



The Suburban Connection

In This Issue:

Confidentiality



Balancing Acts



Sleep IQ Test

Summer, 1999

Volume 5, Issue 2

From the President:

Spring is finally here! Trees budding and flowers blooming have such a positive effect on so many people. It is in this vane that we extend invitations to our Annual Open House. Since last year, we have seen a few changes here at Suburban Staffing, Inc. We have expanded a little more, both in office space and in divisions. We have added a Technical division to our Clerical, Accounting and Light Industrial divisions.



Additionally, we have added medical discount cards to our long list of existing benefits. Our short-term disability insurance is in the hands of a new company. The cost is less than our previous carrier, with a better payment. We think it is well worth the few dollars a week when you consider recovery time with no paycheck incoming.

A very popular insurance on the market is Long Term Care Insurance. For obvious reasons with the longer life spans, modern medicine, and better assisted living facilities, we find ourselves in need of financial assistance when our medical insurance is no longer available. Suburban Staffing is pleased to offer this insurance to you at a corporate discount.

We are inviting you to our Open House to visit with our benefits vendors so that you may have the opportunity to meet face to face with the folks that have the answers to your many questions concerning these benefits.

Did you receive the survey on Dental Insurance? If you did, we hope you filled it out and sent it back to us. We can only offer this if we have enough participants.



We hope you all have a safe and fun filled summer. We look forward to seeing you at our Open House on June 17th! Your invitation will be in the mail very soon. Please R.S.V.P. as soon as possible. We want to make certain we have plenty of food for everyone!

- Nancy M. Carlson, President

OPEN HOUSE June 17, 1999

Suburban Staffing, Inc. will be holding its 5th Annual Open House on June 17, 1999 from 3 - 7 p.m. at 30 Lyman Street in Westboro. You should be receiving your invitation shortly in the mail. Please call our office with your R.S.V.P.



Our Open House allows you to meet the entire staff, share with us your latest accomplishments, ask questions or just say, "Hello!"

In addition to our usual fabulous food and great door prizes, we have invited our benefits vendors to meet with those of you who are interested in signing up, or just gathering information, for the many benefits that are offered.

Carol Winn, Vice President of A.G. Edwards & Sons will be here to answer any 401(k) Plan questions. Representing our short-term disability insurance program are Dan Verrico of Retirement Concepts, and Doreen Mason and Brian Lessard of Forum Benefits Group. They will also speak with you regarding the medical discount cards from United Health Systems. Dave Augusta of The United Chambers Insurance and Ed Jette from Elder Care Insurance will be here representing UNUM, the long-term care insurance carriers.

Make sure to stop in, have a bite to eat, register for the door prizes and say hello to everyone.

Hope to see you all here on June 17th!

World Wide

Check out Suburban on the Web. The site is updated weekly with new job listings in Accounting, Administration, Customer Service, Light Industrial and Technical fields. You will also find tips on resume writing, interviewing and company FAQ's.



Top ten reasons for late timecards:

- 10) I didn't know I was supposed to send it to **Suburban!**
- 9) I was saving them all until the end of the month.
- 8) Fluffy ate it!
- 7) My Supervisor was supposed to fax it to you on Friday!
- 6) I accidentally put it in with the laundry.
- 5) I left it in my desk at my old assignment.
- 4) You didn't get it yet? I mailed it this morning!
- 3) I don't really need the money this week. I'll send it in some time next week.

2) I ran over it with the lawn mower!
And the number one reason for late timecards:

1) My mother was supposed to fax it.

On that note...please remember that your timecard is due on Monday by 12 noon. Make sure it is filled out completely including lunches, week-ending date, your signature **AND** your supervisor's signature.

Did You Know?

AMY BROWN, working at New England Power, celebrated her 30th wedding anniversary on May 5th.

STEPHEN HEHN, who has been working with Suburban since this past March, participated in and ran the Boston Marathon in April.

BETTY SIMINO, our Trainer, working with New England Power, was promoted to Associate Analyst.

ONELLIE VALENTIN, working at Astra, gave birth to a bouncing baby girl, Sienna, on May 2nd!

A Thought To Share:

There is more in us than we know. If we can be made to see it, perhaps, for the rest of our lives, we will be unwilling to settle for less.

Confidentiality A Concern?

After a recent conversation with one of our field employees, who had been interviewing for several temporary assignments and was uncomfortable that, for these assignments, she had been handing out her resume with her unpublished telephone number on it! She asked, "Why have it unpublished?" So she changed her resume to reflect Suburban Staffing's address and phone number. This way, if the company was interested, they would have direct contact to her placement agency. If the company did not have interest in her resume, they would not have her unpublished telephone number.

Very often, when assignments are long term or may potentially become full time within the company, our client will ask to review resumes and interview the prospective field employee before scheduling them to begin. This can sometimes be a grueling process, especially if you are ready to start working right away. After our placement staff speaks with you about the

opportunity and determines that your interest and qualifications are there, we then send our client your resume (without your address or phone number, of course). With our client's approval, we will schedule an interview. This gives, not only the client, but also you, our field employee, the opportunity to be sure the fit is right. You may meet with the coworkers and see the facility where you'll be working before accepting the assignment. During this interview, you may meet with a manager who has not yet seen a copy of your resume. We do encourage you to bring a copy with you so that you may be best prepared to respond to that request. However, if you are concerned about the confidentiality of your home address or telephone number, we suggest that you type our company name and phone number on your resume. As your employer of choice, we can represent you most effectively, while protecting your privacy.

-Suzanne Jandru, CTS, Placement Manager



Balancing Acts Are Not Only For



Finding Balance Between Your Family AND Your Job

From water-cooler chit-chat to the proliferation of books on the subject, the hot topic of conversation today is how to balance the demands of work and family. Maintaining a delicate balance takes the grace of a circus wire performer and the finesse of a juggler.



Tipping the Balance in Your Favor

Companies re-engineer and so can you. As you strive to achieve a better balance between family and work, think about answering the 3 W's:

-What are my goals?

-What needs to change?

-Who can I help?

Then wrap things up with the *How*. How will I achieve the balance I am seeking? Following are some ideas to get you going:

- ↳ **PLAN** ahead with a personal calendar. Note work, family, social and personal commitments. Chances are, you may not be able to meet all the demands placed on you. Prioritize them and set reasonable expectations.
- ↳ **DELEGATE**. Delegate. Delegate. The family is a team. Even the children can be assigned tasks relative to their ages. You can't do it all!
- ↳ **TRADE** child care time with friends. If you are lucky to have family nearby and they offer to help, take them up on it.
- ↳ **MANAGE** your time by making the most of technology, especially voice mail, the Internet, etc. Group your messages and respond to them in one sitting. Make

messages brief and clear. Group your errands, too, so that you are not driving to opposite ends of town to pick up children, milk, dry cleaning, etc.

- ↳ **SCHEDULE** yourself for regular physical and mental fitness times. Even a power walk around the block or a walk 2-3 times around a Mall during your lunch hour can be a stress buster. Book some "solitary" time, too, to curl up with a good book or to watch re-runs of favorite comedy shows. (Laughter is ranked right up there with the "world's best medicines!")



Payback Time

Achieving a better balance between work and family can make a difference in how you meet everyday challenges. There's an added advantage too. The communication, organizational, coordinating, and prioritizing skills you've just applied to re-engineer work and family demands are highly prized in the workplace. Who knows? Those skills just might give you the competitive edge over another candidate for a new job opportunity!

5 Major Time Wasters

- 1) **Spreading yourself** too thin by trying to do too many things at once.
- 2) **Being afraid** to delegate.
- 3) **Not wanting** to say "no" to requests.
- 4) **Being tied** to the telephone.
- 5) **Procrastinating**.

Suburban Staffing, Inc.
30 Lyman Street
PO Box 1450
Westboro, MA 01581

Stressed? Use Your Brain!

A great way to start relieving stress is to understand which brain hemisphere is stressed.

If you are feeling depressed or emotionally overwrought, your stress is in the right hemisphere - the creative, emotional, holistic side.

What to do? Switch to your matter-of-fact left hemisphere by doing math, writing factual prose or organizing. The emotional right brain will calm down.

Suburban Staffing, Inc.

What Is Your Sleep IQ?



Do you think you know everything about the sleep that your body needs? Find out your sleep IQ by taking the following survey created by the National Sleep Foundation:

Circle T or F, then check your answers below.

- T F 1. During sleep, your brain rests.
- T F 2. You cannot learn to function normally with one or two fewer hours of sleep a night than you need.
- T F 3. Boredom makes you sleepy, even if you have had enough sleep.
- T F 4. Resting in bed with your eyes closed cannot satisfy your body's need for sleep.
- T F 5. Snoring is not harmful as long as it doesn't disturb others or wake you up.
- T F 6. Everyone dreams every night.
- T F 7. The older you get, the fewer hours of sleep you need.

- T F 8. Most people don't know when they are sleepy.
- T F 9. Raising the volume of your radio will help you stay awake while driving.
- T F 10. Sleep disorders are mainly due to worry or psychological problems.
- T F 11. The human body never adjusts to night shift work.
- T F 12. Most sleep disorders go away even without treatment.

Scoring:

11-12 correct:

8-10 correct:

1-7 correct:

Congratulations, you're a sleep genius!
Not bad! Learn more facts about sleep to improve your life.

It's never too late to learn more about sleep.
Why not start now?

On the web: www.sleepfoundation.org