



MinnClean
 <address>
 <City, State, Zip>
 <Phone>
 www.MyWebsite.com

Your New Issue of
 NewzBreak
 Has Arrived!

Look Inside for Some
 Amazing Money
 Saving Tips and More!

The lighter side: Big sale

On the day of the big sale, a large group of people congregated at the door, waiting for the store to open. A small man pushed his way to the front, only to be shoved back, amid loud jeers. On his second attempt, he was punched and knocked down. As he got up, he said, "That does it! If they hit me one more time, I won't open the store!"

Staff Members Making the News

Shelly and her team have been cleaning homes for the past five years and they've always done a great job for us. The team was recently awarded <My Company's> highest achievement award for Service Excellence. Congratulations team! Keep up the good work!

All team members of <My Company> have completed the Annual Safety Training Certification. We're very impressed with the scores and are confident about our staff's performance.

"People keep looking outside themselves for the money. It's inside." Stephen Pierce, Internet marketer

FREE Air Quality Cleaning Audit

Call us by ___/___/___ to schedule your FREE Air Quality Cleaning Audit and...

Receive a FREE Refrigerator Cleaning!

<Company Name>
 <Telephone>
 <Website>

Take the Trivia Challenge and Win a \$25 Gift Card to Applebee's!

The first <##> people who call our office with the correct answer will be entered into the drawing!

Which of these is NOT one of the 4 R's essential to life and health?

1 - Relaxation 2 - Reading 3 - Rest 4 - Recreation

HINT: The answer is hidden somewhere in this newsletter.



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NewzBreak™

The Workplace Newsletter That's Both Informative and Fun!

Time for a withholding checkup

The W-4 you have on file determines how much money is withheld from your paycheck for income taxes. The amount is determined by how many dependents you claim.

The most obvious reason to make a new W-4 is because you have fewer or more dependents, but there are other reasons.

- * If you paid a big tax bill this year, you probably had income from other sources, but income tax is supposed to be on a pay-as-you-go basis. You could face underpayment penalties if don't report the extra income regularly. One way to avoid the penalty is to increase your withholding so an additional amount is deducted from each paycheck. You can also avoid penalties by paying estimated taxes every quarter, but it's easier to increase your withholding, according to experts at TurboTax.
- * If you had a big tax refund, you have to ask yourself whether it would be better to decrease your withholding and invest in an interest-paying account. You can arrange an automatic deposit made from your paycheck to a savings or investment account. Or you could have it deducted from your bank account.

When you have high-interest credit card bills, paying on them would be a better use of the money. The average federal income tax refund for 2010 was almost \$3,000.

- * If you converted an individual retirement account to a Roth IRA in 2010, increasing withholding will reduce the amount you have to pay when you file your 2011 tax return, according to H&R Block.

TurboTax and H&R Block tax software allows customers to determine how to adjust their withholding based on information from their 2010 tax return. The IRS offers a withholding calculator at irs.gov. You'll need a pay stub and your 2010 tax return to use it.

To increase withholding, increase your number of dependents or specify an additional amount to be withheld, such as \$50 or \$100.

The office sneaker

If you walk a few blocks to and from the train, then walk long halls at work, wouldn't it be nice to wear a sneaker? They are allowed in most offices and come in every color and design, but if you want to look serious on the job, the black sneaker will serve you best.

Bloomberg Business Week suggests the Adidas Stan Smith shoe. It comes in matte-finish black (\$60 at www.Adidas.com) and is made of Argentine leather that always looks smooth and uncreased. It looks like a real shoe rather than a gym shoe. Some tips on how to wear them: don't wear cuffed pants; always wear socks, and keep them clean and unscuffed.

Free Cleaning Tips and Specials at www.MyWebsite.com



I hope you enjoy this month's newsletter!

Steve Hanson
 MinnClean

Sales of commuter bikes, scooters are up

When gas prices go sky high, many people decide it's time to ride a bike to work.

Sales of commuter bikes jumped 29 percent in the first quarter of this year, compared with the first quarter of 2010. Sales of bicycles overall were up 9 percent.

Gas-powered scooters did even better. Sales in the first quarter were up by 50 percent over 2010, according to the Motorcycle Industry Council.

Bike-sharing programs, such as those in Denver, Washington, D.C. and Minneapolis have made a big difference, according to Tim Blumenthal, president of peopleforbikes.org.



Do You Know...

... someone that could use our services? Perhaps a colleague, friend, family member, or networking buddy?

When a new client signs up for regular cleaning services at your recommendation; you will receive \$100!

If you would think of 3 or 4 people that could use our services, then don't hesitate to call them and give them our name and phone number. Be sure to have them mention your name when they call so we can send your \$100 Bonus!

Thanks in advance for your help and we look forward to sending cash your way!

BlackBerry maker will support rival smartphones

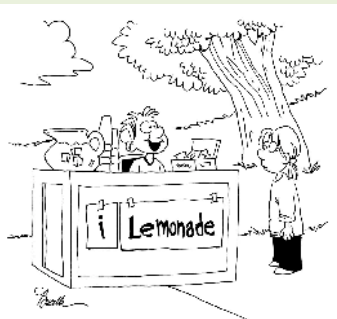
The BlackBerry has long dominated the corporate smartphone market because of its email capabilities.

Now, however, RIM recognizes that some employees want to use an iPhone or devices using Android software. Recently, RIM announced that it will offer companies tools for managing and ensuring the security of the BlackBerry rivals.

To support employee-purchased phones, many companies have been using third parties to provide similar security features for non-BlackBerrys.

In the meantime, RIM has unveiled enhancements to its BlackBerry Enterprise Server that will allow it to manage security on devices that run on Android and on Apple's operating system, known as iOS.

RIM's PlayBook tablet may encounter similar problems. It hasn't received high reviews. Many employees are bringing their Apple iPads and other tablet computers to work and demanding support for them.



"I don't know what it means, but sales have skyrocketed since I put the 'i' in front of it."

Thanks a Bunch!

"Sue and her team have been cleaning buildings for the past two years and they've always done a great job for us. The quality of service is at a much higher level than our previous cleaning provider."

*Tom Johnson
Sandy, UT*

*A special thanks to all these fine folks who referred us...
Kathy Jackson, Dan Lundgren, and Marcy Cantrell.*

Psychologist tells how to find your 'Inner Game'

W. Timothy Gallwey recently teamed up with stress experts Edd Hanzelik, M.D., and John Horton, M.D., to write "The Inner Game of Stress: Outsmart Life's Challengers and Fulfill Your Potential".

His Four Rs: Gallwey says Americans are doers to the extreme. They have a hard time understanding that Rest, Relaxation, Recreation and Reflection are not just nice things to have, they are essential to life and health.

When you can fit the four Rs into your life, you will be strong enough to deal with problems, obstacles, and realistic scheduling of your time. Self-doubt, nervousness and lapses of concentration will be more easily overcome. You will be ready to trust your inner and outer resources in order to move toward your desired outcomes. Some helpful tools:

The STOP Technique. Learn to step back, think, organize and proceed with a conscious choice process, even in the most chaotic circumstances.

The Attitude Tool. When you feel resentment, try gratitude.

The Transpose Exercise: Imagine what the other person feels and wants. It pays to use empathy and better relationship skills.

The Magic Pen: Develop the ability to open up your intuition and wisdom. Use the pen to write down all of your thoughts about a problem or obstacle. On another paper, write one of your inner resource. It could be your clarity, compassion, candor or patience, any trait you consider a personal strength. Then let your magic pen write a message to you about the subject. Let it write as much as it wants.

The PLE triangle: Use your goals for Performance, Learning and Experience to redefine success and enhance enjoyment.

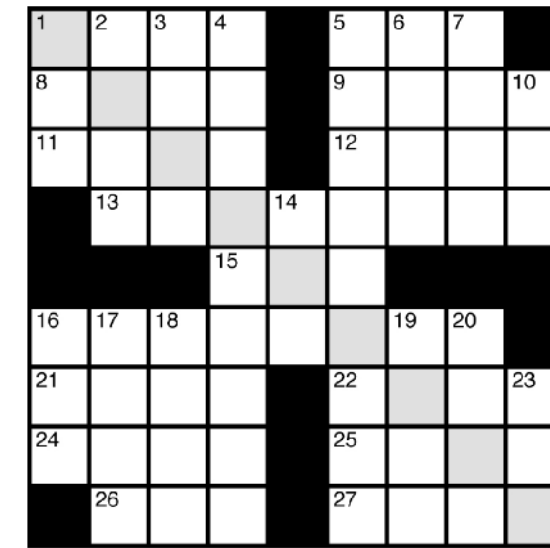
By accessing your inner game resources, you will be able to maintain stability and trust your judgment to reach goals without experiencing high levels of stress.



Tropical Fish Crossword

Across

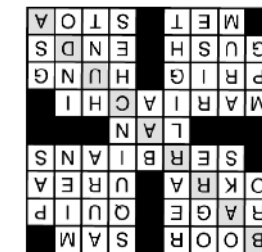
1. Phillistine
5. "Casablanca" pianist
8. Anger
9. Bon mot
11. Gumbo thickener
12. Carbamide
13. Residents of the Balkans
15. PC linkup
16. Mexican street musicians
21. Bluenose
22. Put decorations on a tree
24. Talk effusively
25. Means justifiers
26. Assembled
27. Greek promenade



The title is a clue to the word in the shaded diagonal.

Down

1. Pal
2. Thousand ____, Calif.
3. Shrek, e.g.
4. Tail lamp
5. Shrinks
6. Emanation
7. Appearance
10. __ de deux
14. Farm call
16. Automobile sticker fig.
17. Starch
18. Ascend
19. Stalk
20. Prefix with China
23. Fed. construction overseer



How what you eat affects your mood

Researchers have long wondered why people living in the lower Mediterranean countries don't get depressed as often as people living in northern Europe. One thing they discovered: It isn't the sunny days or a nice blue ocean to look at. It's their diet.

They studied more than 10,000 Spaniards and discovered those who consumed more olive oil and less fat, had a moderate intake of alcohol and dairy products, and ate a lot of beans, fruit, nuts, cereal, vegetables and fish were far less likely to be depressed. Doctors at Tufts University offer this happy-plate advice:

- * Eat breakfast and have healthy snacks to avoid drops of blood sugar.
- * Try complex carbohydrates, like whole grains, for increased feeling of calm.
- * Protein can boost alertness.
- * Folate is important. It is in fortified cereals, leafy vegetables, okra, asparagus, bananas, melons, beans, orange juice and tomato juice.
- * Don't overdo alcohol. It is a powerful depressant.
- * Coffee is an antidepressant, but too much can give you the jitters.
- * Skip the chocolate. It improves mood at first, but makes you feel even worse when its effect wears off.

Trivia Teaser – Rockin' Robin

1. What color are the eggs laid by a robin? a-Yellow, b-Pink, c-Gray, d-Blue.

2. What color is the cape worn by comic book hero Robin the Boy Wonder? a-Red, b-Yellow, c-Black, d-White.

3. What was the name of Robin Gibb's twin brother in the Bee Gees? a-Damian, b-Tim, c-Maurice, d-Hugh.

4. Who was Robin Williams's costar on the sitcom Mork and Mindy? a-Pam Dawber, b-Suzanne Somers, c-Arlene Golonka, d-Charlotte Rae.

5. Shortstop and center fielder Robin Yount played his entire 20-year career with what Major League Baseball team? a-Baltimore Orioles, b-Milwaukee Brewers, c-New York Yankees, d-Cleveland Indians.

6. What TV detective lived on the estate of millionaire Robin Masters? a-Jim Rockford, b-Thomas Magnum, c-Remington Steele, d-Adrian Monk.

7. Robin Givens played well-to-do high school student Darlene Merriman on what TV sitcom? a-The Fresh Prince of Bel Air, b-A Different World, c-Head of the Class, d-Boy Meets World.

8. Robin Zander is the lead singer for what rock band out of Rockford, Illinois? a-Styx, b-REO Speedwagon, c-Cheap Trick, d-The Meat Puppets.

9. Who is the lead anchor for the Headline News program Morning Express? a-Robin McGraw, b-Robin Meade, c-Robin Logan, d-Robin Allen.

10. Who played Lady Marian opposite Russell Crowe in the 2010 movie Robin Hood? a-Kate Winslet, b-Kate Beckinsale, c-Cate Blanchett, d-Kate Walsh.

Answers to Rock' Robin
1-d, Blue
2-b, Yellow
3-c, Maurice
4-a, Pam Dawber
5-b, Milwaukee Brewers
6-c, Cate Blanchett
7-c, Head of the Class
8-c, Cheap Trick
9-b, Robin Meade
10-c, Cate Blanchett