

# JOB MARKET

THE BIGGEST RECRUITMENT PUBLICATION IN CENTRAL NEW ZEALAND

ACCOUNTING.....	6
ADMINISTRATION.....	6
CAREER DEVELOPMENT & TRAINING.....	7
CONSTRUCTION & PROPERTY.....	6
CUSTOMER SERVICES / CALL CENTRE.....	6
EDUCATIONAL VACANCIES.....	C14
ENGINEERING & SCIENCE.....	6
GOVERNMENT.....	4-5
HEALTH APPOINTMENTS.....	7-8
HOME HELP AVAILABLE.....	2
HOME HELP WANTED.....	2
HOSPITALITY & TOURISM.....	8
HR & RECRUITMENT.....	4

IT & TELECOMS.....	7
KEY APPOINTMENTS.....	2-4
LEGAL.....	4
MANAGEMENT.....	7
MANUFACTURING.....	2
MEDIA / ENTERTAINMENT.....	6
PART TIME VACANCIES.....	7
RETAIL.....	6
SALES.....	15
SITUATIONS VACANT.....	C14-C15
SITUATIONS WANTED.....	3
TRADES & SERVICES VACANCIES.....	C15
TRANSPORT AND LOGISTICS.....	3

Section

G

www.dompost.co.nz

## TEMPS

Sometimes the best things in life are only available for a limited time...

If you are skilled and experienced, we would like to hear from you...

- Personal Assistants/Secretaries
- Legal Secretaries
- Minute Secretaries
- Receptionists
- Administrators

Phone the 'Temp Team' or email your CV to mailbox@gbl.co.nz



Call 472 0140 www.gbl.co.nz

In a world where nothing seems to last, we're the exception.

For a partnership that's built to last call 0800 DRAKE1.

DRAKE OUTPERFORM drakeintl.com

TO ADVERTISE in this space

CALL 04 474 0453 or email recruitment@dompost.co.nz

\*Terms & conditions apply

THE DOMINION POST

# Your life – get the big picture

Hard times are the best learning times, according to the authors of a new book, *Jolt Challenge*. Steve Hill and Wade Jackson say it is time to step off the merry-go-round and reflect, re-evaluate and grab new opportunities. Here, we publish a few gems of wisdom from their book, which encourages readers to take a holistic approach to their lives and careers.

YOUR values, although abstract nouns, become real through your actions and behaviour. Therefore they need to be verbs (doing words) in order for you to be living in alignment with your values. Look at your day-to-day behaviour to see if you are living your high-ranking values.

Imagine you discover intimacy is one of your high-ranking relationship values. However, a look at your behaviour shows that when you get home you're tired and don't open up to your partner to share your thoughts and feelings with them. Instead you go through the motions of a relationship without scheduling in quality time alone together.

Imagine you recognise that control is one of your high-ranking values. However, at work you are often stressed by fighting fires with problems that just keep popping up.

You are reactionary and only deal with things when they urgently need your attention.

These examples clearly show a misalignment between your values and behaviour.

### Decisions, decisions

Values are the criteria for all your decision making and how you set your priorities.

So now, decision making can be made easy once you are aware of your high-ranking values. Any time you face a tough decision, you can simply come back to your value set. Once you know what's important to you, you'll know where to devote the majority of your time and energy that's fulfilling and meaningful for you.

### Balance

Trying to live a balanced life on a daily basis is a recipe for frustration, disappointment and even madness. To live a balanced life you must think long term. There will be times when your personal life is more important to you than your career and times when your career takes precedence over your relationships and family time.

Accept this and understand that as long



Wade Jackson: Has been involved in the performing, healing and martial arts for more than 15 years.



Steve Hill: Has more than 20 years of business experience and for the past 23 years has been interested in areas of self intelligence.

as you tend to all areas of your life over time, you are leading a balanced life.

### The 80:20 rule

The 80:20 rule states that 20 per cent of effort creates 80 per cent of the results. This split shouldn't be taken literally as it refers to the minority often controlling the majority.

Companies have found that 80 per cent of their revenue comes from 20 per cent of their clients.

This rule means that 20 per cent of what you do creates 80 per cent of your achievements. It also applies to things like you spending 80 per cent of your time with 20 per cent of your friends, 80 per cent of the music you listen to makes up only 20 per cent of the CD collection, 80 per cent of the clothes you wear makes up only 20 per cent of your wardrobe.

What may come as a shock or perhaps no surprise to you at all is – what you spend your money on a day-to-day basis is not necessarily on things that actually represent your values.

Imagine how much money, space and energy you could save by knowing which 20 per cent to focus on.

Knowing your value set will allow you to know how to best spend your time to create more results for you. It will lessen the time and physical and mental energy you waste on things you deem not as important.

Remember that your values are

relational, they will shift according to the context.

When it comes to values you need to think hierarchically. You have to make sacrifices in order to achieve things in life and it helps to know that you're making the right sacrifices.

For example: You decide you want to be in excellent physical condition. So you start by waking early every morning and going for a run. You give up going out late at night and socialising with friends so you can achieve this. You eventually enter half marathons and do well and decide to train for a marathon. This takes an even bigger commitment of your time.

This could make you feel one of two ways. The reward for completing the marathon is tremendous. You're in great shape, your self-esteem is boosted, and you are proud of your achievements. If you feel this way the chances are you value health/vitality and achievement over community and belonging. You don't mind sacrificing time with friends and family because although they're not as important to you.

However, if you made this sacrifice but felt unhappy about the lack of social contact and thought it was too big a price to pay, then the chances are you value friendship and belonging more than your individual success. Only you can tell what's right for you.

What are you doing in life that's living your values? What activities are you doing, what decisions are you making that's not living your values?

### Aligning to the organisation

It's important to note that although organisations have values, they don't hold them – only the people working for them do.

In Ken Hultman's book *Balancing Individual and Organisational Values*, he lists six main research-based reasons why

**JOLT Challenge is a holistic approach to developing people – their physical, mental and emotional wellbeing – so they can lead fulfilling and purposeful lives.**



it's good for you and the company you work for to have aligned

values:

- Profits are higher when values are aligned.

- Values for trust and camaraderie increase shareholder value.

- Companies with an enduring core ideology outperform the stock market.

- Firms that consider the employees, customers and stockholders outperform those who don't.

- Organisations' change efforts fail when culture is ignored.

- Value-based leadership increases job satisfaction and overall bottom-line performance.

In order for you to get the most satisfaction out of your job, align what you do with the company's values.

## Fulfilling experience helps sort out what's important

A TIME-MANAGEMENT expert stood in front of a group of high-powered over-achievers and said, "I have a simple question for you."

She pulled out a big glass jar and put it on the table. She then brought out six big rocks and put them into the jar until it was filled to the top.

"The question is, is this jar full?" asked the expert.

Everyone nodded and replied, "Yes." "Are you sure?" she asked, as she picked up a bucket of gravel and poured it in.

She shook the jar causing pieces of gravel to shift in between the big rocks. "Is the jar full now?" she asked.

The group was less sure now but still replied, "Yes, it's full now."

"Really?" she replied. And she took a bucket of sand and started tipping the sand in. The sand went into all the spaces left between the rocks and the gravel.

Once more she asked the question, "Is this jar full?"

However, one or two people in the group were now on to her.

"No," they said.

"Well spotted," said the time management expert as she picked up a pitcher of water and began to pour it in until the jar was filled to the brim. The

question came again, "Is this jar full?"

"It is now," said those who had said "no" moments earlier.

"Ah, but wait, there's more," joked the expert as she picked up some fine dry salt and carefully dissolved it in the water at the top of the jar.

"Now," she said, "this jar is full."

She looked at the group and asked, "What's the point of this demonstration?"

One of the over-achievers raised a hand and said, "The point is, no matter how full your life or your schedule is, if you think smart, you can always fit some more in."

"That's one interpretation," the expert replied smiling, "but not the point I'm trying to make. This demonstration can also teach us that whatever you do in life, get the big rocks in first or you'll never get them in at all."

What are the big rocks in your life? What do you value? How much are the pebbles like the little tasks that fill your time? What might the sand and water represent?

Your big rocks may be family, personal growth, kindness, health, education, community, whatever you deem important in your life.

Remember to put these big rocks in first or you'll never get them in at all.

## People on the move

### Sam Halstead



SAM HALSTEAD has joined Wellington public relations consultancy *Ideas Shop* as a consultant. He has returned to New Zealand after working in Britain for eight years and has extensive media relations skills and spent three years at the *Edinburgh Evening News*.

### Peter Hall



Samsung Electronics has appointed Peter Hall senior manager sales and marketing NZ, telecommunications division. Mr Hall was previously at Telstra Clear where he was new media manager, and before that he was a marketing manager for Telecom Mobile.

### Elaine Moffat



Elaine Moffat has been appointed chair of the board of trustees of *Te Omanga Hospice*. Mrs Moffat succeeds Dr John McCafferty who will remain on the board as a trustee. Ms Moffat has a career in education and has experience in the not-for-profit sector.

PEOPLE on the move is a free service highlighting recent appointments. For inclusion, e-mail details and a photograph to: supplements@dompost.co.nz

**JOLT Challenge**  
By Wade Jackson and Steve Hill  
Published by Mind Warriors in conjunction with Random House New Zealand  
Price: \$39.99