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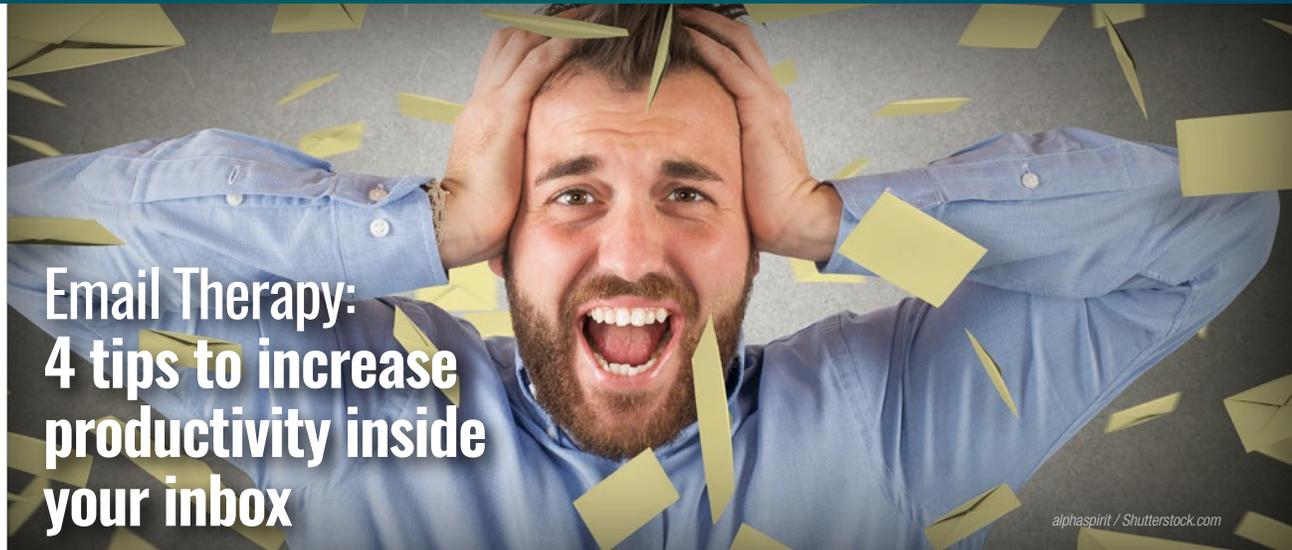
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Email Therapy: 4 tips to increase productivity inside your inbox

At first, email is a wonderful thing; everything is so well organized, it's absurdly simple to keep in touch with people, and everything seems to naturally fall into place. But then... something happens and suddenly, it's not so wonderful anymore; everything is everywhere, you're always stuck emailing the wrong people, and nothing ever seems to be where it needs to be.

What happened along the way? You can't even go a full thirty minutes without needing to check your inbox. The messages you receive are never as clear as they should be. You spend way too long emailing people about petty items. And you consistently put off messages you really shouldn't put off.

But alas, you've reached the point of no return; there's no going back. You must find a way to the other side of all those messages, attachments, and requests before it's too late, and you're permanently stuck in the sludge of downtime, angry coworkers, and neglected action items.

Here are a few tips to help you in your journey to the other side of the inbox.

Just get it over with.

It's way too easy to glance over an email and then the next and then the next and then the next... not really doing anything with any of them. This is a horrible habit and a surefire way to end up missing deadlines, misreading information, and gliding right past important requests. To eradicate this issue, handle each email as you read it, and if you aren't going to,

then mark that email as unread.

Don't be too wordy.

Emails shouldn't be overflowing with content. In fact, the shorter the better. Fewer words also mean there's less of an opportunity for people to misinterpret your message, as well as your tone. You don't need to explain everything behind your message, and if you feel that you do, then you need to pick up the phone and make a call. Odds are that if you attempt to send someone a six paragraph email, they're going to send you an email asking you to call them.

Clean out your box.

If you receive an email that says "thanks" or "got it" or "Jim accepted your meeting request", do yourself a favor and delete them right away. There's no sense in holding onto messages like those. All they do is clog up your inbox, making it more difficult for you to search for emails that actually mean something.

Designate the time.

If you let it, your inbox can and will rule your life. It will consume every minute of every day, and your time will be spent "in-between" emails. Avoid this depressing possibility by sectioning off specific portions of your day for email, and do not allow this time to seep into the other parts of your day. Depending on how reliant you are on your inbox, this may differ. But a good place to start is about once every two hours spend 20 minutes checking your email. When this 20 minutes rolls around, you'll be motivated to legitimately process, organize, and respond to your emails.



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Make your coworkers like you more

What would it be like to be the most popular person in the office? The one coworker that everyone likes and no one can ever chastise? While this probably wasn't a dream of yours as a child, it can be a reality of yours as a working adult, and here's how.

Help your coworkers out.

If you want your coworkers to like you, then you need to do something they actually like. And what's something that most people like? Help. If you ever have free time during the workday or you feel that one of your coworkers simply has a lot going on, then offer up your assistance. Helping someone out even once can drastically change the way that person perceives you, as well as how your other coworkers perceive you. And even if they don't accept your assistance, they'll still appreciate the notion.

Show some interest.

People like to talk about themselves, and if you want your coworkers to

like you, then you need to remember this. Ask your fellow office mates how things are going, what projects they're working on, and if they have any ideas they'd like to bounce off you. Make this a daily part of your workday, and your coworkers will start treating you differently—as a friend, as a confidant, and as a trusted ally.

Be mindful of time.

If you want people to dislike you, then ignore the idea of time. Be 15 minutes late to work, trickle into meetings after everyone else does, and leave work 10 minutes early. Not only will your coworkers dislike you, but they might even try to get you fired. And although being sensitive of time might not be a reason to like you, it will at least keep you from being the most despised person in the office.

Do something nice.

Every so often, go out of your way to do something nice for your coworkers. Bring donuts to work for your department, take a coworker out to lunch, or send everyone a random, motivational card. The key to this is to do it enough for people to know that you're "just that kind of person" and not too much where people start to expect a monthly treat from you.

4 reasons you'll love Gear 360

In some moments, life is too complex, too extravagant, and too out of this world for one simple picture to contain. Sometimes life requires more than 180 degrees, and that's exactly what [Gear 360](#) wants to give it.

Capture 360 degrees of life.

Ever thought that a picture you took just didn't do an event justice or that it failed to capture everything beautiful about that one moment? Gear 360 will eliminate those feelings forever. Finally, capture everything there is to say about one moment—front, back, and side to side. In one image, you can see your best friend blowing out the candles on her birthday cake, the person next to her laughing, the person behind you talking to another friend, and your three friends to the other side singing Happy Birthday.

Relive life on-the-go.

Not everyone can smile pretty for the camera, especially if you're flying high or gliding over the water behind a boat. But with Gear 360, you can relive every moment of your exciting adventures. Attach the device to your headset, turn it on, and get going. Ski down the slopes, hang glide atop the mountains, or tube the rapids. Rest assured that Gear 360 will capture every moment of your stunning journey.

Ready to face the elements.

How can you relive life on-the-go if you don't have a camera that's equipped to relive life with you? Gear 360 can face the elements just as much as you do. Drop it in the mud or splash a little bit of water on it. It'll work just the same thanks to certified IP53 protection.

Bring your friends along for the ride.

Gear 360 easily connects to your smartphone via Bluetooth. Upload videos and 360-degree images in seconds, edit and stitch together the contents, and share your life's journeys with your friends and family.



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Are coloring books really making us better workers?

As the latest creative craze, adult coloring books have provided us with an excuse to pull out those old crayons and markers, and to go to town on an intricately detailed illustration. But there's more to these trendy coloring books than child-like wonder. These coloring books provide us with a slew of health benefits, helping us be better people and better workers in the process. Here are four significant reasons you might want to consider incorporating a little bit of color into your daily work life.

It can reduce anxiety and stress.

While art therapy is no new discovery, creative abilities are stronger for some than others. But now adults with all levels of creative skill have a legitimate excuse to get artsy, and with the boom of adult coloring books, grown-ups are feeling the positive effects creative coloring can provide. It allows your brain to focus, to shut off from the hectic world that surrounds you, and to enter a state of meditation that is nothing short of therapeutic, releasing stress and anxiety in the process.

It can stimulate the mind.

These intricate illustrations can bring your mind to the peak of concentration and focus, stimulating your imagination and your ability to express. When this happens, your best ideas will come forward – making you more in-tune to what's going on around you and shedding light on new and better ways of getting work done.

It can exercise fine motor skills.

Coloring requires the use of vision and fine motor skills—so much so that it's an activity that can potentially delay or prevent the onset of dementia. It's the artistic equivalent to crosswords, puzzles, and word searches and an easy way to keep the mind active and creative at the same time.

It can bring out inner creativity.

Many people don't really consider themselves to be that creative. But by coloring, you release your inner artist. With this release, you receive the ability to focus more and to craft bigger, better ideas. And – as an added bonus – it's a great source of inexpensive, DIY artwork for your home.

RESOURCES:

<http://www.medicaily.com/therapeutic-science-adult-coloring-books-how-childhood-pastime-helps-adults-relieve-356280>

<http://theberry.com/2015/12/18/5-reasons-why-adult-coloring-books-should-be-on-your-wish-list/>

<http://www.bustle.com/articles/101264-7-reasons-adult-coloring-books-will-make-your-life-a-whole-lot-brighter>

4 Smart Toys with Serious Security Flaws

Toys aren't just toys anymore – they're smart, connected and potential victims to hacking and security breaches. And this threat means more than simply creating an all-access pass to your children; it can put their identity (and even their location!) at risk.

Toys offer smart capabilities starting around age three – hardly the age of a security expert. Is your young child using a smart toy? If so, here are four toys that have recently been victim to a hacking:

1. VTech Digital Toys

VTech – the maker of child-friendly, high-tech devices – serves as a recent example of the security holes in smart toys. Almost five million parent accounts and over six million kid profiles were hacked, leaking private information and exposing children to potential threats. The names, addresses, passwords, genders, birthdates, and photos of millions of children were stolen. In the wrong hands, this information could lead to some serious issues.

2. Hello Barbie

Much like Siri or Google Now, Hello Barbie uses voice recognition software and artificial intelligence to provide a call-and-response function. A corresponding app connects the toy to Wi-Fi, making it a potential risk for hackers. What's disturbing is that Barbie is always listening and always

on call for the next response. And just where does all this back-and-forth between Barbie and your child go? Into the cloud. And just how secure is the Barbie cloud? Hopefully we'll never have to find out.

3. herO GPS Watch

This GPS watch connects to a parent app to provide real-time tracking. The parent app allows you to establish geo-fencing boundaries and to set up instant alerts that notify you and your child when an unsafe location is nearby. The problem with this is that if the parents know the child's location, so could just about anyone else with the right skillset. Hackers have already found vulnerabilities in herO accounts and were able to gain access to every family member's location and location history. They could even manipulate notifications. Suddenly, an unsafe location is safe. How does that make you feel?

4. Smart Toy Bear

This smart bear has a serious bug that's anything but adorable. Hackers have discovered a vulnerability that allows them to access basic information like names and birthdates—but that's not all you should be worried about. This Fisher-Price smart toy can talk to your child, listen to what your child says, and learn all about your child from a connected smartphone application. If hackers have already found a vulnerability that should be relatively easy to avoid, what's not to say that hackers aren't listening to your child right this very second?

