



ADMIN PRO  
MAY - AUG 2023

# NEWSLETTER

EVENTS

ARTICLES

MISCELLANEOUS



When we give to others it activates the areas of the brain associated with pleasure, social connection and trust. Altruistic behaviour releases endorphins in the brain and boosts happiness for us as well as the people we help.

Write to us at :[dssp.71@gmail.com](mailto:dssp.71@gmail.com)

# SETTING BOUNDARIES

## Protecting yourself and thriving in your Assistant Role

The role of an Assistant often requires going above and beyond to please others and make a positive impression. However, without setting boundaries, this can lead to exhaustion, resentment, and even burnout. In this article, we will explore the importance of Setting boundaries: protecting yourself and thriving in your Assistant role and provide practical tips for implementing them effectively.

### Why do we neglect boundaries?

Many Assistants have fallen into the trap of being people pleasers without setting clear boundaries. The initial desire to make a great first impression and continually deliver exceptional results can quickly spiral into a situation where we are stretched thin, neglecting our personal lives, and constantly under pressure to do more. This pattern often leads to fatigue, irritability, and potential burnout.

## The value of setting boundaries

### Eight key reasons why it is crucial for Assistants to set boundaries:

1. Protecting your health: Ignoring boundaries can harm your physical and mental well-being.
2. Allocating time for yourself: It is essential to have dedicated personal time to maintain a healthy work-life balance and nurture relationships.
3. Maintaining control over your life: Setting boundaries ensures that your days are not constantly structured by the demands of others, allowing you to retain your sense of self and ambition.
4. Understanding Parkinson's Law: Work tends to expand to fill the time available. By setting boundaries, you can prevent work from seeping into every moment of your life.
5. Avoiding resentment towards work: Without boundaries, you may resent work as it infringes upon personal commitments and experiences.
6. Enhancing your professional image: Establishing boundaries demonstrates professionalism, self-respect, and a clear understanding of your role and responsibilities.
7. Take inspiration from Executives who set boundaries: Emulate the executives who prioritize personal commitments and have set schedules for work and personal activities.
8. Establishing boundaries with the people you support: Defining the boundaries with the individuals you assist can prevent overstepping and ensure a healthier working relationship.



## WHAT TYPES OF BOUNDARIES SHOULD ASSISTANTS SET?

### HOURS OF WORK:

While the nature of an Assistant role may require occasional flexibility, it is crucial to establish regular working hours and stick to them as closely as possible. Avoid consistently working long hours or sacrificing personal time.

– Taking regular lunch breaks is essential for recharging and maintaining productivity.

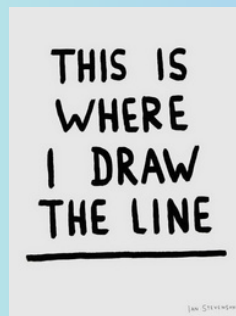
### SCOPE OF WORK:

Review your job description and contract to identify the tasks and responsibilities within your role. Be clear about what falls within your responsibilities and confidently say no to requests beyond your obligations.

– If unsure about declining specific tasks, seek guidance from HR or your line manager.

### TREATMENT AT WORK:

Reflect on how you are treated in the workplace. If you feel uncomfortable or disrespected, consider discussing the issue with your supervisor or HR to establish healthier boundaries and address concerns.



## HOW TO IMPLEMENT AND COMMUNICATE BOUNDARIES EFFECTIVELY

### TO ENSURE YOUR BOUNDARIES ARE RESPECTED, FOLLOW THESE TIPS:

- Communicate your boundaries regarding working hours and the types of tasks you are willing to undertake.
- Make your boundaries straightforward and consistent, avoiding exceptions as the norm.
- Use out-of-office messages during breaks to signal your availability and establish clear expectations.
- Practice conversations about boundaries in advance, particularly if you anticipate resistance from your supervisor or colleagues.
- Establish open and honest communication with your executive early on, discussing each other's boundaries and expectations for the working relationship.



Setting boundaries is essential for protecting your well-being, establishing a healthy work-life balance, and thriving in your Assistant role. By being clear about your boundaries and effectively communicating them, you can create a healthier and more productive work environment for yourself and those you support. Remember, boundaries are not a sign of weakness; they are necessary for your success and happiness in the workplace.



**Teamwork is  
seeing others  
strength as a  
complement to  
our weakness, not  
as a threat to our  
position or  
authority**





# DSSP | INDEPENDENCE DAY CELEBRATION

MONDAY AUGUST 14TH 2023

HOTEL MARRIOTT 3PM-6PM

DSSP celebrated Independence Day on August 14th at Marriott hotel. Registration desk was manned by Marilyn Lobo and Esther George. Members were delighted to receive beautiful embroidered hand bags at the entrance.

The event kicked off with the President, Christine D'lima (CD) who welcomed the members and handed over the mic to Barbara Dsouza (BD) & Esther George (EG) to host the event.



The National Anthem was sung along with a presentation, followed by Cake cutting. New DSSP member Jocelyn Fernandes introduced herself to the ladies. Flag hunt activity was carried out, it was a game similar to Egg hunting, 23 scrolls of flags were hidden all over the venue. The ladies had to find it amidst the energizing music that thrilled the ladies with enthusiasm while hunting. Sandra Sequeira was the winner with the most flags and was gifted with an Independence day Mug designed for this event.



We were delighted to add eight members in the Lifetime Membership Category, LM list below:

1. Dina Hazari
2. Zareen Dhatigara
3. Mani Bhadha
4. Meher Z Doctor
5. Mahrukh Billimoria
6. Gool Messman
7. Farida Vachha
8. Buneste F Mody
9. Arnawaz Kersi Billia
10. Piroja F Engineer
11. Roshni Shroff (Late)



This category was instilled in 2017 for senior members. This is the second addition, of members who have held their membership between 1976 to 1980. Annual subscriptions will not be applicable to them effective 1 January 2024. The next revision will be considered after three full terms, i.e. in 2029.

The Lifetime members present received their award certificates along with a delightful gift hamper. A group photo was clicked with the President and the LMs.

Next game was Chand Tara pinning, a plain flag outline on a chart was clipped on the white board and ladies were blindfolded, they had to pin the Crescent and Star, at the right point. This was played with 10 senior members who volunteered for it. The winner was Zareen Dhatigara who was presented with an Independence day Mug designed for this event.

A talk presentation was delivered by Guest Speaker Asma Inayat Ali who is a Humanistic Psychotherapist, Learning consultant, Transformational Coach and Communications Specialist. She enlightened the ladies with an interesting talk on "Nurturing minds, healing hearts: feeling good and functioning effectively", balancing life and work and taking out time for oneself. It was a refreshing session.

Next, the Ladies jogged their minds to fill up the Quiz sheets played as a Table group. The winners were Rufina, Sharon, Francesca, Maria, Antoinette and Pouruchishty Bhadha. A group photo was taken followed by Hi tea, that was relished by all!

Each table at the venue had a table tent titled with a National Hero, courtesy Marilyn Lobo. There was a photo frame based on Independence Day, courtesy Cheryl Mathew & Barbara Dsouza. Activities were well managed by the Games squad: Barbara Dsouza, Marilyn Lobo, Denise Dmello, Esther George. Hand bags and gift hampers by CD, awards certificates printing by Cheryl. Lively National songs played throughout made the event more fun and enjoyable.



**Marilyn Lobo & Esther D'souza**



**Hamper goodies for our lifetime members**



**Game winner Zareen presented with a gift**



**Ms. Asma inayat with EC**



**happy Members dressed brightly in green n white**



HI-TEA





# Improve your life with a new outlook:

<https://www.betterup.com/blog/positive-thinking-benefits>

## 10 benefits of positive thinking

When you're feeling down, the last thing you want to hear is that glass half full metaphor. What's that supposed to do for you?

It can seem like there are no positive thinking benefits in that moment. You're disappointed because you want the full glass. And you don't have it. Or, maybe you feel like your glass doesn't exist at all. It's broken, stolen, shattered, someone else's.

Angry, frustrated, disappointed, sad, afraid — you need to spend some time with those negative feelings. The key is to acknowledge them, then move on.

When someone tells you to "cheer up" or "think positive," it can seem pretty tone-deaf. Relentless positivity without reality rarely helps. That's why toxic positivity has given positive thinking a bad rap.

While it may not work any immediate miracles, positive thinking that acknowledges reality can benefit us all in the long run. Hope and growth are good for your health and wellness.

Some people are more optimistic than others, but that doesn't mean you can't learn to see the opportunities and silver linings in life.

What is positive thinking?

The first thing to know about positive thinking is that it doesn't mean that you ignore facts or logic or force yourself to have only positive emotions. That's not realistic.

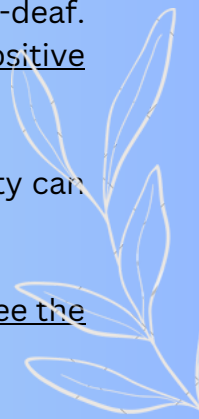
Positive thinking means that you approach negative news or stressful situations with a positive outlook. You're able to look beyond the crisis or setback rather than being consumed by it.

You may have to acknowledge and process the negative aspects, but you understand that you will get through it. You know that bad news doesn't mean the entire world is bad or that you will never experience goodness again.

A positive thinker assumes best intentions from others and interprets actions more favorably rather than jumping to negative thoughts and assuming the worst. A positive thinker can visualize good outcomes.

Positive thinking often starts with self-talk. The thoughts running through our heads never end. Some may be from clear facts and unbiased, but many have a positive or negative outlook. If you practice more negative self-talk and think about all the downsides, you're probably more of a pessimist. But that's not to say we can't change our behavior to adopt a more positive mindset.

It takes some effort, but after you practice consciously adopting a more positive approach, your brain will form new ways of thinking. Some optimists work hard to combat their negative emotions, but negative thought patterns can be changed with mindfulness and self-compassion.





# 10 benefits of positive thinking

## Why is it important to have a positive mindset?

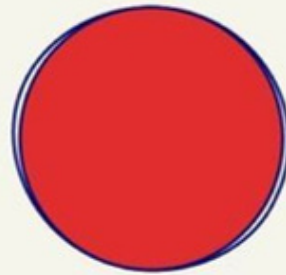
The power of positive thinking can impact your physical and mental health. The health benefits of positive thinking may surprise you, too.

Read over this list of 10 benefits that positive thinking can bring to your well-being, and think about how they could improve your life:

1. Better stress management and coping skills during stressful moments
2. Lower risk of depression
3. More resistant to the common cold and a stronger immune system
4. Decreased risk of heart attacks and heart disease
5. Lower blood pressure
6. Better problem-solving
7. Greater ability to adapt to change
8. More creative thinking
9. Consistent attitude with fewer mood swings
10. Stronger leadership skills

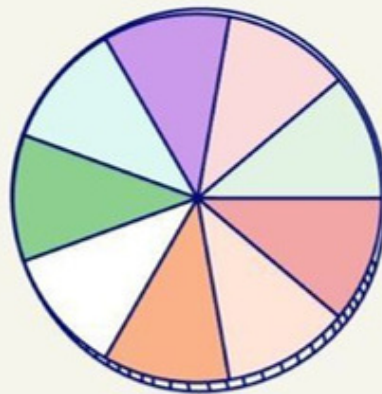


## What People Think Empathy Is



■ Feeling sorry for someone

## What Empathy Actually Is



- |  |   |
|--|---|
| ■ Sensing other people's emotions        | ■ Really listening to what others have to say |
| ■ Mirroring someone's feelings           | ■ Understanding another person's feelings     |
| ■ Imagine what someone is thinking       | ■ Imagining how someone is feeling            |
| ■ Identify how a person is feeling       | ■ Seeing things from another point of view    |
| ■ Feeling overwhelmed by others' tragedy |   |



Learning to stand in somebody else's shoes, to see through their eyes, that's how peace begins. And it's up to you to make that happen. Empathy is a quality of character that can change the world.

— Barack Obama —

AZ QUOTES



# Just Laugh

## POTATO BAG STRENGTH

An exercise for people who are out of shape: Begin with a five-pound potato bag in each hand. Extend your arms straight out from your sides, hold them there for a full minute, and then relax. After a few weeks, move up to ten-pound potato bags. Then try 50-pound potato bags, and eventually try to get to where you can lift a 100-pound potato bag in each hand and hold your arms straight for more than a full minute. Once you feel confident at that level, put a potato in each bag.



Looking forward to seeing you all there!