

Matrix MESSENGER

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My doctor gave me six months to live,
but when I couldn't pay the bill, he
gave me six months more!

-Walter Matthau



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.



Tips from HR

Don't Try to be Perfect — Just Be Excellent

"Perfect" is the ultimate praise. But trying to attain perfection can cause stress, hinder efficiency, and create unnecessary conflicts with the people around you. Perfectionists are frequently perceived as:

- Critical
- Overwhelmed
- Unable to see the big picture
- Stressed-out and anxious
- Rarely able to enjoy their accomplishments

A more productive goal is *excellence*: meeting the highest standards agreed upon for oneself or by the group. The person concentrating on excellence focuses on:

- Continued personal and professional growth
- Job satisfaction and customer service
- Clear and reasonable expectations

To go from perfectionism to the pursuit of excellence, follow this advice:

- **Get real.** When you find yourself becoming frantic about a goal, stop and ask, "Is this problem really worth the level of frustration I'm experiencing?"
- **Establish clear expectations.** If you know what's expected of you, you can better track your progress and draw boundaries when needed, which will help you move forward with the project instead of trying to make it better.
- **Identify your triggers.** Learn to recognize the factors that lead or contribute to your perfectionist thinking and behaviors—and avoid them.
- **Delegate.** Many perfectionists mistakenly believe that they-and only they-can complete the task at hand. Allow other people to assist you, which will increase the odds that the group will more easily reach excellence.
- **Know what's important.** Ask yourself, "What's most important about this project?" Consult with your supervisor, colleagues, and employee. Analyzing your objectives, then narrowing down key points and agreements, allows everyone to measure his or her performance accurately.



Employee Recognition

In recognition for doing the little extras that make a big difference, we want to show our appreciation to the following employees who were recognized by their supervisor during the month of July:

Charity McNatt and Carmen Mateo
Great Work!

For additional information on recognizing an employee for extraordinary service, please contact Lynn Domboski at hr@cleanforhealth.com or call 607-766-0700.



Safety

Don't Invite Fire Into Your Workplace

Even a small fire in your workplace can be a catastrophe. A major blaze can have tragic consequences. Take the proper precautions to keep your workforce safe:

- **Be careful with paper.** Don't put stacks of documents, magazines, or files near any equipment that produces heat (photocopiers, computer monitors, etc).
- **Check electrical cords.** Be sure they don't get pinched by furniture or cubicle partitions. Check them for signs of fraying or other damage, and replace them if you find any.
- **Control flammable materials.** Be cautious with anything that might catch fire. This can include cleaning supplies, glue, correction fluid, and even such common items as fingernail polish.
- **Clear obstructions.** Walk through your workplace to see that exits are clear of anything that might slow down or prevent an evacuation. Get boxes, cabinets, and other potential obstacles out of the way. Look for potential problems before they become life-or-death issues.
- **Hold fire drills.** Practice evacuating the workplace at least once a year so employees will be familiar with the procedure. Employees should know of at least two exits from your workplace. Everyone should know where fire alarms are located in your workplace. Emphasize that employees should pull the alarm even for small fires.
- **Test the doors.** Don't open any doors without testing them first. Feel the doorknob and the edges of the door with the back of your hand, and don't open the door if you feel heat. Otherwise open the door, but slowly, so you can shut it if smoke starts flowing into the room.
- **Remain calm as you evacuate.** Stay close to the floor. Because heat and smoke rise, you're safest down there beneath them. Use the stairs, not the elevator, to get up or down from your workplace. Once outside, move away from the building and wait for instructions from the fire department.



To Your Health Sweet Dreams: Get a Better Rest With This Advice

Most people need seven to eight hours of sleep a night (though children and teens need more and older adults frequently sleep less).

So when you sleep poorly—or not at all—you'll suffer from the effects. We all have trouble falling asleep occasionally, but you should talk to your doctor if you start exhibiting these symptoms of insomnia:

- Trouble falling asleep when you need to
- Waking up during the night more than once
- Waking up earlier than you want to
- Difficulty getting out of bed once you wake up
- Extreme drowsiness during the daytime hours
- Falling asleep at inappropriate moments
- Nightmares or stress keeping you awake at night
- Physical sensations keeping you awake at night (pain, the need to urinate, etc.)

Medication is one option for better sleep, but before going that route, try some of these behavioral tips:

- Go to bed at the same time every night, and get up at the same hour in the morning.
- Reserve your bed for sleep and relaxation; don't eat or do work in it.
- Relax before bedtime; avoid any strenuous physical activity for two hours before going to sleep.
- Don't drink caffeine or sugared beverages in the evening. And don't eat any heavy meals for two hours or more before bedtime.



Better/Faster

Ubiquitous Capture: Always carry something to take notes with — a pen and paper, a stack of index cards. Capture every thought that comes into your mind, whether it's an idea for a project you'd like to do, an appointment you need to make, something you need to pick up next time you're at the store, whatever. Review it regularly and transfer everything to where it belongs: a to-do list, a filing system, a journal, etc.



At Your Service

Put your heart, mind, intellect and soul even to your smallest acts. This is the true secret of success.
-Swami Sivananda

To be trusted is a greater compliment than to be loved.
-George Macdonald



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