

Sharpen Your Professional Image



No matter what your job title is, you have to earn the respect of your colleagues, supervisors, and employees if you want to succeed at work. Here are some guidelines for ensuring that people take you seriously:

- **Fine-tune your appearance.** Pay attention to how others in your organization dress, especially upper-level executives, and model your style after that. Keep your hair neatly trimmed. Resist the temptation to dress too casually, even on “casual Friday.”
- **Take notes.** In meetings and when talking to managers, make a point of writing down the important points. This will help you remember what’s said, of course, but more important, you’ll show you’re paying attention and taking other people seriously.
- **Speak authoritatively.** Eliminate “uh” and “um” from your vocabulary. Don’t try to come across as an obnoxious know-it-all, but concentrate on speaking clearly. Good communication builds credibility.
- **Control your emotions.** Nobody wants to work alongside someone who’s always angry. Even extreme cheerfulness can be counterproductive—colleagues may think you’re not taking situations seriously. You don’t have to suppress your emotions entirely, but don’t let them take center stage all the time.
- **Stay organized.** A neat workspace shows that you’re efficient and detail-oriented. Clean it regularly, discarding what you don’t need and putting important items in the proper place so you can retrieve them quickly.
- **Be patient.** Time is a limited resource, but don’t obsess over speed. Impatience strikes many people as evidence of immaturity, so temper your urgency with understanding.

H
A
P
P
Y

N
E
W

Y
E
A
R

2
0
1
9

AVOID THESE MISTAKES WITH RETIREMENT FUNDS



One or two mistakes in handling your retirement money could mean paying a stiff penalty as you grow older. Whatever the state of the stock market, stay clear of some common mistakes:

- **Obsessing about market losses.** Focus on your long-term needs, not the daily ups and downs of the Dow Jones Average. Catastrophic events and long-term health care needs can cause as much damage to your nest egg as a shaky stock market.
- **Forgetting about inflation and taxes.** Your retirement savings may be a lot smaller than you think when you start factoring in the rate of inflation and the taxes you’ll have to pay when you start drawing out of it.
- **Not saving in the last years before retirement.** Just because you’ve got just a handful of years left before you retire doesn’t mean you should go ahead and buy that new Lexus. Some people are able to build up substantial savings in their last five years of work because they get serious about saving and investing.
- **Believing you can withdraw more than you really can.** If you rely on average annual returns on your investments to determine just how much you can withdraw, you could be drawing down your retirement fund faster than you should. Average returns are seldom steady. A safe rule of thumb: Count on a 3 percent rate of withdrawal.
- **Not planning for a long life.** Despite the dramatic rise in life expectancy in recent decades, many people still underestimate how long they’ll live. If you’re not thinking about longevity, you could tap out your savings much faster than you should. Look at the figures and add in at least a few extra years as you make your plans.

Quotes:



To make a decision, all you need is authority. To make a good decision, you also need knowledge, experience, and insight. — **Denise Moreland**

Successful people begin where failures leave off. Never settle for “just getting the job done.” Excel! — **Tom Hopkins**

The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things. — **Ronald Reagan**

It doesn’t make sense to hire smart people and tell them what to do. We hire smart people so they can tell us what to do. — **Steve Jobs**





Alvin Caballero, CPA
Caballero & Associates CPAs

The Main Street Accountant
... For all your main stream needs

228 Bridge Street
 Metuchen, NJ 08840
 732-902-2929
 info@caballerocpas.com
 www.caballerocpas.com

See What's Inside...

- 6 Common Misconceptions About Small Business Taxes
- Watch For These Missteps When Starting A Business
- Make Your Team More Innovative
- Sharpen Your Professional Image
- Avoid These Mistakes With Retirement Funds
- A New Year's Resolution For Fiscal Fitness
- Set Your Sights On The Right Target

A New Year's Resolution For Fiscal Fitness



Most New Year's resolutions revolve around getting fit. Although that frequently means losing weight, one area you want to fatten up is your money supply. Here are some simple resolutions for adding some healthy heft to your overall financial profile:

- **Pay down your mortgage.** You can save more than \$63,000 on a 30-year, \$200,000 mortgage by paying just \$100 more a month.
- **Save 10 percent.** Put aside 10 percent of your income for long-term investments and retirement

savings before paying any bills.

- **Track your expenses.** Record every dollar you spend, for at least one week. You'll get a clearer idea of where the money goes and what you can cut back on.
- **Energize your house.** Look for ways to make your house more energy efficient. You'll save on heating and cooling costs and help the environment.
- **Stay home.** Resist the temptation to eat out. Cook more meals at home. Instead of going to the movies, stream a video, read a book, or play a game with your whole family.
- **Don't rely on credit cards.** Credit card debt can eat up your savings and your future. Start reducing your debt, and don't buy anything on credit if you don't have the money to pay the bill off promptly.

Set Your Sights On The Right Target

Your organization won't grow unless you and your team are working toward goals. Setting the right goals, though—goals that will inspire and motivate—is crucial. Aim for goals that are:



- **Quantifiable.** You should be able to measure success in objective terms so everyone can see the value of your efforts.
- **Challenging.** If it's too easy, chances are your objective won't have significant impact on your organization.
- **Company-focused.** Set a goal that supports your organization's agenda, not one that just makes you or your department look good.
- **Realistic.** Although challenge is important, pursuing an impossible dream will result only in a morale-crushing letdown.
- **Flexible.** Don't back yourself into a corner. Although you don't want to adjust your goal to suit your results, be willing to modify your ambitions if circumstances yank your original objective out of reach.