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INSIGHT

WTC COMMUNITY WEEKLY

What's New:

KFC
Excelso
Vilo Gelato

food trucks at Taxi Parking Area
until 15 December 2023



The Last Two Weeks

Alright, we are halfway through December and now is the time to get everything organised, sorted and ready for the new year ahead.

At many workplaces, the last two weeks means fewer meetings and less emails. This is the period where you can catch up and cross off a few things on your "to-do" list.

But what can you do in the office if the majority of your colleagues, partners, clients are already in vacation mode?

1. Clean out your contacts - *update those databases, name cards, even your connections on LinkedIn*
2. Social media checks - *use this quiet time to unfriend, unfollow, unlike, etc. accounts that don't bring value*
3. Tidy up your space - *be it desk, cubicle or personal room, a clean and minimized layout will make it feel new*
4. Delete files you no longer need - *take off some gigabytes off your storage for new important entries*
5. Mingle with your colleagues - *build a stronger bond with your workmates which can make life easier at work*

Yours truly,
the community editor