



# The Suburban Connection

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## **From the President:**

*As though it isn't enough during this season to reflect on what we have done or left undone this past year, we find ourselves faced with looking at what has transpired over the last decade, century, and millennium. What do we see ourselves doing in the next one? This is both overwhelming and exciting.*

*The older I get, the more I value things like time, accomplishments, dreams and goals. I treasure **time** with my family and friends. I like to think I might have made someone's day a little better by having a **positive impact** on events that affect them. The "someday I'd like to write a book" kinds of things just keep nagging at me. The necessity of having to write down things that I must do may be a reminder of the passing years. However, I take great pleasure in putting a check next to those long and short-term goals that I was able to meet.*

*Along with all the technological and social advances we have made, we find ourselves living longer and healthier lives. Our desire for bigger and better things forces us to work longer and harder hours to give us the income that allows for these indulgences. This takes us away from the valued time we spend with our loved ones.*

*Our accomplishments become a to-do list of chores around the house or those all-important tasks to complete at the office. This certainly labels us busy. Does it necessarily allow us to feel fulfilled?*

*How sad to have to go through life wishing you could do something and not taking the time to try. It might not be something so exhaustive as writing a book. It may be taking a trip to visit the home of your ancestors or planting a rose garden. Some things should not be made to go undone. These are the things that give us joy.*

*Were it not for establishing goals, we would be like a ship on the ocean without a destination. The tendency to flounder and bounce from here to there leaves us with no direction. When we relinquish control of our lives we tend to become victims, a pretty high price to pay for not taking the time to design a map of our future.*

*Does the turn of a century or millennium have a greater impact on our choice to establish goals for this New Year? I guess that depends on the value*

*you place on how you travel to your desired destination.*

*Happy Year 2000!*

*- Nancy M. Carlson, President*

## Extended Office Hours!

Suburban Staffing, Inc. has extended its office hours. The office is now open at 7:30 a.m. Monday through Friday. From Monday through Thursday a Placement Counselor will be in the office to take your calls until 6:00 p.m. On Fridays, the office will close at 5:00 p.m. If you call after 5:00 p.m. Monday through Thursday, you may dial extension 622 and a Counselor will take your call. If someone does not pick up, they may be on another call or away from their desk. Just leave a message, or dial zero to get back to the main switchboard and leave a general message.



Hopefully, the new office hours will be helpful to those of you who can only be reached after normal

## World Wide

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



[www.suburbanstaffing.com](http://www.suburbanstaffing.com)

Suburban Staffing, Inc. (508) 366-8521

## what is "Business casual?"

Many companies are relaxing their dress codes and allowing for casual day at least once a week. It is very important to understand the difference between "business casual" and "business sloppy" when working in an office environment. The first rule is to observe what everybody else is wearing in the office. Every company has its own style, and you need to determine what that style is and dress accordingly. If something is questionable, then don't wear it. When in doubt, opt for conservatism. The last thing you want is to have someone tell you what *not* to wear to work.

### **FOLLOWING ARE A FEW GUIDELINES THAT SHOULD BE HELPFUL IN SELECTING "BUSINESS CASUAL" CLOTHING:**

*For women*, khaki, navy or black twill pants or pleated casual pants paired with a shirt and blazer or sweater set work best.

*For men*, slacks or khakis, with a sport jacket or blazer works well. A sweater, a button down shirt without a tie or a polo shirt are all acceptable.

## Did You Know?

**ANNETTE FRESE**, Recruiter with Suburban Staffing, announced the engagement of her daughter, Annette. She will be planning a February 2001 wedding!

**JANE LABARRE**, working with AstraZeneca, PLC, was married Columbus Day Weekend.

**JANET MONTGOMERY**, gave birth to a bouncing baby girl in August 1999.

**BETTY WARSEN**, Accounting Manager with Suburban Staffing, announced the engagement of her son, Brad. They are planning a May 2000 wedding!

**KIM WEEDEN**, Personnel Counselor at Suburban Staffing, is expecting her first child in February 2000!

### **A Thought To Share:**

"Find out what you like doing best and get someone to pay you for it."

-Katherine Whitehorn

## Required Government Forms



It is very important that you check your W-4 Withholding Tax forms every year to make sure you are filing correctly.

If you answer "YES" to any of the following questions or if you owed extra tax when you filed your 1998 return, you may need to file a new Form W-4 for 2000.

### **SINCE YOU LAST FILED FORM W-4 WITH SUBURBAN STAFFING DID YOU...**

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

### **WERE THERE MAJOR CHANGES TO...**

- Your nonwage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

Call Sharon in the payroll office at (508) 366-8521 for more information.

In addition to your Form W-4, if you have changed your name, you must obtain a new social security card reflecting your correct name. Failure to apply for a new card could impact your contributions to your social security account. You may call 1-800-772-1213 to obtain a new card.

# A Gift For All

**'T**is the Season of gift giving and receiving. Holiday celebrations march to the forefront, with the new millennium taking center stage. We await with curiosity and hope for the millennium's gifts. There will be gifts of new life, love, learning, friendships, medical and technological breakthroughs. Millennium, or not, gifts can happen anytime. Or maybe all the time...

## A SHARED SECRET

A few years ago, my Aunt Mary, wise with age, revealed to me what a gift truly is. As we spoke long distance on the phone, she shared her secret with me. "Annette," she said, "every day is a gift."

I've been thinking of that "secret" ever since she told me. I've decided that Aunt Mary knew what she was talking about. As one day ends, we enter into the gift of a new day. How we respond makes all the difference in the way the

day reveals itself to us, moment to moment. If we focus on the day as an opportunity to learn, to inspire others, to enjoy family and friends, then we can personally grow in wisdom, contentment, and inevitably, age.

As with all gifts, the gift of another day gives us the choice on how we react to it, certainly not always an easy or painless decision. We are our own "spin doctors." Looking at life as a growth experience helps to put the big picture in perspective, expands our minds and gives us pause to focus on priorities, strengthen our resolve, and enhance our relationships.

So, I think Aunt Mary was right. With the countdown to 2000 fast approaching zero, another year of gifts is streaming towards us. We'll have 366 days (an extra one coming up!) of new gifts to open. Use them to the fullest and ultimately value the knowledge we have gained. Happy New Year, Happy Millennium, everyone!



## On a Lighter Note...



The lines below may seem strangely familiar. That's because each line is from a traditional holiday tune. Can you name that tune? (Answers can be found on page 4)

### Images of the Season

*Bells are ringing, children singing,  
Tiny tots with their eyes all aglow.  
'Tis the season to be jolly!*

*Oh! The weather outside is frightful.  
Folks dressed up like Eskimos.  
Children laughing, people passing,  
Walking in a winter wonderland.*



*There's no place like home for the holidays.  
Just like the ones I used to know.  
Chestnuts roasting on an open fire,  
A beautiful sight, we're happy tonight.*

*All is calm, all is bright.  
Fast away the old year passes.  
Let there be peace on earth.*

- Annette Frese

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## Peanut Butter Cookie Recipe

1/2 cup sugar                      1 teaspoon vanilla  
 1/2 c. brown sugar              1-1/4 cup flour  
 1/4 cup butter, softened       3/4 teaspoon baking soda  
 1/4 cup shortening              1/2 teaspoon baking powder  
 1/2 cup peanut butter, plain   1/4 teaspoon salt  
 1 egg, beaten

**In** a large bowl, cream sugars, butter and shortening. Add peanut butter, egg, and vanilla. Mix thoroughly.

**Combine** flour, baking soda, baking powder, and salt in a medium bowl. Gradually add to peanut butter mixture until completely combined.

**Cover** bowl and chill for 1 hour.

**Preheat** oven to 375 degrees F. Lightly grease

Answers to "On a Lighter Note...": Here Comes Santa Claus, Chestnuts Roasting on an Open Fire, Deck the Halls, Let It Snow, Let It Snow, Let It Snow, Silver Bells, Walking in a Winter Wonderland, There's No Place Like Home For the Holidays, White Christmas, Chestnuts Roasting on an Open Fire, Walking in a Winter Wonderland, Deck the Halls, Let There Be Peace on Earth.

Suburban Staffing, Inc.

## r Holiday Word Search y

R E P I E M U S E R I  
 H T A E R W R U N E N  
 S T I F E N E B A D T  
 K I T A W X B U M H E  
 C M T X C V M R W A R  
 E E L E E I E B O K V  
 H C L A X H C A N U I  
 C A M I T T E N S N E  
 Y R E N N I D W D A W  
 A D T U R K E Y O H R  
 P S A M T S I R H C V

Find the following words in the puzzle.  
 Words may be across, backwards,

- |             |            |
|-------------|------------|
| { Benefits  | { Paycheck |
| { Chanukah  | { Pie      |
| { Christmas | { Red      |
| { December  | { Resume   |
| { Dinner    | { Snowman  |
| { Eat       | { Suburban |
| { Excel     | { Timecard |
| { Interview | { Turkey   |
| { Mittens   | { Wreath   |

Happy Holidays to