

# PRO WAY DEVELOPMENT

Connecting HR to Your Bottom Line



Pro Way Development

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Did you take all your vacation over the holiday season? Did you continually check in to voicemail and email? Research tells us that we need to get off the grid to be effective on the job. Most of us don't know how to silence our smartphones, taking calls and looking at emails evenings, weekends, on vacations and on the road.

Walk into any home, office, coffee shop, restaurant, airport or even theaters and most of the people are engaged with their cell phones, talking, texting, much of it work related

Read on to get tips on how to turn off at the end of the day so you are more productive when you are working.

## Always "on" is Hazardous

Recent articles in the NY Times, Talent Magazine and HR Magazine have all stressed the importance of taking time off work to be effective at work. Starting this year, one organization is allowing employees to have email automatically deleted while on vacation so they don't return to a flooded mail box. An out of office message tells the sender who is dealing with the employee's email. Other companies are trying "blackout" periods on evenings and weekends when employees are to turn off their smartphones. According to the Pew Research Foundation, being "on" constantly leads to decreased efficiency.

The pressing need we feel to always be checking in has led to an increase in distracted driving. The National Safety Council is urging businesses to ban employees from using hand-held or hands-free devices while on company business even in their own vehicle.



Companies may be held liable for employee accidents caused by distracted driving through a legal concept called "vicarious responsibility." The Occupational Safety and Health Administration has said that it will penalize companies requiring employees to text while driving.

Even distracted walking is becoming a major hazard. Last year about 1,152 people were treated in hospital emergency rooms for injuries that occurred while walking and using a cellphone or some other electronic device, according to the Consumer Product Safety Commission and this is likely a very low indication of the actual number of injuries.

## Pro Way Development

Pro Way Development is your outsourced Human Resources department. Our services include:

- Consulting services to manage employee relations issues
- Training to increase employee skills
- Advice on policies and practices to stay compliant
- Health and life insurance products to motivate your workforce

## About Laura Jacob

Laura works with companies to ensure that their business plan includes a plan to hire, manage and motivate employees to drive growth.

In addition to holding degrees in Psychology and Industrial Relations, Laura is certified as a Professional in Human Resources and a 6 Sigma Greenbelt.



## Help is Here!

With all the technology demanding our attention, the alternative is to work more smartly and use our days more competently. Would you, your organization or your professional association benefit from better time management skills so that you can turn off? What about more effective and efficient meetings? How to communicate more successfully with employees and clients?

Pro Way Development is your source for human resources and training and development. We help you assess your current practices and provide practical customized solutions whether it be training, coaching or better human resources practices.

Call 203.961.0227 to learn more about:

- Time tips for efficiency
- Meetings that accomplish goals
- Clear communication for better relationships

Call us for your complementary HR assessment to ensure your HR practices are driving your business goals

## Complimentary Business HR Assessment

An HR assessment is a tool that Pro Way Development has used with many employers to ensure they stay compliant with employment laws and ensuring your workforce is engaged and happy driving the business results you want to see.

### The benefit?

**Employees enjoy increased job**

**satisfaction and productivity leading to a better bottom line!**

**PRO WAY DEVELOPMENT**  
*Connecting HR to Your Bottom Line*

Thank you for thinking of Pro Way Development for your HR, Training and Insurance needs.

Sincerely,

*Laura Jacob*

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