

# Latina

**OUR  
LOVE  
ISSUE**

25 WAYS TO  
MAKE HIM HOT:  
NAUGHTY  
LINGERIE &  
SEDUCTIVE  
SPELLS  
THAT WORK

**AMERICA  
THE  
BEAUTIFUL**  
BACK IN PRIMETIME  
& READY TO SHINE

**FLIRTY  
FITNESS**  
GET  
SWEATY  
WITH  
YOUR BOO

**SEX  
TRAFFICKING**  
COULD IT  
HAPPEN  
TO YOUR  
DAUGHTER?

latina.com FEBRUARY 2012



# OVERBURDENED AT WORK?

## HERE'S SOME HELP

WITH A FEW SMART TWEAKS IN YOUR ROUTINE, YOU CAN STAY AHEAD OF THE CURVE AND CARVE OUT MORE TIME FOR THE PEOPLE WHO TRULY MATTER TO YOU.

BY MARYANN BARONE



■ **IT'S DAMNED HARD TO STRIKE A CONSISTENT WORK-LIFE BALANCE**, but it is possible, ladies. In fact, the biggest misconception Latinas bring to the workplace is overvaluing face time, says Melissa Llarena, the Puerto Rican and Cuban CEO of Career Outcomes Matter, a consulting firm based in New Canaan, Conn. In other words, you don't have to be the last to leave to make your mark at work. Llarena shares her tips for maximizing your day so you can climb the corporate ladder and spend precious time where it matters even more: with *familia*.

### MAKE THE MOST OF MORNINGS.

Use commuting time to read memos, brainstorm ideas, and respond to quick yes-or-no emails. "Squeeze every second out of your working hours so you have some balance outside of work," Llarena says. You'll be surprised how much you accomplish over breakfast or waiting in line for coffee.

### DON'T LET THINGS PILE UP.

"You should always be at work 5 minutes early, even if you don't plan on doing anything," Llarena says. "Settling in doesn't count as working." To be effective, she recommends getting in 15 minutes early, since knocking out small tasks first can do wonders for the rest of the day. Listen to voicemails, finish up emails, and review your calendar before coworkers distract you from these simple—but important—tasks.

### BECOME AN EFFICIENT COMMUNICATOR.

Arriving a few minutes early and sending time-sensitive messages before everyone else gets in means your emails will be at the top of their in-boxes. Your emails will be answered sooner, so you don't have to wait around for replies at the end of the day.

**KNOW THAT EMAIL ISN'T ALWAYS THE BEST OPTION.** If you need a reply *rápido*, text or call first instead of only emailing. This shows you're a proactive woman who's not afraid to show initiative.

### BE MORE SOCIABLE.

If you're a friendly presence at family events, it's time to put your people skills to use professionally. Those seemingly innocent lunches, coffee breaks, and watercooler talks can benefit your career. "Informal interactions are priceless when it comes to what's going on in the business, getting ahead in promotions, and networking," Llarena says. Even a few minutes every day can have a big impact.

### REMEMBER YOUR MOTIVATION.

As Latinas, we know the importance of family, so use this passionate love as an incentive to be productive. Anytime you find yourself scrolling through Facebook or distracted at your desk, remember that the faster you finish your work, the sooner you can get home to the ones you love.

rosas with  
Meaning:  
instead of giving your  
rosas squeeze a dozen  
rosas, give 11 red  
and one white, and  
write a note that says  
something like, "You  
always stand out to  
me" or "Eres Única."  
Ah, how romantic!

G

