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NewzBreak™

The Workplace Newsletter That's Both Informative and Fun!

Leadership begins with 3 things you don't need

You have the know-how and the experience you'll need to lead others, but you often wonder whether you have the image to be a leader.

First, forget about having to be the dashing woman or man who leaps in to save the day.

Effective leadership is usually understated. It's about the accomplishment of all the small things that, together, make the big things possible.

Inc.com columnist Les McKeown says real-world leadership is different from what you may believe. In his new book, *Do Lead: Share Your Vision, Achieve the Impossible*, he says the following are a few things you can chalk off your list of needed great-leader requirements:

* **Charisma:** Leadership isn't about charisma. It can be a great tool to wield, but it's not a prerequisite. Nor is it necessary to be a wonderful communicator or motivator. You don't need charisma to communicate or motivate.

* **Genius:** There are many geniuses in the world and very clever people who could never be thought of as effective leaders. You probably know some of them. They may often lack common sense.

* **Position:** It's not necessary to be officially proclaimed as the leader. Leadership has almost nothing to do with an organizational chart. Many people who never rise to prominence in an organization consistently act as leaders. Their time is probably coming.

But do have a goal. McKeown says effective leadership is goal-oriented, not people-oriented. Finding a prospective leader is about selecting the right person with the right skills, one who has the motivation to reach goals and move forward.

Whether you're new to the leadership game or are reigniting a dormant passion, you can start leading from where you are right now and make a difference.

Show appreciation to all who perform well

"Bonuses get spent, titles get old, but a thank you lingers."

Larry Page has his own "Reasons to work at Google." It says things like, "We love our employees and we want them to know it," and "Appreciation is the best motivation."

Janice Kaplan, author of a new book called *The Gratitude Diaries*, says companies are setting a thank-you trend, mainly because expressions of gratitude in the workplace are scarce. In just one survey, 80 percent of people said that receiving gratitude or appreciation for their work makes them want to work harder.

An analysis of 50 studies by the London School of Economics shows that people give their best effort if they are interested or excited about their work, but especially if others appreciate what they are doing.

At the University of Pennsylvania's Wharton School, Professor Adam Grant divides people into three categories:

Takers do something if they will get something in return.

Matchers are always playing the corporate game.

Givers contribute to others without looking for a reward. They offer help, advice and knowledge. While many workplaces have a competitive atmosphere, givers can also end up on top. Those who combine giving to others with awareness of their own needs can be the most successful of all, Dr. Grant says.

It's not just managers who should show appreciation. Co-workers can make a difference with a simple "I appreciate that," when dealing with others.



I hope you enjoy this month's newsletter!

Gene Rhodes

ServiceMaster Quality Services

Memorial Day is May 30!

For some 150 years since the end of the Civil War, decorating the graves of military service members has been the primary activity on Memorial Day. Most cemeteries place an American flag on each service member's grave regardless of how long ago he or she died.

Memorials in the form of a cross are called intending crosses.

At Arlington National Cemetery, the President places a wreath on the monument known as The Tomb of the Unknown Soldier, honoring those soldiers who, in the chaos of war, could not be identified and are 'known but to God.' The tomb stands on a hill at Arlington, overlooking Washington, D.C.

As visiting cemeteries on this day became more common, the graves of deceased family members were also decorated. Many individuals remember visiting the graves of grandparents, brothers, sisters, aunts and uncles on this one day each year.

And as cremations and natural burials become more popular, online memorials and tributes printed in newspapers are also becoming more common. At natural burial cemeteries, laying of gravestones or memorial plaques is often not permitted.

During the 150 years since the custom began, almost every family has lost someone, if not a family member, a friend who was lost is remembered.

For all, a prayer for those who are gone is a fitting memorial.



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 \$10.00!

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 \$10.00 Bonus when they become a client!

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

Thanks a Bunch!

"Dependable" –Ms. Suzanne Carlos

"Great job cleaning. Very polite. Always ask if there is anything else to do before leaving." –Ms. Yvonne Smith

Health in the News Actually taking vacation days

Last year, LinkedIn joined the ranks of other tech companies by offering employees unlimited time off. But there was a problem with that.

Research reported in Health magazine shows that without set guidelines, some people never ask for a vacation. But it's key for your physical and mental health to take advantage of however much time off you're given.

Christine Carter, PhD, a sociologist at UC Berkeley says, "Not doing any work is crucial to reaping the benefits of vacation. Those benefits include reducing your risk of heart attacks and depression. She also says:

* Net productivity increases both before and after a vacation.

* Have a trusted colleague check your emails while you're away and organize them by priority so you don't return to a stuffed inbox.

* Schedule a re-entry day. Before going back to work, take a day at home to unpack, return messages and restock the fridge. You'll stay more relaxed if you're not scrambling to catch up.



5 essential steps to getting off the couch every day

British fitness convert Susannah Taylor reveals five ways she gets moving even when moving is the last thing she wants to do.

Taylor, the editor of the health hub Get the Gloss, started out exhausted and weary as she worked on the launch of her business.

At one point, she commuted three hours daily, took care of her two kids, and promoted her business.

At a dinner party three years ago she found herself miserable and exhausted from work and commuting.

As Taylor sipped her third glass of wine at a dinner party, she had a conversation with one of her fittest friends about exercise. She became convinced that moving her body would make her feel more alive, less exhausted and less stressed.

Today, she exercises 3 to 5 times a week and she feels great.

Here are the five essential tips for getting off the couch:

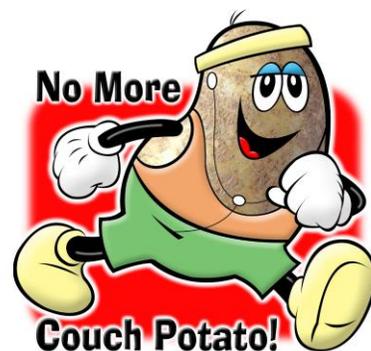
1. Start slowly. If you are going running, start by walking fast and then at that moment where your walk breaks into a jog, stay at that pace and you'll be able to go farther.

2. Exercise even when you don't feel like it. No one ever regretted a workout, she says.

3. Overthrow the "stay here on the sofa" gremlin who says "It's cold"; "it's starting to rain"; "I haven't got time", "it's late"; "I'm tired"; "I'm hungry"; "it's getting dark." Go out anyway.

4. Put your trainer outfit and shoes on and walk out the door. You'll feel really guilty if you then go back inside.

5. Buy some new training clothes. Whether it's a pair of leggings, a bright new pair of running shoes, or just a vest top, wearing flattering, stylish training clothes inspires you to work out. And make sure you buy a good sports bra.



Trivia Teaser – “21”

1. What was the first single released off Adele's album "21"?

a-"Rolling in the Deep,"
b-"Someone Like You," c-"Hello,"
d-"Set Fire to the Rain."

2. In what city is the noted restaurant, the 21 Club? a-Paris, b-San Francisco, c-Dallas, d-New York City.

3. Whose #21 jersey was retired by the Pittsburgh Pirates in 1973?

a-Willie Stargell, b-Paul Waner,
c-Roberto Clemente, d-Paul Mazeroski.

4. Who played a college professor teaching students how to cheat at blackjack in the 2008 movie "21"?

a-Benicio Del Toro, b-Jude Law,
c-Topher Grace, d-Kevin Spacey.

5. The Century 21 Exposition was the official name of the World's Fair held in what city in 1962? a-Knoxville,

b-St. Louis, c-Montreal, d-Seattle.

6. Which planet in our solar system has 21 moons? a-Neptune, b-Uranus, c-Jupiter, d-Saturn.

7. What college professor was a big winner on the 1950s TV quiz show "21," although it was later discovered he was provided with answers by the show's producers? a-Brad Rutter, b-Ken Jennings, c-Charles Van Doren, d-Ed Sullivan.

8. Who was the 21st President of the U.S.? a-Chester A. Arthur,

b-Benjamin Harrison,
c-Grover Cleveland, d-James K. Polk.

9. Who starred as an American soldier stranded in the wilds of Vietnam after his plane is shot down in the 1988 movie "Bat 21"? a-Nicolas Cage, b-Gene Hackman, c-Peter Fonda, d-Colin Farrell.

10. "21 Guns" is the most recent hit by what band to reach the Billboard Top 40 chart? a-Panic! at the Disco, b-Red Hot Chili Peppers, c-Green Day, d-My Chemical Romance.

Answers to '21

1-a, "Rolling in the Deep"
2-d, New York City
3-c, Roberto Clemente
4-d, Kevin Spacey
5-d, Seattle
6-b, Uranus
7-c, Charles Van Doren
8-a, Chester A. Arthur
9-b, Gene Hackman
10-c, Green Day

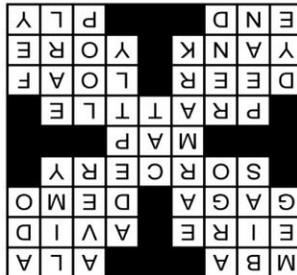
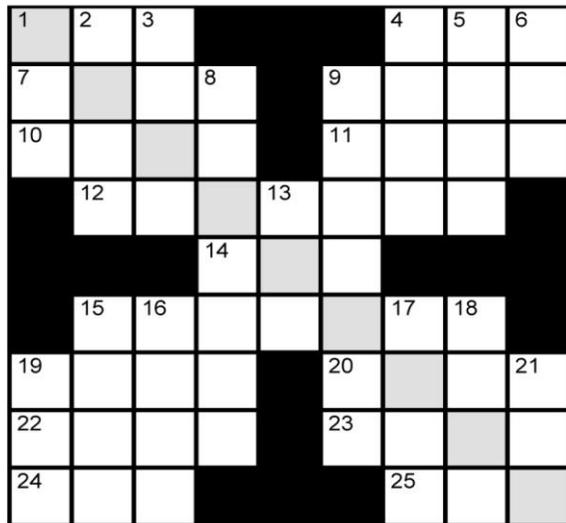
Route of the birds

Across

1. C.E.O.'s degree
4. In the manner of
7. Cork's country
9. All fired up
10. Pop singer Lady
11. Audition tape
12. Black magic
14. Glove compartment item
15. Gab
19. Antelope's playmate
20. Do nothing
22. Pull hard
23. Nostalgic time
24. Finale
25. Thickness

Down

1. Ryan of "When Harry Met Sally"
2. Bent
3. Cornstarch brand
4. Allege
5. Like a gimlet
6. "Much ___ About Nothing"
8. Designate
9. In a proficient manner
13. Tabby
15. Hymn of praise
16. Rip apart
17. Aerial maneuver
18. Rank above viscount
19. Hair colorer
21. Effeminate



More women who could retire choose to stay on the job longer

In 1992, one in 12 women worked past age 65. This year, that number is about one in seven. The U.S. Labor Department projects that number to grow to one in five by 1924.

At the Urban Institute it's called one of the most stunning developments in the labor market over the last 50 years. Since 2007, the share of older working women has grown while the percentage of every other category of U.S. workers (by gender and age) has declined or hasn't grown.

Many Americans continue working because they find their jobs rewarding, and many full-timers and part-timers enjoy the social aspects of their jobs more than staying home. Others work to pay off debt or increase their savings.

In the last recession, many older workers were forced out of their jobs, especially women, according to the Federal Reserve Bank of St. Louis.

Older men and women are leaving the workforce more slowly than in the past, suggesting a greater potential labor supply than unemployment figures typically imply. And older workers are better off financially, thanks to two-income households and real-estate equity.

But they also have more debt than in the past. Half of homeowners age 65 and older had a mortgage for about \$88,000 in 2013, up from \$43,000 in 2001. And many still have student loan debt for themselves or for a child's education.

Americans are more highly educated, but workforce participation among those 65 and older with a college education is roughly double those with less than high school.

For women age 55 to 64, the percentage is about the same for high school and college graduates, according to census data maintained by the University of Minnesota.



985/872-1029
gene@s-mqs.com
www.s-mqs.com

About Our Company

ServiceMaster Quality Services is a full service commercial and residential cleaning company that operates in the following areas: Terrebonne, Lafourche, and St. Mary Parishes

Services include: general cleaning, appliance cleaning, carpet cleaning, upholstery cleaning, all types of hard floor care, commercial cleaning, disaster restoration, and window washing. Owners Gene and Sally Rhodes have been in the cleaning industry for over 24 years, and they feel it's important provide cleaning services that place the utmost importance on the health and safety of their clients and employees. For that reason, they are active participants in multiple industry associations, including the IICRC (Institute of Inspection Cleaning and Restoration). We are also an A+ Rated member of the Better Business Bureau.

The brain is like a muscle, so exercise it more often

The mainstream view in neuroscience today is that the living brain is actually neuroplastic, meaning its circuits are constantly changing in response to what we do.

As we think, perceive, form memories or learn new skills, the connections between brain cells also change and strengthen. Far from being hard-wired, the brain has circuits that very rapidly form, un-form and reform.

Researchers at Cardiff University in the UK found that the physical activity with the largest positive impact on the brain was walking at least two miles a day, biking 10 miles, or regularly engaging in vigorous exercise.

Staff Members Making the News

Meet Jasmine Theriot. Jasmine is currently our Assistant Manager. Jasmine is responsible for assisting our General Manager with managing our Cleaning Specialists staff and visiting with customers. We consider Jasmine an important part of our staff and are proud of the job she is doing!

"Courage is what it takes to stand up and speak. Courage is also what it takes to sit down and listen."

- Winston Churchill, Prime Minister of the United Kingdom

Getting and staying motivated is vital

Whether you're striving to reach a business goal, or are involved in the day-to-day operations, lack of motivation can chip away at your confidence and hurt your potential for success.

***Whatever your job may be, the more motivated you are, the easier it will be to get today's work done well.

Have you ever had this happen to you? Whether you're trying to start the day's work, or even later in the day, you just don't know what to do next. You have no energy and no good ideas to work on. You have tumbled into a slump!

According to quickbase.intuit.com, here are six ways to get motivated so you can become more productive.

1. Concentrate on one goal at a time. If you write down one goal to accomplish each day, it's much easier to be focused and more motivated. When you have multiple goals, you will feel overloaded.

2. Choose the right goals. Select goals that you're excited about. Basically, you are more motivated if you are working towards something that you genuinely want to do or achieve.

3. Schedule breaks in your day. Make sure you schedule regular breaks so you can loosen up and recover the energy that you had lost. For your breaks, you could take lunch, go to get coffee, do a short errand, or just walk around and talk to people.

4. Get a support group. It's important to have other people who want you to be motivated just as much as you want to be, and you can help them too. Get the support of your manager and co-workers so they are holding you accountable. Offer yourself as support for them too.

5. Change your environment. It could be that there are too many distractions in your current environment. If so, try to work in a conference room or even at home. It will feel good to work from a different area and you won't be bored.

6. Have something to look forward to. When you know something good is coming up in your life, it's easier to get motivated. That something could be a vacation, a night out with friends, a conference or just a bigger project that is coming up.

Spring Cleaning Special

**20% off of Interior/Exterior
Window Washing**

Schedule by May 31, 2016

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Take the Trivia Challenge!

Women who choose to work past age 65 are:

A – one in twenty
C – one in seven

B – one in ten
D – one in five

HINT: The answer is hidden somewhere in this newsletter.