

Are You Assertive?

By: Tracey Porpora

When it comes to the workplace, are you a "take charge" kind of gal/guy? Or would you rather take a back seat to those Type A types who always want to be the leader of the pack? Take the following quiz to learn if you are truly a born leader who can take charge of any situation, or if you're simply a good worker who follows orders, but isn't assertive in any way.



the reasons why this is the time for you to take the lead on this particular project.

B. Slouch back in your chair, and hope your boss doesn't select you for the job.

4. There is a workplace function you are asked to attend with your boss, so you:

A. Say you are honored to join, and ask if you can discuss your future at the company that evening.

B. Make an excuse that you can't make it because it's the same night as the finale as your favorite reality show.

5. Your boss calls you into a meeting, and asks you where you see yourself in five years:

A. You say you would like to be in a leadership position that will allow you to best promote the welfare of the company.

B. You say you would like to be happy in the very same job you are in at the present time.

6. You and a colleague are both competing for a job that would be a promotion, so you:

A. Take every opportunity to let your job performance shine, from taking the lead on projects before you are asked to,

to completing projects early.

B. Let your colleague take the lead since she/he is your friend and you wouldn't want to step on his/her toes because he/she wants the promotion really bad.

7. You have been at your job for 10 years, and you have reached a plateau--there is no room or advancement, so you:

A. Start looking for a job that will help you become more of a leader, and will help you earn more money.

B. Sit tight at this time while the economy isn't very good.

Give yourself five points for every "A," and three points for each "B."

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1. When your boss asks you to complete a project, your immediate response is:

A. "Let me brainstorm, and I will come up with some ideas by tomorrow to make the project work."

B. "Sure, just let me know what to do, and I'll do it."

2. When it comes to daily office duties, do you:

A. Finish what is expected of you, and then try to think of things you can do to get ahead in the workplace.

B. Finish what is required of you, then play solitaire on your computer.

3. When your boss asks for volunteers to head up a new project, you:

A. Raise your hand and volunteer. Next, you state all

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Results:

If your score is 25 or above, you're a born leader ready to take charge in any workplace situation. "A born leader is someone who is willing to accept decision making responsibility often on the spur of the moment. That person is also willing to accept the consequences for those decisions. The born leader is willing to take risks, and break the rules," says Robert Evans Wilson, Jr., a speaker, humorist, and author of *The Un-Comfort Zone*, a column on motivation that runs in many publications. A born leader often possesses distinct qualities. "A born leader has the qualities of vision, determination to make that vision a reality, humility, and sincerity. A born leader understands human nature," says Dr. Rebecca Staton-Reinstein, president of Advantage Leadership, Inc. in North Miami Beach, FL. "A born leader

loves people, and wants to make a better life for them."

If you've scored 24 or below you are more likely not a leader, but more of a follower in the workplace. While you may follow orders and get a pat on the back from your boss every so often, you're not the person who will step up to the plate in a crisis, or any other situation. "Someone who is not a born leader--a born follower--is someone who is risk-averse. Someone who feels comfortable following the rules, and the way things have always been done," says Wilson. In fact, someone who doesn't possess leadership qualities is "more focused on his or her immediate needs, doesn't have clear ambition, is not willing to sacrifice and work hard to achieve goals, and does not want to make life better for other people as a driving force in his or her life," says Staton-Reinstein.

Legal Corner - To B or Not to B

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the 245(i). The fact that she was a derivative beneficiary of an I-130 petition that was filed prior to April 30, 2001, and that she was physically present in United States on December 21, 2000, makes her entitled to the protection of Life Act, commonly referred to as 245(i). People who fall under this category, even though out of status are allowed to initiate their green card process and adjust their status. Their adjusting status is not confined only to the petition which initially qualified them to be entitled to 245(i) benefit.

In other words, her option to adjust status is not limited only to getting married. If your niece is well educated/well qualified and if she gets a job offer from a U.S employer, it will be possible to initiate a green card process for her based on employment. Now whether she qualifies under EB-2, EB-3, or other worker category will depend upon her qualification as well as the kind of job she is offered.

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Natural Glow With Home Made Beauty Products



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are properly filed. First, you have to remove any trace of old polish on your nails. Applying a new slick of color on top of the old one will just make your nails look thicker.

- Trim your nails and file them so that they are of the same length and shape. It would be best to keep your nails short because the longer the nails, the more prone they are to chipping and breaking.
- Always apply nail polish on either side of the nail first and then towards the center to smooth out any thickness on the sides. Also, let the first coat completely dry before

applying the second and third coats. People do not have patience to wait for their polish to dry, which results in smudged nail color which looks terrible. You could also, dip your nails in ice-cold water to ensure that the polish has set well and does not smudge. If you want to have a professional-looking nail polish, make sure that you don't go overboard and apply four coats of colors.

- Nail polish removers and acetones have a very drying effect on the skin. After removing old polish, always massage a cream to keep the skin around the nails soft and smooth.
- Do not use nail products containing formaldehyde.
- Water, fresh fruits and vegetables, protein from meats and fish, and vitamins (multi and E, in particular) all stimulate nail growth. Eating gelatin helps your nails grow strong and healthy.

Remember that "Beauty is a reflection of your inner health."