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Dedicate yourself personally to things you can change, areas where you can make a difference.



HR Q&A

Do you have a question about a personnel policy, benefit, or the company? Just submit your question to: hr@cleanforhealth.com

Lynn Domboski, Our Director of Human Resources, will be delighted to help by answering your question. Plus, if the answer to your question is published in our next newsletter we will pay you \$10.00.

We are committed to helping you by keeping the communication lines open.



Management Tips Are You A Manager Or A Leader?

Managers and leaders are both responsible for motivating and guiding other people. The difference is a question of perspective. Here's a look at some distinguishing factors that separate management from leadership:

- Managers set standards for performance; a leader sets a benchmark for excellence.
- Managers want employee compliance; leaders seek employees' commitment.
- Managers have subordinates over whom they have formal authority; leaders have followers who have inspired to perform at their best.
- Managers try to avoid risks or minimize them; a leader looks for opportunities.
- Managers enforce rules and policies; leaders challenge red tape and bureaucracy when necessary.
- Managers depend on their position to control employees; a leader builds a relationship based on trust.



Tips from HR Always Look Your Best, Whether Formal Or Casual

For years, dressing for success has meant investing in expensive suits, neckties, accessories, and shoes. Has the shift toward casual dress changed that? Maybe, but don't jump to conclusions.

When starting a new job, or going to visit another organization, take some time to study the environment: check out its web site for photos of employees at work, talk to people who work there, make a quick visit ahead of your appointment, etc. You'll get a good idea of how employees there really dress and present themselves.

However "casual" the workplace environment is, though, don't let yourself get sloppy. Assemble a wardrobe that's classic, but fashionable.

Keep your working clothes neat and clean; replace any missing buttons, and get rid of anything with stains that won't wash out.

Whether you're in a three piece suit or slacks and a sweater, you want to present a professional appearance at all times.



Better/Faster Appointment Time Savers

You've got places to go and people to see, and you can't afford to hang around waiting for an appointment to show up. Here are some time saving tips:

- **Confirm your appointments the day before.** Let people know you're conscientious; they'll likely follow suit.
- **Don't arrive too early.** More than 10 minutes early is wasting time.
- **Bring some work with you.** If you must wait, it cuts down the wasted time if you bring something else you can work on in the meantime.
- **Set the appointment for an odd time.** Instead of 8 or 8:30, try 8:15 or 8:45. People will most likely do their best to make it on the dot.



To Your Health Play Some Music-It's Good For You (But Not During Working Hours)

Music may have no charms to sooth a savage beast, as William Congreve wrote, but can it make us healthier? Maybe, but don't cue the orchestra just yet.

Health.com reports that Dr. Michael Miller, a professor of medicine and director of the Center for Preventative Cardiology at the University of Maryland Medical Center in Baltimore, has observed that listening to "joyful" music can improve a persons' blood flow, which may promote vascular health.



Music can also trigger endorphins (or similar compounds) within the brain to release nitric oxide, which makes blood vessels dilate, reduces inflammation, stops platelets from sticking, and may lower cholesterol.

Music is also known to relieve stress, which generally results in better health overall.



Safety Think Safety First Why Use Caution Signs?

Use caution signs to prevent a fall by warning building occupants, including co-workers, of potentially slippery floors.

Place signs in full view at all points of entry to a room or area that has a wet floor due to a spill, damp mopping, carpet cleaning, or any other wet maintenance procedure.



REDUCING WASTE

GREEN TIP OF THE MONTH REDUCING WASTE – Reduce paper usage (email vs. hard copy) – Reduce water usage (shorter showers and turn water off when shaving and brushing your teeth) – Reduce fuel usage (plan ahead and do more in every appointment or trip you take and also share rides on the weekend) – Reduce Electricity (turn up the thermostats, turn off lights, grill outside rather than cook and do larger loads of laundry) -- **EVERY EFFORT COUNTS.**



Fast Facts

Let's Give That Mosquito A Little Privacy, Shall We?

That mosquito isn't buzzing simply to annoy you—it may be trying to attract a mate. Insect scientists believe that mosquitoes "harmonize" the noise they make as they beat their wings, in an attempt to find an appropriate partner and the right species to reproduce with.

This may explain why natural selection hasn't made the noisy mosquito extinct, although the buzzing may draw enemies (some carrying fly-swatters), the instinct to mate remains stronger than fear.



Grins & Giggles

At church one beautiful Sunday morning, the minister stepped to the pulpit to begin his sermon.

"My friends, let me just say that I've got three different sermons today that I could deliver. The \$100 sermon lasts about 15 minutes. I've got a \$50 sermon that lasts about a half an hour. The \$10 sermon goes on for a full hour".

"Now let's pass the collection plate to see which one I should deliver."



No point in hanging out with people who don't make you feel good.

You'll never know from which bits of effort comes the best reward.

We all need someone who is pleased to see us. It makes us feel it is all worthwhile.



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