meditation and mindfulness.

Trello or Asana: Project management tools that help organize and delegate tasks.

Meetup: Local groups or activities that match interests, a way to engage in new experiences, or find hobbies.

Insight Timer: A free app offering guided meditations and talks by mindfulness experts.

SHARE YOUR CAREER QUESTIONS WITH OUR EXPERTS. [CLICK HERE TO SUBMIT YOUR QUESTION!](#)

HOLIDAY HIGHLIGHTS

STRESS AWARENESS MONTH

by Vivian VanLier

Spring conjures up images of earth's renewal: blooming flowers, trees covered with fresh leaves, returning birds, and babbling brooks. Not a stressful image, right? However, April — the first full month of Spring — is also "Stress Awareness Month." Established in 1992 to bring attention to the negative impact of stress, this month promotes the understanding of stress, including its serious health implications, and suggests activities and strategies for coping with and minimizing stress.

Stress can stem from issues including work pressures, financial troubles, health concerns, and significant life changes. Recognizing the early signs of stress, such as sleep disturbances, irritability, and physical discomfort, is key to addressing it. Stress Awareness Month emphasizes the importance of identifying stressors and implementing effective management techniques.

Strategies for managing stress include:

- Mindfulness and meditation, which help maintain a calm and focused mind
- Regular exercise, which boosts mood through endorphin release
- Healthy eating, which can stabilize mood swings
- Effective time management to avoid feeling overwhelmed
- Building a strong support network for emotional support



Professional guidance is also recommended for those finding it difficult to manage stress on their own. Some valuable resources include:

- Mental Health America's [Stress Screener](#) and accompanying tips for managing stress.
- The CDC's article about [stress and stress mitigation](#)
- The National Institute of Health's fact sheet on [Stress Less for a Healthier Heart](#)

Stress Awareness Month plays a crucial role in bringing attention to the stress epidemic and the ways we can combat it. By understanding stress, identifying our stressors, and employing effective management techniques, we can lead healthier, more balanced lives. Let's use this month to reflect on our stress levels, make necessary changes, and move toward a less stressed society.



Continued on page 12



HOLIDAY HIGHLIGHTS

NATIONAL HUMOR MONTH

On a lighter — but not unrelated — note, April is also National Humor Month. Author and humorist Larry Wilde, director of the Carmel Institute of Humor, established this celebration in 1976 as a time to appreciate the joys and benefits of laughter and to celebrate the lighter side of life through various activities and humor-filled events.

Laughter is a universal language capable of bridging gaps between people, alleviating stress, and bringing a sense of happiness and lightness into our lives. It is well known that laughter can enhance our quality of life by promoting physical and emotional well-being. Research indicates that laughter can reduce stress, strengthen the immune system, improve heart health, and even increase pain tolerance. It triggers the release of endorphins, the body's natural feel-good chemicals, promoting an overall sense of well-being.

Furthermore, humor and laughter are instrumental in fostering strong relationships by enabling people to connect on a deeper emotional level, easing tensions, and resolving conflicts more amicably. In the workplace, humor can be a powerful tool to create a more engaging and positive environment. It can enhance teamwork, boost morale, and increase productivity. Employers and employees alike can integrate elements of fun and laughter into their daily routines, recognizing that a happy workplace is a more effective one.

Celebrating National Humor Month can be as simple as sharing a joke with a friend, watching a comedy show, or engaging in playful activities that make you laugh. Here are some activities you can do to honor National Humor Month:

- Tell a joke or act silly for just a moment every day. Humor is contagious. Be prepared to smile!
- Watch a funny movie.
- Attend a comedy show.
- Just clown around!
- Share the fun with someone who needs their day brightened.

For more ideas and information about National Humor Month, visit <http://www.humormonth.com/>.



I told my boss that three companies were after me, and I need a raise....

My boss asked, "What companies?"
I replied, "Gas, water, and electric company."

When your boss asks you to train your replacement



I will now be signing all emails with this disclaimer: On average, it takes me two days to overthink the best response to your email. You can ensure that I will reply to you in my head and forget to send you an actual reply. In the future, please save us both the stress on our mental health and avoid sending me any emails.

To err is human, to blame it on someone else shows management potential.

CHECK OUT A SAMPLING OF OUR GREAT INFORMATIONAL AND INSTRUCTIONAL VIDEOS.

SUBSCRIBE TO OUR YOUTUBE CHANNEL SO YOU NEVER MISS OUT!

CAREER EXPERTS GROUP
LET'S GET TO WORK ON YOUR CAREER!

**Everything You Wanted to Know About
Applicant Tracking Systems (ATS)
Part 2
- An Interview with Arthur Hughes**

 Denise Bitler
Resume-Interview
Success, LLC



 Laura Johnson
LLEJ Careers, LLC

CAREER EXPERTS GROUP
LET'S GET TO WORK ON YOUR CAREER!



**Rejuvenate, Renew,
and Reinvigorate**

Subject Matter Expert: Susan Chritton
Career Strategist for the Professional
<https://susanchritton.com/>

Interviewer: Denise Bitler
Resume-Interview Success, LLC
<https://resume-interviewsuccess.com/>

CAREER EXPERTS GROUP
LET'S GET TO WORK ON YOUR CAREER!

**Everything You Wanted to Know About
Applicant Tracking Systems (ATS)
- An Interview with Arthur Hughes**

 Denise Bitler
Resume-Interview
Success, LLC



 Laura Johnson
LLEJ Careers, LLC

CAREER EXPERTS GROUP
LET'S GET TO WORK ON YOUR CAREER!



**Brand Visibility,
Network Expansion,
and Career Agility**

Subject Matter Expert: Jacqueline Peros, CEO & Founder of JMP
Branding LLC

Interviewer: Laura Johnson, Owner of Laura LE Johnson, LLC

CHECK OUT A SAMPLING OF OUR INFORMATIVE RESOURCE DOCUMENTS.



**Understanding
Your Health
Insurance
Options**

Career Experts Group
www.careerexpertsgroup.com
info@careerexpertsgroup.com



**Job Offer
Negotiations**

Career Experts Group
www.careerexpertsgroup.com
info@careerexpertsgroup.com



**Lifelong
Learning
Resources**

Career Experts Group
www.careerexpertsgroup.com
info@careerexpertsgroup.com



**Social Media
Engagement
Checklist**

Career Experts Group
www.careerexpertsgroup.com
info@careerexpertsgroup.com

MEET YOUR CAREER EXPERTS GROUP



Denise Bitler - Resume-Interview Success, LLC
dbitler@resume-interviewsuccess.com



Elyse Pipitone - Blooming Careers Coaching
elysecareersuccess@gmail.com



Jacqueline Peros - JMP Branding, LLC
jmp@jmpbranding.com



Jeanne Stoner - Job Search Partner
jeannes.jobseachpro@gmail.com



Laura Johnson - LLEJ Careers LLC
laura@lauralejohnson.com

MEET YOUR CAREER > YOUR FUTURE NEWSLETTER CONTRIBUTING AUTHORS



Deb Squire - "Directions" Career/Life Transitions
deb@debsquire.com



Marie Eddy - Eddy Career Services
eddycareerservices@gmail.com



Vivian VanLier - Career Empowerment Coach
careerempowermentcoach@gmail.com

ALONE WE ARE UNSTOPPABLE.
TOGETHER WE ARE A POWERHOUSE!

[CLICK HERE TO READ THE CAREER EXPERTS
GROUP TEAM MEMBERS' FULL BIOS](#)

[CLICK HERE TO READ THE
YOUR CAREER > YOUR FUTURE NEWSLETTER
CONTRIBUTING AUTHORS' FULL BIOS](#)

Stay tuned for our May 2024 issue,
"Building Bridges of Respect: A Celebration of Civility in Our Daily Lives"