

Matrix MESSENGER

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The life each of us lives is the life within the limits of our own thinking. To have life more abundant, we must think in limitless terms of abundance.



Announcements Your Kids May be Eligible For Scholarship Money From ISSA

EASE THE FINANCIAL BURDEN OF TUITION COSTS: APPLY TODAY!
Don't Miss the April 1 Deadline



The ISSA Foundation is accepting applications for its 2010-11 scholarship program, which provides scholarships to ISSA member company employees and their family members! The majority of the estimated 50 scholarship awards to be presented for the 2010-11 academic year are set in the amount of \$3,000.

To be eligible for the scholarships, applicants must plan on attending an accredited four-year institution of higher learning in the fall of 2010.

Applications can be downloaded at the link below, or contact Tracy Weber at 800-225-4772.

http://www.issafoundation.org/?utm_source=times&utm_medium=enews&utm_content=textlink&utm_campaign=FND_Scholar



Management Tips Cook Up A Recipe For Work - Place Success

Being good at your job is only part of the recipe for success at work. To heat up your career, remember to add these key ingredients:

- **Positive Attitude.** Managers and co-workers alike appreciate the support of someone with an upbeat outlook. Show some enthusiasm about your job and the organization you work for. Look for opportunities, not problems, and find the bright side of the challenges you face.
- **Integrity.** Be honest with people. When you don't have an answer, say so. Admit your mistakes (and concentrate on not repeating them). Keep your promises, and meet your deadlines. All this shows your respect for other people and demonstrates your reliability.
- **Willingness to try.** Don't be afraid to stretch out of your comfort zone. Volunteer for new tasks and extra responsibility. Take risks—be realistic about what you can and can't do, of course, but don't back away from a challenge because of the possibility of failure. Ask the right questions so you know what's really going on, regardless of whether you'll appear "ignorant".
- **Co-operation.** Be a team player-help your colleagues with their priorities and share information instead of hoarding it. Know what your manager wants, and support him or her to the best of your abilities.



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

Get A Handle On Absenteeism

Today's economic landscape doesn't permit a lot of leeway when it comes to productivity, and that makes employee absenteeism a huge issue. Although there are plenty of legitimate reasons for not coming to work, some employees take liberties a company simply can't afford. To stop absenteeism before it gets rampant, try these suggestions:



- **Be a good example.** Show up for work on a regular basis. When you're out of the office, let employees know how they can reach you by phone or pager.
- **Practice common courtesy.** Make the workplace a pleasant place to be. Practice common courtesy by greeting your employees every morning and letting them know you appreciate their work and dedication. Every now and then, provide breakfast for everyone to show you appreciate their coming to work every day.
- **Reward people for good or perfect attendance.** Keep track of attendance. Think about rewarding perfect-attendance employees to show you value their productivity. Just be careful. You don't want to make the reward so tempting that employees push themselves to come to work while they're sick—spreading germs and making the illness worse.

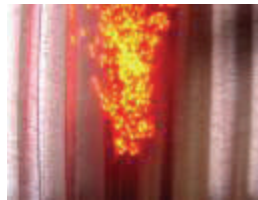


Safety

Read Before Burning

The National candle Association says to properly put out a candle's flame, hold your finger in front of the flame and blow at it. The air will flow around the finger and extinguish the candle from both sides, preventing hot wax from splattering. Other tips for candle use:

- Never leave a burning candle unattended.
- Keep lighted candles out of the reach of children and pets.
- Keep burning candles away from combustible materials such as curtains.
- Store candles in a cool, dark, dry place.
- Before using, light and extinguish the candles so they burn better.
- Avoid drafts to prevent rapid, uneven burning or excessive dripping.
- Keep wicks trimmed to one-half inch.
- To remove wax from fabrics, scrape off excess and run boiling water through the material.
- Remove wax from holders by running hot water over them.
- Candles refrigerated before use will burn more slowly and evenly.
- Extinguish candles when they get within 2 inches of the bottom.



Fast Facts

Oldest Musical Instruments Unearthed In Europe

They may not have rapped or competed for the stone age version of American Idol, but ancient humans apparently did enjoy some music. Archaeologists in southwestern Germany have dug up a bone flute some 35,000 years old. The ancient instrument, which had five holes and was carved from the bone of a griffon vulture, plays notes almost identical to the major scale that today's flutes produce. The archaeological team discovered fragments of three ivory flutes, suggesting that primitive humans there developed a culture that valued music.



Grins & Giggles

There's no half-singing in the shower, you're either a rock star or an opera diva.
-Josh Groban



Hard work spot lights the character of people: some turn up their sleeves, some turn up their noses, and some don't turn up at all.
-Sam Ewing

Gentlemen, why do you not laugh? With the fearful strain that is upon me day and night, if I did not laugh, I should die.
-Abraham Lincoln



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