



# National Associates, Inc.



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## Winter and Holiday Travel Tips to Melt Your Worries Away

It's no secret that winter and holiday travel can be the most stressful occasion. Especially when the hustle and bustle starts, people become distressed with long waits and unexpected delays. Check out how these tips can help you to become a smarter and happier traveler for your winter vacations.

### Winter Driving Tips: Easier and Safer Winter Road Trips

For road travelers, winter can also be the most dangerous time of year. Motor vehicle accidents involving bad weather, claim the lives of more than 6,000 Americans every year. The following tips will help you stay safe and a little less anxious on your next trip.

#### Have your car examined before you leave.

The last thing you want to worry about is your car falling apart, leaving you stranded far away from your home. Take it to your local auto shop for a quick once over, and make sure your tires are winter ready and properly inflated.

#### Be prepared for a change in course.

Become confident in knowing your route. Remember to keep the directions as well as appropriate state maps handy, in case you need to reroute your trip.

**Pack a winter safety kit for the car.** Don't leave without the essentials for a safe road trip—a cell phone (don't forget the car charger); ice scraper; tow rope and jumper

cables; sand or cat litter to aid with traction; blankets; flashlights; matches and emergency candles; first aid kit; portable radio; and a good book, in case you do get stuck.

**Make frequent rest stops.** Winter driving is much more fatiguing than in the summer, so you'll want to make time to stop and stretch your legs. Just a few minutes off the road will make all the difference in improving your alertness when you're back behind the wheel.

### Airline Travel Tips: Flying Doesn't Always Lead to Disaster

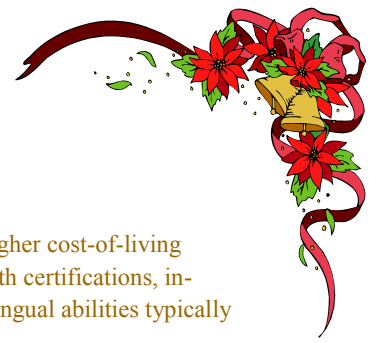
Can you feel your teeth grinding as you imagine flying to your destination this season? If you're traveling a great distance over the holidays, consider some of the simplest airline travel tips that can alleviate your worries.

**Pack as light as possible.** Since more airlines are getting stricter on baggage limits and weight allowances, packing less and lighter suitcases could save you money and time.

**Stretch your legs often.** If you find yourself in cramped quarters on long flights, there's a possibility you could develop Deep Vein Thrombosis (DTV), leading to blood clotting in your legs.

**Leave at least and extra hour earlier.** Give yourself more time than usual in order to anticipate the delays that could occur. Remember





## Where Are Salaries for Administrative Professionals Headed in 2015?

Your administrative salary certainly isn't the only key to your job satisfaction, but it does matter. In a survey by the International Association of Administrative Professionals, 46% of admins said they are paid less than they deserve. Whether you're entering job offer negotiations or pursuing a raise, knowing the current standards can help you earn an appropriate salary. According to the *Office Team 2015 Salary Guide*, salaries for administrative professionals are expected to increase an average of 3.4% in 2015. Many roles will see even greater improvements, among them:

- **Human resources assistants:** Their starting salaries are expected to increase 4.3% next year, to the range of 31,500 to 42,000.
- **Senior executive assistants:** Base compensation will be between 50,500 and 67,250 - an increase of 4.2%
- **Senior administrative assistants:** Starting salaries will rise 4.2%, to between 38,250 and 49,000.
- **Office/facilities managers:** Base compensation is expected to climb 4.1% to the range of 38,750 to 50,000
- **Medical executive assistants:** Their starting salaries will increase 4.1%, to between 40,000 and 56,250.

### A Little Office Humor

#### Things To Say If You Get Caught Sleeping At Your Desk

"They told me at the blood bank this might happen."

"This is just a 15 minute power-nap like they raved about in the last time management course you sent me to."

"Whew! Guess I left the top off the liquid paper"

Professionals who live in higher cost-of-living markets, as well as those with certifications, in-demand skills and/or multilingual abilities typically earn even more.

In addition to salary gains, you may also notice other components of the compensation package improving. To secure and retain the best professionals, many employers are trying to stand out by offering perks like flexible schedules, subsidized training, on-site services and additional vacation time.

To learn more about administrative salary trends visit [www.officeteam.com](http://www.officeteam.com)

### NAI 's Shout Out Corner

NAI would like to send a shout out to those who strive and put for the effort

Shout out to Chanda Bethea who was recognized by her department for outstanding achievement; Also, Canisha Green keep up the good work and continue to be a team player. New employees at Ginnie Mae, Hewi Elias and Brittany Diegel, welcome aboard. Thanks everyone for your hard work and effort put forth on a daily basis. Peace!

"This is one of the seven habits of highly effective people!"

"I was testing the keyboard for drool resistance"

"I was doing a highly specific Yoga exercise to relieve work related stress."

"The coffee machine is broken...."





# Laugh All the Way to Work


They say that laughter is the best medicine, but is it also a secret to workplace bliss? Experts certainly seem to think so. The British Psychological Society suggests that humor in the workplace can have a significant effect on the positive relationships between employees as well as the positive attitude in the office overall. Other studies featured by the American Psychological Association have shown that upbeat employees not only perform better but feel better about their jobs, increasing retention rates.

The benefits of having a positive attitude and outlook at work extend far beyond the workday grind. From graduation to retirement, the only location that rivals the time each person spends at the office is their bed. It is extremely difficult to maintain a fulfilling and stress-free life outside of work when eight to nine hours each day are spent in a negative office. US News reports that positive psychology experts have found that there are four crucial ingredients to a blissful workplace life, including hope, self-efficacy, resilience, and optimism. Each of these factors is dependent upon a positive outlook not only on life but on the job as well.

To foster more positive employees, administrative professionals must first take a positive approach to workplace problems themselves. Studies show that the tone of a workplace is set first by the most negative person in the office and second by the person in charge. The first goal of any professional seeking to achieve a more positive attitude in their office should be to target the negative naysayers and turn them into positive team players if possible. If this isn't an option, administrators may need to let go of a persistently toxic employee who is poisoning the general office culture.

Once you have the right people working together in the right ways, positivity tends to happen naturally. However, it is still necessary to maintain the momentum of an upbeat office environment. Happy employees tend to communicate better with one another, sharing information freely and making it easier for everyone to get the data they need to do their jobs. This can be accomplished through regular team building exercises and incentives that get everyone on the same page and rooting for the same team.

Another less obvious but equally powerful benefit of a positive workplace attitude is the ability to leave work at the door. It's difficult to maintain a high level of energy and enthusiasm while at work without taking time to decompress at home. To do this, professionals can focus on positive, encouraging thoughts throughout the workday. A positive professional is able to give their all while at work and completely let go of workplace drama while at home, getting rested and replenished for the next day. Wake Forest Baptist Health explains that the mind-body connection when it comes to positivity is strong. A positive outlook can not only improve performance at work, but lower blood pressure, significantly lower the risk for heart disease, lower stress levels, and even boost the immune system. It may seem simple, but positivity really is a manageable goal that can revolutionize workplace life



*Studies show that laughter reduces the level of stress hormones like cortisol, epinephrine (adrenaline), dopamine and growth hormone. It also aids in a stronger immune system as well as fewer physical effects of stress.*





*Happy Holiday's from everyone here at  
National Associate's Inc.*