

PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

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**New Year's
Resolutions to try
for 2020**

**Everything you
need to know
before engaging
in a workplace
relationship**

**The best places
to work in the
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**Top 40 signs
you're in an
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**Job Search
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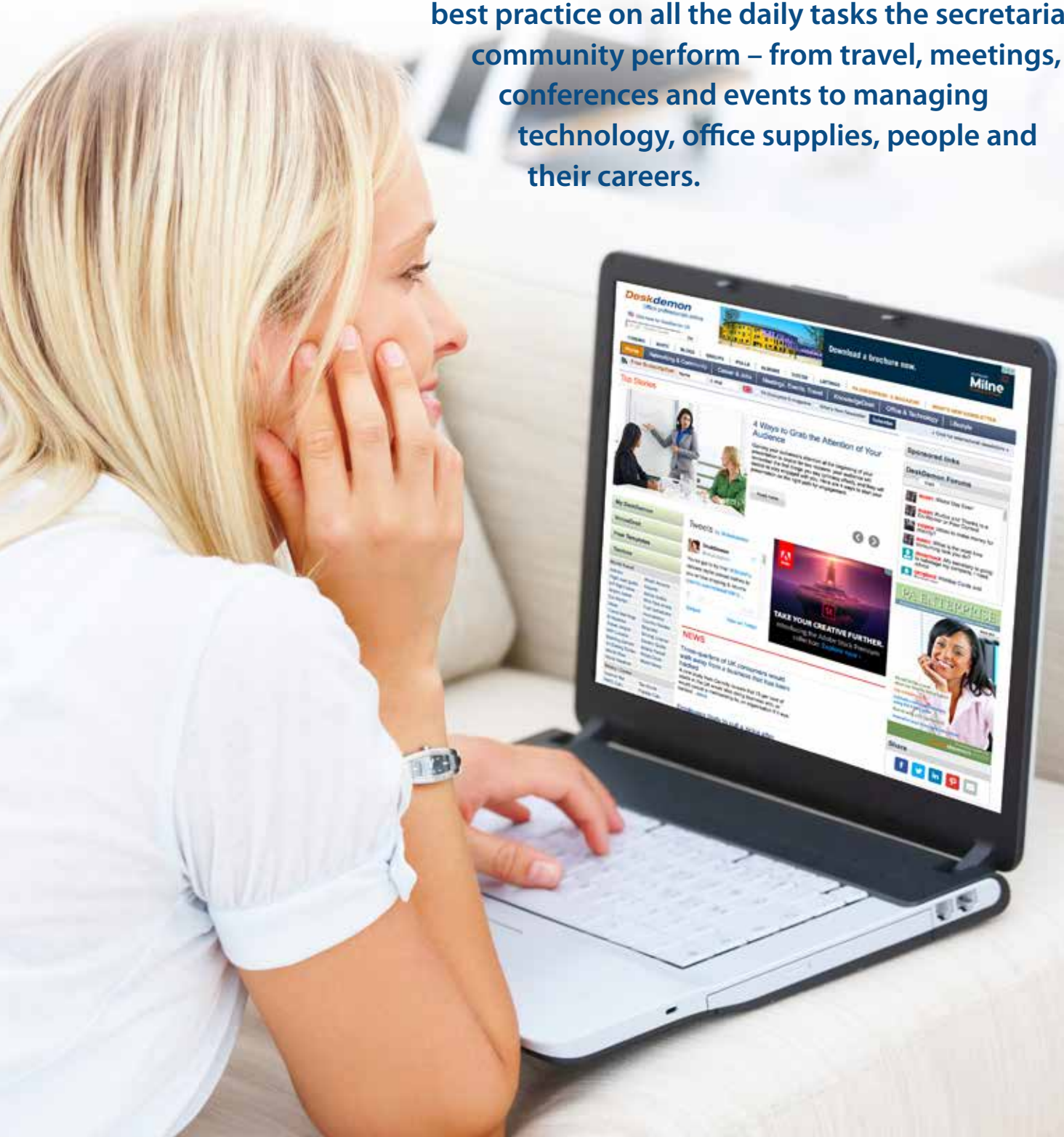
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New Year!*

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New Year's Resolutions to improve your time management

Time management coach Elizabeth Grace Saunders explains her surprising approach to having your most productive year yet.

You likely already have too much to do, too many goals, too many unfinished projects, and too many disappointments from this past year.

So as you look ahead to 2020, the idea of adding more seems kind of exciting but also a bit daunting. That's why as a time management coach, I recommend that you do the opposite. Resolve to do less, and experience your best year possible.

Less is more. Here are five resolutions to make it happen:

Do less

Take a good hard look at how you're spending your time and see what you can eliminate, or at least reduce, in your schedule. Here are a few examples, but anything that saves you time counts:

- Delegate something at work that someone else could easily do.
- Quit a responsibility such as a committee, club, or leadership position.
- Check social media less frequently or cut it out entirely. For many, it helps not to have the social media apps installed on their phone, so they can only check it from a computer.
- Look for other small ways to streamline tasks outside of work. Order groceries online. Get things resolved by phone instead of going into

a store. Buy items for a party pre-made instead of making them from scratch. Little choices like these can save you hours.

Resolution: I resolve to reduce activities that are okay uses of my time but that squeeze out the best uses of my time. I will not make excuses for myself like saying I don't have enough time for exercise or sleep when I'm spending an hour or more of unproductive time on my phone each day.

Know less

It's okay not to be up-to-date on everything. You don't have to have seen your friend's latest Instagram update or your colleague's LinkedIn post. And you don't need to read every story that shows up on your Facebook feed either. To cut down on these distractions you might:

- Turn off social media notifications on your phone or uninstall social media apps altogether.
- Unsubscribe from notification emails or newsletters you don't read regularly.
- Have a very boring page when you open a new browser tab. I have mine set to go to a simple Google search bar. No tempting articles requiring willpower to avoid.

Continued ►



Resolution: I resolve to be less aware of “interesting” things so I can be interested in and present for the people around me.

Care less

This one may sound a bit callous. And for the record, those who know me well would tell you that I’m a caring person. But to be that kind and thoughtful person for my friends and family and to serve my clients well—who I do care about—I can’t care about everyone who wants my attention professionally. What that means is that I say “No” a lot. Here are some ways I do this:

- I usually don’t respond to emails where someone I don’t know at all is reaching out to me to further their own agenda, which has no mutual benefit for me.
- I don’t feel an obligation to set up calls with people because they want to connect to talk. I will set up calls, when I can, with students or with individuals where our work is aligned and it makes sense to chat. But I have a strong aversion to sales calls masked as networking chats when I’m not interested in buying anything.
- I am available to my coaching clients Monday through Friday, during the day. I do care about my coaching clients and serving them well. But I don’t feel an obligation to be available 24/7. Being able to unplug from work in my personal time increases my ability to serve my clients well when I’m in the office.

Resolution: I resolve to care less about what others want me to do, particularly strangers, so that I can align my time with my highest priorities and take better care of the people closest to me.

Forget less

Once you turn your attention from the swirl of random input to the reality of your own life, you can start to really commit to showing up as

your best self. That includes being a person who remembers what they need to do and follows through on those commitments. Here are some ways that you can make that happen:

- Write down what you said you would do, if you aren’t completing a task right away. This could be writing the task in your calendar, task management system, or planner, or just on a piece of paper.
- Check said list and/or put reminders in your calendar or task management system.
- Give yourself time to follow through. I have big goals that I work on later in the day. But at the start of each day, I try to make time for the little tasks that I need to follow through on doing.

Resolution: I resolve to follow through when I say that I will do something. And if I’m not going to do something, I resolve not to make the commitment.

Regret less

It’s rare to look back over your year and to say, “Wow. I really wish I had spent more time answering emails.” But it is common to wish that you had really moved forward projects that were professionally or personally important to you; that you had taken time to do meaningful, fun activities; and that you had taken care of your health. Here are some ways that I avoid regret:

- I ask myself the question: Fifty years from now, which choice would make me happy? Asking myself that question is what gave me the courage to take a couple of weeks off at the beginning of 2019 to go on a once-in-a-lifetime trip even though it was a very busy season for my business. Fifty years from now, I wouldn’t remember the extra work, but I would appreciate having gone on the trip.
- I’m very conscious to intentionally connect with the people who are the most important



to me. Some of those individuals I have intentional connection time with multiple times a week, and others it looks more like once a month or once every few months. But I don't let friendships slip because I simply forgot to reach out. I have reminder systems in place; for instance, on the first of each month, I have a task in my calendar to be in touch with certain people.

- I know which professional projects are most important to me, and I'm willing to say "No" to any other requests that may keep me from accomplishing those goals. As a business owner, I know I have more freedom than is always possible as an employee. But even as an employee, you should be aware of your top objectives and have some serious discussions with your boss if additional projects would jeopardize what's most important to the business.

Resolution: I resolve to make choices both personally and professionally that will help me avoid regret at the end of the day, week, or year. That means paying less attention to my impulses in the moment and more attention to the person who I want to be.

Is it easy to do less? No. There will always be pressure to do more. But will it lead you to the best outcomes in the end? Yes. You'll thank yourself for it at the end of 2020.

About the author

Elizabeth Grace Saunders is the author of *Divine Time Management* and *How to Invest Your Time Like Money* and a time management coach.

The best places to work in the UK announced

Glassdoor has announced the winners of its 12th annual Employees' Choice Awards – its sixth in the UK – honouring the Best Places to Work in 2020 across the UK and eight other countries.

Unlike other workplace awards, the Glassdoor Employees' Choice Awards are based on the input of employees who voluntarily provide anonymous feedback, by completing a company review about their job, work environment and employer over the past year. Common themes among the Top 50 UK Best Places to Work in 2020 include work-life balance, a great culture, smart people and respect for and from leadership and senior management.

The Glassdoor Employees' Choice Awards feature ten distinct categories, honouring the Best Places to Work across the US, Canada, UK, France, Germany — and for the first time this year —

Brazil, Mexico, Argentina and Singapore.

In the UK, Glassdoor has revealed the 50 Best Places to Work (honouring employers with 1,000 or more employees). Winners are ranked based on their overall rating achieved during the past year. (Ratings based on a 5-point scale: 1 = very dissatisfied, 3 = OK, 5 = very satisfied.)

"This year marks the shift to a culture-first decade in the workplace. Glassdoor's Employees' Choice Awards winners are prioritising their culture and mission and putting employees at the heart of everything they do. In turn, their employees have recognised them as truly the Best Places to Work in 2020," said Christian Sutherland-Wong,





Glassdoor president, chief operating officer and incoming chief executive officer. "This year's winners stand out for providing exceptional career growth opportunities and encouraging work which is driven by impact and purpose. Congratulations go to all of the companies this year who stand out in the eyes of their employees."

"Workers are increasingly prioritising culture over cash and research consistently shows that culture is the leading driver of long-term employee satisfaction," said Dr. Andrew Chamberlain, Glassdoor Chief Economist. "That said, business leaders have quantifiable proof that culture is one of the smartest investments they could make for the success and longevity of their companies. However, being a culture-first organisation isn't about expensive perks, but about articulating a clearly-stated mission that resonates with employees' own aspirations and fuels their best performance."

Glassdoor's 50 UK Best Places to Work in 2020 list features winning employers hiring across a range of industries, with technology, hospitality, finance, insurance and construction leading the way. Google claims the top spot with a 4.5 rating; this is not the first time for the technology giant, it

ranked #1 in both 2015 and 2018.

Nineteen companies are newcomers to the UK list in 2020, including Equal Experts (#2), Topps Tiles (#9), Mace (#12) and AstraZeneca (pictured) (#41) – none of which have ever won a Glassdoor Best Place to Work award before. Twenty-nine out of the 50 companies are headquartered in the UK, of which thirteen are based in London.

The Top 10 Best Places to Work in the UK for 2020 are:

1. **Google (rating 4.5)**
2. **Equal Experts (rating 4.5)**
3. **Salesforce (rating 4.5)**
4. **Hiscox (rating 4.4)**
5. **Softcat (rating 4.4)**
6. **Abcam (rating 4.4)**
7. **Microsoft (rating 4.4)**
8. **SAP (rating 4.4)**
9. **Topps Tiles (rating 4.4)**
10. **Arup (rating 4.4)**

Top 40 signs you're in an unrewarding job

What is a rewarding or unrewarding job? It means different things to different people, but most of us would like to be able to put a green tick in the job satisfaction box.

Open Study College conducted research via OnePoll which has revealed that almost half of Brits are stuck in a 'boring or unrewarding job'.

2,000 employed adults were polled to find out more about how they feel about their everyday roles, and the results were surprising.

35% of those polled describe their work as 'soul destroying', yet nearly 6 in 10 said they had no plans for progression in their current role.

The research showed that a third of those who describe their current job as a 'dead end' confess

that they actually like it that way because it's steady and they never get in trouble. A quarter think they're unqualified for a more rewarding job, while 1 in 5 confess to being too lazy to change career. The knock on effect of this is that a significant proportion of those polled think that having a dull job has also made them less interesting outside of work.

While these are disappointing statistics and attitudes, all is not lost. Through distance learning, even disillusioned employees can boost their skills, qualifications and confidence at their



own pace – either by studying a work related course for career progression or a career change, or choosing a subject purely for enjoyment.

Open Study College CEO, Samantha Rutter, says: “We spend a huge amount of time at work so it’s important to be doing something you enjoy and get some satisfaction from. For some, picking up a steady paycheque is enough to keep them coming back year after year. But after a while, even a regular income seems to struggle to keep people engaged and excited about work.

“Sometimes simply learning a new part of the role or doing some extra training can really help boost what you get back from your job, making it feel like less of a chore.”

The top 40 signs you’re in an unrewarding job

How many of these can you tick? As few as possible, hopefully!

1. You’re bored
2. You start clockwatching by noon
3. It’s hard to get out of bed in the mornings
4. You’ve lost the passion
5. You are just in the job for the money
6. You call in sick... when you’re not sick
7. You’re out the door the minute your workday ends
8. You’re annoyed before you even get to work
9. You don’t care if you’re late
10. When people ask how your day at work was, you never have anything to say
11. You become easily irritated
12. You fantasise about having another – stress-free – job
13. Your productivity levels are constantly decreasing
14. You haven’t learnt any new skills at work in ages
15. You become stressed easily
16. You start to question your purpose within the business
17. You begin to question whether you are in the right field / look at jobs in different industries instead of finding a similar one to your current job
18. You’re constantly procrastinating
19. You don’t like the people you work with
20. You’ve signed up to job board alerts
21. Your ideas are not being heard/ valued
22. You have a bad work-life balance (finish work too late/often work overtime at home)
23. You haven’t had a pay rise in ages/ ever
24. You struggle to sleep worrying about work the next day
25. The commute annoys you
26. You stay up late because you don’t want it to be tomorrow
27. You do life admin during work time
28. You find yourself jealous of your friends’ jobs
29. You moan about the boss
30. You take full advantage of your hour lunch break
31. Ungrateful clients/customers annoy you
32. Colleagues get credit for doing loads of work when they don’t
33. You don’t make effort with your appearance
34. You don’t see your friends/family enough because you’re constantly tired
35. You struggle to keep on top of work load
36. You go for early/long lunches
37. You do more work than your boss/bosses
38. You’re constantly booking holidays
39. You don’t feel comfortable asking for a payrise
40. You get calls from the boss out of hours/at the weekend

45% of meat eaters plan to reduce their meat consumption over the next year, survey finds

According to a recent survey conducted by vegan cheese alternative producer MozzaRisella, over 45% of meat eaters are planning to reduce their meat consumption over the course of next year. The survey completed by respondents of various eating preferences has revealed that in addition to this, 49% of flexitarians are intending to further reduce meat going forward.





The multi-generational survey has highlighted that whilst veganism is often seen as a generational trend, the opposite is true. According to the survey, Generation X (those born between 1965 and 1979), are leading the way in veganism, followed by Millennials and Baby Boomers.

The key driver for diet choices are health and environment, followed by price and convenience.

16% of non-vegans would be tempted to switch to a plant-based diet if there were more plant-based options in restaurants, 13% could be convinced by having more tasty meat alternatives and 11% would consider switching if there were more comfort food options available.

Those who are already plant-based eaters, however, often struggle to find what they are looking for, both in shops and when eating out. Vegan cheese alternatives are the most difficult to find, with 30% of respondents stating that they can't find a healthy and tasty option, followed by the lack of vegan bakery products, fish and dessert alternatives.

Positively, consumers are becoming increasingly aware of where and how their food is being produced, with 39% fully and 45% somewhat aware.

Franco Vessio, Co-Founder of MozzaRisella said "More and more consumers are proactively avoiding certain ingredients, driven by medical reasons, healthier lifestyle choices, ethical or environmental concerns. Unfortunately, plant-based doesn't always mean healthy, as some ingredients might be chemically extracted. Here at MozzaRisella we are doing our best to keep all our products organic, cruelty-free and good for the environment."

About MozzaRisella:

MozzaRisella is a 100% plant-based and vegan friendly food brand which brings the very best of health, nutrition and quality from incorporating sprouting rice into their products. With 0% lactose, soya, gluten, artificial colourings, or flavourings, the brand provides 100% organic, vegan friendly, nutritious products from Italian rice.

Everything you need to know before engaging in a workplace relationship

HR Professionals say there are 'unwritten rules' which colleagues must take heed of.

By Sarah Young

With the average person spending 90,000 hours working over a lifetime, it's fair to say that many of us find ourselves spending more time with our colleagues than our family and friends.

So, it's not wonder our social and professional lives can so easily become entwined.

But, while workplace relationships can certainly help take the edge off the daily grind, it can also be damaging to your career.

Just ask Steve Easterbrook, who was fired as the British CEO of McDonald's after he broke company policy by engaging in a consensual relationship with an employee.

McDonald's, which forbids managers from having romantic relationships with colleagues, said that Mr Easterbrook had "demonstrated poor judgement" and its board of directors voted for his departure on Friday.

Joe Wiggins, careers expert at recruitment site Glassdoor, says that while there are no "hard and fast rules" about dating co-workers, people should be aware that it is a "risky business with potential consequences".

"The risk is magnified for senior leadership, especially CEOs," Wiggins says.

"There are some unwritten rules that people

should take heed of in order to be able to properly balance their work life and romantic life."

And yet, despite these risks, workplace relationships happen. In fact, according to a new study of 5,795 UK workers, more than one in five (22%) people met their partner through work, more so than through friends (18%), online dating (13%) or the traditional bar or club (10%).

The research, conducted by jobs board Totaljobs, also showed that the UK workforce has become more accepting of workplace relationships, with two thirds of workers (66%) admitting to having either dated a colleague or considered it, compared to a third (34%) who would completely rule it out.

The Totaljobs study highlighted multiple reasons workers would never consider dating a colleague, with 34% stating they don't believe romance and work mix.

Elsewhere, 31% said they would feel judged, while 17% feared being made fun of and 11% worried they could be discriminated against because of their workplace romance.

So how do you conduct an office romance without either you or your partner losing your jobs? Here's everything you need to know.



Learn about office policies on dating

The first thing you need to do when considering engaging in a workplace relationship is to check whether your company's policy requires you to report that you're dating a colleague to HR or your immediate manager.

"Some companies may frown on colleagues dating," Wiggins says.

"In order to avoid any future problems, find out the company policy from HR or the employee handbook. Don't wait until the relationship gets too serious to find out, as you may then have a difficult decision to make."

Liam Grime, an employment law and HR consultant at The ELAS Group, agrees, adding that employers are entitled to take precautions to

ensure workplace relationships don't negatively impact the business.

"Employers may want to introduce a Personal Relationships at Work policy to inform employees of the balance between their rights to a private life and the company's rights to protect its interest," Grime says.

"Employers may want to include a guideline in their policy that requires management be informed of any close personal relationships between employees so that they can review the situation in relation to possible interference with their work."

While imposing a complete ban on relationships between colleagues may seem unfair, Kate

Continued ►



Palmer, associate director of advisory at global employment law consultancy, Peninsula, explains that it is not illegal.

“This is not unlawful but can be challenging to enforce in practical terms and could, in extreme circumstances, be seen as an infringement of an employee’s human rights.”

Remain professional at work

Even if there are no restrictions on colleagues being in relationships, it is important to remain professional at all times while you are at work

Wiggins explains that this means couples who work together need to be mindful that they don’t bring relationship troubles into the workplace, spend time sending private notes to each other or engage in public displays of affection.

“At the same time, don’t date certain co-workers with the aim of getting ahead. Not only is this a sure-fire way to make a lot of enemies at work, even if you do get ahead, you won’t be doing so on your own merit,” Wiggins says.

“If you move up the company ladder because of a relationship, you might just find yourself going back down again once the relationship fizzles out.”

Palmer agrees adding that couples must ensure their relationships do not result a distraction from work that could leads to otherwise avoidable, and potentially costly, mistakes.

“Additionally, a romantic involvement between a manager and one of their subordinates may create perceptions of favouritism from other staff members, which can have a very detrimental impact upon overall morale,” she explains.

Don’t break the law

Kerry McGowan, managing director The HR Specialists, says it is absolutely vital that anyone engaging in an office romance ensures their feelings are reciprocated and consensual.

Each partner should not feel pressured to stay in the relationship and employees should be aware of what constitutes sexual harassment.

“Whether there are safeguards to protect

employees should be taken into account when writing a policy or giving advice," McGowan says, adding that protecting junior employees and managers from more senior managers when relationships go wrong should also be a priority for employers.

Be realistic

When you mix and mingle your love life with your professional life, it can cause unwanted and unexpected drama if it's not handled the right way.

With no guarantees that any relationship is going to last forever, Wiggins states that workers need to be realistic about their situation, and be prepared for a breakup, just in case.

"How are you going to handle dealing with this person at work every day if you are no longer a couple?" Wiggins asks, "Will one of you be willing to move to a different department in order to avoid one another if you can't get along? Are these even things that you want to deal with in the first place?"

Be honest

Should you still tell your boss about a workplace relationship even if the company doesn't have a policy? While you don't have to make a written declaration of undying love, Wiggins suggests that couples intending on entering a serious relationship should explain who they are seeing and that they won't let it affect their job.

"It is better that management hear it from you instead of through the office rumour mill," he says.

"You don't have to go into great detail about your relationship, but it is common courtesy to tell your boss what is going on, and that the relationship is not going to interfere with your performance on the job."

McGowan agrees, adding that much of this honesty relies on management being clear with employees about the standards expected and to also stand by them themselves.

"We all know that many people find their life partners at work, because of the amount of time we spend at work and that will continue," McGowan says.

"Companies/organisations therefore, need to be clear and communicate the standards expected. Unfortunately, not even chief executives can operate outside expected standards and guidelines."

Know your rights

Workplace relationships should be handled with care and sensitivity in the interests of all concerned, and while employees have the right to reshuffle duties should a romance blossom between a manager and their subordinate, it is unlawful for a company to treat men and women differently because of their sex.

As such, if just one person in a heterosexual relationship is asked to leave their position they may have grounds for a sex discrimination claim.

"Any action employers take against employees who breach company rules relating to office relationships should be executed carefully and inline its policies," Palmer says.

"Crucially, any decision on disciplinary or dismissal should not be based on any discriminatory factor, such as gender or sexual orientation. Depending on the severity of the situation, dismissing the employees in question may be seen as an overly harsh response to the issue and could cause more problems in the long term."

Furthermore, your entitlement to a private life is protected by the Human Rights Act 1998, which means that you can be fairly open if you're having a relationship with someone at work without fear of being dismissed.

The European Convention on Human Rights, which is incorporated into UK law, states that everyone has the right to respect for their private and family life subject to a few limited exceptions.

Job Search Trends 2020

It's human nature to speculate and look ahead. With the job market being so competitive, it's important to keep track of the major job and hiring trends.

Glassdoor.com recently published a report about trends for 2020. Many of these trends are worth further discussion, so let's dive in!

Smartphones Will Play A Larger Role In The Job Search Process

Well, since we already do everything else on our phones, we might as well search for and apply to jobs on them too.

Using smartphones and mobile devices to search for jobs is nothing new, but applying for those jobs on these devices is something that has become more common in recent years.

The downside to this, as Glassdoor reports, is the fact that not every employer's system is mobile-friendly, which results in them missing out on talent because some job seekers will give up on their applications out of frustration.

The good news is, many employers are expected to invest in making their sites more mobile-friendly in the coming years. In the meantime, use caution if you're using a mobile device to apply for a job or stick to a computer.

Companies May Be More Willing To Hire Baby Boomers

At Work It Daily, we often address the issue of experience discrimination, an issue where baby boomers struggle to get employment opportunities because millennials have enough relevant experience to be just as valuable, but at less of a cost.

While this is a tough challenge to overcome, there is hope. Because the pool of baby boomer

employees has grown so significantly, employers are starting to change their views on the 65 and up demographic.

Older workers bring with them a wealth of institutional knowledge and professional contacts and it's believed that having a mixture of all ages in the workforce is good for diversifying the workplace culture, as all generations can learn from each other, according to Glassdoor.com.

Those in the 65+ demographic are also showing more willingness to upskill and learn new technologies, which is good because even if companies are more willing to hire baby boomers, they still face an uphill battle.

Artificial Intelligence Will Get A Seat In Upper Management

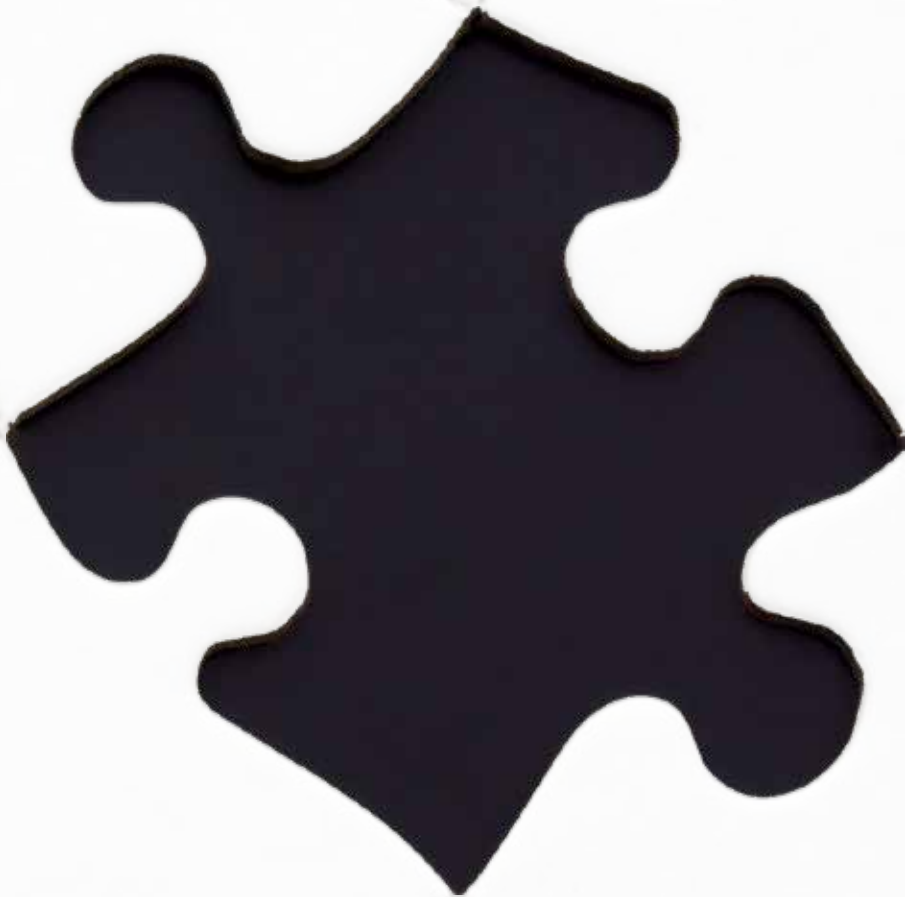
The robots are taking over!

Okay, maybe things are not that dramatic, but it has long been known that some jobs could be in danger of automation.

There now may be room for artificial intelligence in management.

While no one is declaring that management positions are in danger of being taken over by robots, there is more opportunity for AI to be incorporated into management, according to Glassdoor.com

There are already AI algorithms in place that could take over some routine, administrative tasks from management, such as planning, communications, budgeting, payroll, and performance reports, to name a few. If more of these administrative tasks



are assigned to robots, companies could then redefine the roles of their human management structure.

In many of these cases, it may not be about replacing a person, but rather making better use of their time.

Workplace automation is certainly a trend worth watching in 2020 and beyond, because there's still a lot unknown about what its ultimate impact will be.

Employers Will Prepare For A Potential Recession

Potential recession!

You may be tired of hearing about it by now. You may even consider it to be like "The Boy Who

Cried Wolf." But, we ensure you, the concern is real.

Economists have recently highlighted various historical economic indicators pointing towards a possible recession in the immediate future.

Employers are going to prepare for a potential recession by looking into how they may have to adjust their hiring and recruiting practices, according to Glassdoor.com

If employers are preparing for a potential recession, you need to be too!

For the employee, a recession means mass layoffs, fewer jobs, more competition for jobs and less job security.

It's important to watch the news, keep track of the economy, and closely monitor the health of your industry and company.

This may not be the most comfortable topic to think about, but there are things you can do to prepare your career for a recession.

[Aaron Sanborn workitdaily.com](https://www.workitdaily.com)

Future jobs: discover the top 10 jobs likely to be in demand for the next 10 years

Innovation experts Nesta have published a report which reveals which jobs will be most in demand in 2030. It reveals the skills and experience recruiters will look for now – and in the future.

Considering factors such as automation, urbanization and an older population, it paints a picture of what the job market will look like in the next 10 years and beyond.

So, find out if your job's cushy or if it's time to retrain for future success. Here are the 10 best careers to go into.

Innovation company Nesta has just published a report which reveals what the job market will look like in 2030. Here's what experts reckon will be the most in-demand jobs for the next 10 years – and beyond.

1. Teachers

The future workforce will need a wide knowledge base as well as specialist skills. That means we'll need people to teach subjects such as English language, history and philosophy to prep candidates for future jobs.

In the Nesta report, Teachers and other public sector jobs fare well against the threat of automation. Robots can't get their pincers around interpersonal skills just yet.

2. Sports Therapists

Millennials are more likely to hit 24-hour gyms than nightclubs. So, we'll need Personal Trainers to crunch their cores, Sports Therapists to ease strained hammies and Nutritionists to advise on

which protein shakes to gulp down.

3. Artisans

Shoppers will pay extra for local, authentic and specialist products and services. That means artisans such as Coffee Roasters, Butchers and Barbers will help revitalize high streets.

4. Skilled Tradespeople

Automation will impact manual work jobs. But looking at how long it takes that Toyota robot to pour a glass of juice, tradespeople are safe for now. The study shows that skilled tradespeople such as Joiners, Glass Makers and Home Decorators will have work for at least the next 10 years.

5. Hospitality and Catering Professionals

As people crave new dining and flavor experiences, the food and drinks industry will boom. Chefs, Bartenders and Baristas tick the most in-demand skills for future employment: with originality, flexibility and management skills.

6. Engineers

More and more people are moving to cities to work and live. To accommodate them, we'll need Electrical Engineers to wire our smart homes, Civil Engineers to design our roads, Software Engineers to connect streetlights to the internet,



and Environmental Engineers to power them when oil runs out. But it's Sales Engineers, with in-demand technical knowledge of the goods and their market, who come out on top in the survey.

7. Healthcare Professionals

As people live longer, we'll need Doctors, Nurses and Physiotherapists to look after us. But as medicines and living

conditions improve, chances are we'll live our golden years in good health. Counsellors will help us learn, work and stay culturally aware in our 80s and 90s. And Care Workers will rig up the wearable technology to monitor heart rates, blood-glucose levels and sleep patterns.

8. Veterinary Nurses

It's not all about us. With 44% of UK households owning some form of pet, it's logical that we will need people to look after our furry friends, too. The skills of Veterinary Nurses will be in demand for at least the next 10 years.

9. Salespeople

Salespeople have the originality, flexibility and management skills recruiters will look for in the future. And as urbanisation continues and high-street stores revive, shoppers will want to talk to actual, real people. Bad news for self-checkout bots.

10. Creatives

Flannel-shirt wearing creatives are safe – for now. Designers, Marketers and Writers will benefit from new digital technology and easy access to roles. They'll get creative with roles, too. Game Designers, for example, have systems skills to show societies how to thrive with new technology.

New Year's Resolutions to try for 2020

Lose weight. Quit social media. Cut out alcohol completely. Blah blah blah snoozefest. These are all good goals, don't get me wrong. But we set the same New Year's resolutions every single year and then... never really stick to them. So, for 2020, why not shake things up a bit and try creating resolutions of a different variety?

By Megan Grant parade.com

Work out to feel good, not be thinner.

Instead of obsessing over the scale, obsess over how amazing you feel since you started being more active. Numbers don't mean much.

Stop gossiping.

Don't be that person. Spread positivity.

Give one compliment a day.

You never know—it just might make that person feel a whole lot better.

Go a whole day without checking your email.

Nobody's going to die. It can wait until tomorrow.

Do Random Acts of Kindness

Help or cheer up a random stranger, for no reason other than to make people happier.

Read a book a month.

Haven't you heard? Reading is good for your brain, it can reduce stress, and it can improve your memory and concentration.

Go someplace you've never been.

Step outside of your comfort zone and do something daring. It's good for the soul and

forces you to learn new things.

Clear out the clutter.

Clutter is literally bad for your health. Research says it stresses you out. Make 2020 the year of organization and cleanliness.

Turn off your phone one night a week.

You're sleeping anyway. You don't need it!

Reduce your waste.

Some research says that the average American produces over 2,000 pounds of trash every year. Gross. Reduce your waste by ditching paper towels in favor of rags you cut up from old towels and clothes. Another easy switch is reusable grocery bags. It makes a difference!

Volunteer.

Not only is volunteering good for your own mental and physical health, but you're doing something kind and selfless for others.

Travel on a small budget.

"Traveling on a budget is all about flexibility and being willing to sacrifice a bit of comfort and luxury in favor of seeing the world and the life-

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changing experiences that travel comes with," says Eli Solidum, The Partying Traveler. "A lot of people have the idea that travel needs to be luxurious and holidays need to be expensive for them to be fun. My experience over the last three years of budget backpacking says otherwise."

Write down one thing you're grateful for every night.

End the night with gratitude and you'll feel better when you lay your head down on your pillow.

Drink more water.

You've probably heard that your body needs it. 75 percent of us are chronically dehydrated. Drink up!

Take some of your paychecks and put it in savings or investment.

Even just a small percentage can really add up down the line. Plan for the future and don't be silly with your money.

Stop multi-tasking.

Multi-tasking can lead to memory problems, it reduces our brains' grey matter, it hurts productivity and efficiency, and it can even increase stress, anxiety, and depression. Focus on one thing at a time.

Talk to yourself with kindness.

We aim to be nice to others but then criticize ourselves relentlessly. Stop! Think nicer things about yourself.

Walk to a colleague's office instead of emailing them.

We sit entirely too much, and the Mayo Clinic says sitting can be as deadly as smoking and obesity. Not good.

Don't buy things you don't need.

Bad habit. We love to spend money even if it's for no good reason. Don't need it? Don't buy it.

Keep a journal.

The University of Rochester Medical Center says that journaling can help battle anxiety, stress, and depression. Even if you write only a few sentences, you can reap the benefits.

Clean out your car.

It's so easy for it to become trashed, especially if you drive a lot. Spot clean as you go so that your ride is always looking sharp.

Put your bills on autopay.

If this won't put you under any financial stress, do it! It's one less thing you have to think about and you'll never pay late fees again. Win-win.

Take the stairs.

It's good for your caboose.

Go to the dentist when you're supposed to.

Your oral health can actually have an impact on things that are happening in other parts of your body, like your heart and lungs.

Continued ►



Be kind on social media.

Don't let hate or bullying be motivation for interacting on social platforms.

Let go of grudges.

Wouldn't it be nice to start 2020 with a clean slate? Leave hate behind. Anger is so 2019.

Stay in touch with the people who matter.

Even a quick call, text, or email can make a world of difference.

Try a totally new restaurant.

Go on. Be adventurous. Get that strange sushi roll or try the Indian restaurant that just opened up down the street.

Join a club or Meetup.

Make new friends. See new people. Do new stuff. Let yourself blossom in 2020.

Travel somewhere without posting about it on social media.

"No status updates, no photos... just go on vacation and not tell anyone," says travel writer Reannon Muth. "That might seem silly but in a world where 'it didn't happen unless you post it about it on Instagram,' it can be a challenge to resist the temptation to post that sunset beach

photo or poolside cocktail selfie."

Bring a plant into your home.

They might help reduce your stress and improve your productivity.

Sanitize your personal belongings.

Mobile phones might be the dirtiest things we touch all day, with 25,127 bacteria per square inch. Nasty.

Start one new hobby.

Bonus points if it's something you feel like you're not good at.

Buy less plastic.

It's polluting our oceans, destroying the earth, and hurting animals. Be more aware of what you're buying.

Send handwritten letters.

Nobody does this anymore, and it's such a thoughtful, genuine gesture. Make somebody's day!

Donate clothes you never wear.

We tend to hang onto stuff "just in case." If you haven't worn it in a year, give someone else the chance to.

Pay off your credit card every month.

And if something is so expensive, you think that you won't be able to? Don't buy it.

Avoid people who complain a lot.

It doesn't matter how positive a person you are. Negativity spreads, and it will impact you. And on a similar note...

Remove negativity or anything that makes you feel lousy.

Even things like super sad movies or news sources that just upset you.

Wear sunscreen.

The sun can do damage even when you're driving in the car. Make SPF your new best friend.

Cook more.

It's therapeutic, and you'll probably end up with something pretty darn delicious.

Get a Real Haircut

Some of us are so attached to our hair — literally and figuratively. Chop off a few inches. You might feel like a new person.

Do Something That Scares You

Whether it's skydiving or even just singing karaoke at a crowded bar, in 2020, practice a little bravery.

Make Your Bed Every Morning

Making your bed helps you accomplish something first thing in the morning and thus starts your day with success.

Stay on Top of Your Inbox

Is the number of unread messages creeping up on you? Stay on top of it and aim to clear your inbox out throughout the week.

Try Guided Meditation

Meditation offers a whole host of science-based benefits, including reduced stress and anxiety and improved memory and attention span. Try an app like Headspace.

Stretch It Out

We spend so much time sitting and staring at our phones, all hunched over. Loosen up those tight muscles with even just five minutes of stretching each day.

Craft Something Yourself

Even if you're not the most artsy, DIY-type of person, the satisfaction you get from making something with your own hands is undeniable. It can be as small as a candle or as big as a coffee table.

Go to Bed Happy Each Night

"Never go to bed angry." It's a cliché, but it's true. Aim to start and end each day with happiness and gratitude.

Spot Clean as You Go

Overwhelmed by a filthy house you have to clean from top to bottom each weekend? Simple solution: Clean as you go. Wash dirty dishes after each meal and wipe down toilets and countertops throughout the week. Easy peasy.

Talk Less, Listen More

Good things happen and you learn and notice so much when you spend more time listening.

Whatever Your Goals Are, Write Them Down

People who write down their goals are 42 percent more likely to achieve them. Whatever you want in 2020, commit it to paper.