



work&family news
By Isadora Fox

DON'T CRY OUT LOUD
Shedding tears on the job is a major professional gaffe, according to Carol Gallagher, Ph.D., author of *Going to the Top: A Roadmap for Success From America's Leading Women Executives* (Viking Press, 2000). "It demonstrates to your boss that you don't have control over your emotions," Dr. Gallagher says. As a woman, take extra care to hide that hankie. "Many top managers are men," Dr. Gallagher says. "Crying is generally not the way they express emotions, so they're less likely to be understanding when you well up at work." What should you do when you're upset? "Find a private place to cry, or take a short walk outside to calm down," Dr. Gallagher recommends. "And don't return to your desk until you're feeling better."
—Laura Olson

OFFICE GIFT ETIQUETTE
I plan to give holiday presents to a few of my coworkers. Whom should I include, how much should I spend, and what should I purchase? You don't have to give something to everyone. "Consider buying presents for your manager, your assistant, and the folks in your office you feel particularly close to," advises corporate image consultant Susan Figlar, of Image Works Wonders, in Chicago. Tailor the item to the person's interests, or buy a gift certificate to her favorite store. "Limit your gift to \$20," Figlar cautions. "You want to show how much you value the relationship, not show off how much you can afford." If you're on a tight budget, consider making homemade treats or put together an office Secret Santa with a price limit. That way, everyone at work gets a holiday treat.
—Jennifer Job

A CALMER COMMUTE
Getting to and from work doesn't have to be a stressfest. We asked Carol A. Turkington, author of *Stress Management for Busy People* (McGraw-Hill, 1998), for tips on making the trip less of a hassle:
■ Leave 15 minutes earlier in the morning. Extra time cuts down on stress.
■ Think of your commute as an occasion for personal enjoyment. Listen to a book on tape, a comedy CD, or soothing music.
■ Shut off your mobile phone. Your calls can wait until you get to work.
—Matthew Kennedy

HOLIDAY-PARTY SMARTS
Worried about making a faux pas at the office Christmas party? Dana May Caspenson, author of *Power Etiquette: What You Don't Know Can Kill Your Career* (Amacom Books, 1998), answers the most commonly asked questions.
How long should I stay? "Arrive fashionably late—about half an hour after the festivities begin—and leave an hour or so before the party ends," Caspenson says. "The fact that people will remember you were there is key."
What should I wear? If the party's right after work, go as you are. If not, check the invitation. A formal location requires a dressier outfit.
Can I have a cocktail? Two's the limit.
What's appropriate chitchat? "Throw out one general fact from the day's paper—it's a surefire conversation starter," Caspenson says. "Never gossip about coworkers."
—Mark Amundson

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