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 www.MyWebsite.com

**Your New Issue of
 NewzBreak
 Has Arrived!**

*Look Inside for Some
 Amazing Money
 Saving Tips and More!*

Five weight-gainers identified

By studying dietary choices of 120,000 people, a study reported in the New England Journal of Medicine indicts five foods as responsible for the most weight gain over a 20-year period.

They are: potato chips, other potatoes, sugar-sweetened beverages, unprocessed meats and processed meats.

The "other potato" category includes French fries, mashed potatoes, fried potatoes and baked potatoes with butter, sour cream and other toppings.

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.

"I've failed over and over and over again in my life and that is why I succeed". Michael Jordan, Pro Basketball Player

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**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!

What percent of people in offices are sleepy during the day?

1 – 15% 2—20% 3 –25% 4 – 30% 5 –35%

HINT: The answer is hidden somewhere in this newsletter.



November 2011

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NewzBreak

The Workplace Newsletter That's Both Informative and Fun!



I hope you enjoy this month's newsletter!

Steve Hanson
 MinnClean

Safety and health in the office

About 10 percent of office injuries are caused by slips and falls. Most happen because of wet surfaces and unanchored rugs or mats. Others were caused by falling off a chair when a person was rocking or sitting down without realizing the chair wasn't in the right place.

Trips happen when you hit an obstruction and lose your balance. Causes include clutter, obstructed views, wrinkled carpet, uncovered cables, drawers not being closed, and uneven surfaces such as steps and thresholds.

Fitness. If the only part of your body you move on the job is your mouse finger, you need to increase your fitness level with exercise. When your body is stronger, you are less likely to fall or suffer strains and sprains.

Lift safely. If you want to move a piece of equipment or anything heavy, don't take a chance on injuring yourself. Ask a co-worker to help you.

Electrical. Most office equipment is manufactured with grounded plugs as a precaution (three prong plugs). Never remove the third prong. Overloading electrical circuits and using extension cords can result in a fire.

Bacteria. A study by the University of Arizona found that a desk has far more bacteria than a toilet seat, including plenty of cold and flu germs. Keep your hands, desk and keyboard clean with a disinfectant.

Nodding. If you are often sleepy at work, remember that you need seven or eight hours of sleep a day. If you often have tension or migraine headaches, see a doctor for effective treatment.

Hurting hands. Hands and wrists can become sore with intensive computer use, but many conditions other than carpal tunnel syndrome can cause pain. Check with your doctor to get relief from tendonitis, which can be treated with splinting and anti-inflammatories, such as Tylenol and ibuprofen.

Back, neck and shoulder muscles. Check your computer and chair height so they are appropriate for your work. Chair posture is important, so sit up straight. Take breaks and walk about.

Eye strain. Microsoft suggests increasing your font size so type is easier to read. Look away from your computer frequently to allow your eyes to adjust to different distances. Be sure to blink occasionally to keep your eyes moist. Taking a fish oil capsule every day helps many people avoid dry eyes.

Flu season: protect your co-workers

A psychologist and a professor of organizational behavior have a new scientific paper being published on the subject of hand washing. At a hospital, they saw signs advising people to wash their hands to protect themselves from diseases, but not everyone did. Then they took a different approach. They changed to new signs that advised people to wash their hands to protect patients from diseases. And almost all people did. It's something to think about in the workplace. If you're not concerned about yourself, wash your hands to protect co-workers from diseases!

Free Cleaning Tips and Specials at www.MyWebsite.com

Blessings & Bounty

Even in difficult economic times, there are countless reasons for Americans to give thanks for their many blessings.

Our nation has experienced troublesome times in the past and risen to the challenge. Above all, we remain the one country that shines as a great tribute to human liberty and freedom.

There is always something to be thankful for. This year, we could have our families make lists of the things we have that mean the most to us.

We could also serve others with greater needs. Many local churches and charitable organizations host free Thanksgiving meals, and thousands of volunteers offer their services as a way to express thanks for personal blessings.

This year, add your prayer for your blessings and believe in the bountiful harvests to come.



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!

Long work hours make companies encourage napping

About 20 percent of people in offices suffer from sleepiness during the day, according to studies by Stanford University.

Studies show that short periods of sleep improve alertness, memory, motor skills, decision-making and mood. And they reduce stress. Some companies are providing nap areas in an attempt to reduce lost productivity caused by drowsy people.

Quiet rooms or resting rooms may include a sofa or the new SleepPods, recliner-type chairs equipped with ergonomic support and a music system with headphones to eliminate background noise.

A nap gets people back to top performance but doesn't interfere with night sleep. It's very helpful for a person who lost an hour of sleep the previous night, but a short nap won't help anyone who was up all night.

Sleep scientists say the best nap is 20 to 30 minutes long. A parked car is a good location. Avoid caffeine, nicotine, diet pills, alcohol and antidepressants for a few hours before napping.



"I can't afford to give both of you a raise. You'll have to settle it with a cage fight."

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.

Even if you pay all your bills on time ... you could be bringing your credit score down without realizing it

The main factors considered in creating your credit score is whether you pay your credit cards and bills on time.

But some factors that can shave points from your score are not as obvious and not as well known. They include:

- * Ordering several new credit card accounts in a short period of time. Maybe you're just taking advantage of low-interest offers, but to credit scorers, it looks bad.

- * Transferring a balance to a new card, and then closing the old card account. It's OK to transfer the balance, but keep the old account open.

If you close it, you won't have as much total credit, and your credit-utilization ratio will increase. At CreditSmart.com, they remind you that the amount of debt you have is calculated for balances on individual accounts, as well as your overall credit limit.

- * Charging a lot to a department store credit card. Say you have a \$4,000 credit limit. You are buying new furniture, so you charge \$3,500. Before that, you only owed \$100 on your store card.

Now, you owe \$3,600 on a \$4,000 card, which means available credit on that account will be way down. It's not good for your credit score. And the store charges high interest rates.

Here's a better solution. Get a line of credit at your credit union or bank and charge the furniture on that.

- * Other situations you might think are not related to your credit score include library book fines, parking tickets, back rents, medical bills and any other fees or charges you put off paying.

In time, they will be turned over to a collection agency. Even after you pay them, the collection will stay on your credit report for seven years.



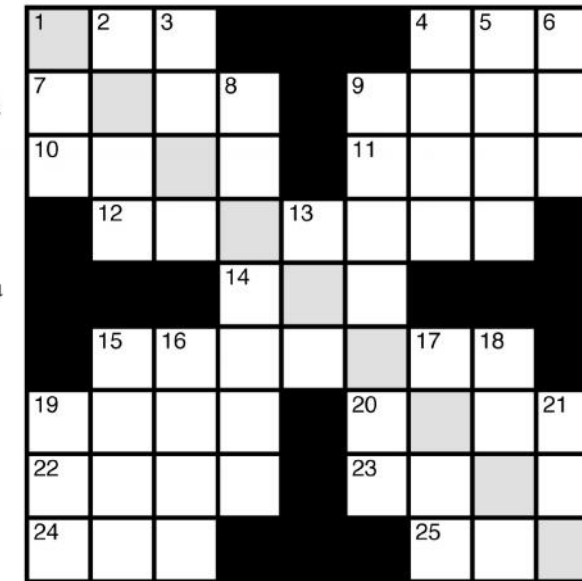
Survey Guys Crossword

Across

1. Provide
4. ___ Lanka
7. Works in the garden
9. Disappoint
10. Capri, for one
11. Data
12. Spending spree
14. Road curve
15. Mexican peninsula
19. Fruit pastry
20. Lascivious look
22. Units of work
23. Days of ___
24. Memphis-to-Nashville dir.
25. Dissenting votes

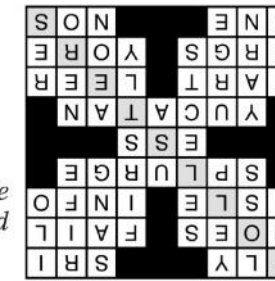
Down

1. ___ Beta Kappa
2. Red ink amount
3. Canine cry
4. Caroled
5. Abounding
6. 1969 Peace Prize group
8. Chooses
9. Before anything else
13. ___ Today



15. It's a long story
16. Desire
17. Long, long time
18. Detective Wolfe
19. Casual attire
21. ___ publica

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



Teamwork: Express yourself

An argument can generate ideas, clear the air

Every team wants its project to move ahead smoothly. But, ideally, the team includes people with different types of skills and ideas.

They view the project from different aspects, which is why they were brought together. It's a fertile ground for an exchange of ideas. When team members defend their positions on a project, a deeper understanding of it develops, that is, unless they are just defending their pride.

Bosses or team leaders shouldn't always make a call just because they are the most powerful. This leads to poor decisions, bruised egos and reduced quality of work.

In the recent book, Rework, co-author and business founder Jason Fried says on less-significant problems at his software firm, team members with different views will trade, saying "You get this one. I get the next one."

Another tactic involves determining who cares the most about the matter. Someone who is qualified in the area almost always cares passionately about his or her position. Give in to the most experienced person.

A second great way to consider a decision is to see who's willing to take responsibility for it. If they are willing to deal personally with the success or failure of their idea, there's a good chance it's the right one.

Writing in INC., Fried also says that giving away decisions just to avoid conflict is the worst thing you can do.

Trivia Teaser – In a Flash

1. What was the name of comic strip hero Flash Gordon's beloved? a-Tess Trueheart, b-Dale Arden, c-Brenda Starr, d-Lana Lang.

2. Who sang the title theme songs for the movies Fame and Flashdance? a-Taylor Dayne, b-Irene Cara, c-Pat Benatar, d-Deborah Harry.

3. "A flash of lace and there's the face, the one the whole world's dreaming of" is part of the theme song from which sitcom starring Kirstie Alley? a-VIP, b-The Nanny, c-Veronica's Closet, d-The Ghost and Mrs. Muir?

4. What color is the costume worn by the DC Comics speedster, the Flash? a-Red, b-Yellow, c-Green, d-Silver.

5. What NBA star is nicknamed "Flash?" a-LeBron James, b-Kevin Love, c-Dwyane Wade, d-Steve Nash.

6. What 1980's song was the only top 10 hit for the band Quarterflash? a-"My Kind of Lover," b-"Harden My Heart," c-"Rock Me Gently," d-"Calling America."

7. Frankie Frisch, nicknamed "The Fordham Flash," played in four World Series for the New York Giants and St. Louis Cardinals fielding what position? a-Shortstop, b-Third baseman, c-Catcher, d-Second base.

8. What radio personality was known for saying "I'll be back in a flash with a flash?" a-Ed Sullivan, b-Jack Armstrong, c-Jimmy Fidler, d-Walter Winchell.

9. Which TV lawyer had a dog named Flash? a-Rosco P. Coltrane, b-Barney Fife, c-Dale Cooper, d-Andy Taylor.

10. Which movie cowboy rode a horse called White Flash? a-Tom Mix, b-Buck Jones, c-Dick Foran, d-Tex Ritter.

Answers to "Flags of the World"
1-b, Dale Arden
2-b, "Harden My Heart"
3-c, "Veronica's Closet"
4-b, Walter Winchell
5-a, Rosco P. Coltrane
6-b, Barney Fife
7-a, Ed Sullivan
8-d, Dwyane Wade
9-d, Tex Ritter