

INSIDE THE ISSUE

- Tips for Organizing Your Work Life!
- Employee Spotlight
- Birthdays!
- Recipe Corner
- Pictures from the Team
- HR Corner
- Nutrition Month!



Productivity Tips for Organizing Your Work Life:

Start the day with structured 'me time': Go through email and social media updates that have piled up overnight and triage the backlog. Knock out quick responses and referrals, so other people can start working on tasks. Schedule the bigger tasks. Delete the items that are informational or unimportant.

Eat that frog: Simply means you do your most important task first. After completing your most important task, you will feel fulfilled and satisfied for the rest of the day. By practicing this habit, you will also avoid one of the biggest enemies of productivity — procrastination.

Break your work down into sessions: Your brain and your body are impressive machines, but don't overuse them. Studies show that your brain's effectiveness significantly decreases after 45 minutes. Make a habit of having five- or ten-minute breaks every 45 minutes. Stretch your body and allow your brain to regenerate. Doing so will help you to start each hour fresh and increase your productivity.

Space: There are many studies that show how the right lighting, the right temperature, and a clean workplace affect your productivity. But don't limit your thinking just to your physical space. Think of space as your entire working environment, including your virtual space.

Mission Accomplished: There are only so many hours in a working day, so ensure you are focused all the time. Set out your tasks and stick to them. Organize your hours properly to minimize frustration and get things done on time. Think of the sense of achievement you will feel knowing you were on top of your day.

EMPLOYEE SPOTLIGHT

Kym Rambelle, Project Management Director



Did you ever have a nick name?

My Uncle Bob used to call me Tumble Bumble because I was a gymnast as a child and my favorite skill was floor exercise.

What was your favorite age?

30, I was so anxious about turning that age because I thought that it was old and I hadn't yet achieved certain goals. Then my sister told me "Nonsense, life begins at thirty"...she was right!

If you could meet anyone in the world dead or alive who would it be and why?

I would want to meet Jesus, of course not right away. People traveled for miles on end to hear what He had to say.

Motto or personal mantra?

Promise yourself:

To be so strong that nothing can disturb your peace of mind. To talk health, happiness, and prosperity to every person you meet.

To make all your friends feel that there is something in them. To look at the sunny side of everything and make your optimism come true.

To think only the best, to work only for the best and to expect only the best. To be just as enthusiastic about the success of others as you are about your own.

To forget the mistakes of the past and press on to the greater achievements of the future. To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others. To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.

To think well of yourself and to proclaim this fact to the world, not in loud words but great deeds.

To live in faith that our Almighty Creator is on your side so long as you are true to the best that is in you."

What's the weirdest thing you've ever eaten?

Ostrich. I was on a business trip in Omaha where we dined at a restaurant that served all kinds of meat from a variety of uncommon animals. It's not bad actually...it tastes like really BIG chicken ;-)

What is your favorite Movie?

Jaws. Being from Long Island (where it was filmed off the coast) makes it a cult classic for our family. We watch it repeatedly in the summer and we quote from it regularly. "This was no boating accident..."

If you were an animal what would you be?

I would like to be that Red Tail hawk that returns to our property every year. I envy his ability to soar above all the fray and chaos that's going on below. I wonder if he thinks that WE all sound like cackling hens. I enjoy hearing that cry of freedom he makes as he remains up there for hours, effortlessly gliding on the currents of air.

People would be surprised if they knew:

I don't like being in crowded places. I don't shop in malls or go to concerts. I am typically the first in to a movie and the last to leave.

What did you want to be when growing up?

I wanted to be a veterinarian. I changed my mind when I found out that euthanasia was a part of the job description.

What do you always want to try and never did?

Snowboarding. I am not a very good swimmer and the way I figure it, Snowboarding is the closest I can get to surfing without all those pesky concerns about drowning and sharks (Jaws!)

What else do you do for fun?

I play 9 ball with my Husband on weekends. My husband makes 'circus shots' while I have

mere momentary flashes of brilliance (it's better to be lucky than good, is what I say)

What is the first concert you attended?

I saw Prince during his Purple Reign! He was a sight to see out there in those heels with that guitar, jumping off that piano. Albeit, we were in the 'nose bleed' section, I was still waving my lighter. It was the first and last concert that I would attend with greater than 2000 people.

MARCH BIRTHDAYS

Omar Magana	7th
Langley Perry	10th
Jason Noto	12th
Bonnie Brillhart	19th



RECIPE CORNER

St. Patrick's Day Spinach Pancakes and Corned Beef Hash



In the spirit of St. Patrick's Day. This recipe will be a fun surprise for your family. To see their faces light up over green pancakes. These bright green savory pancakes have an incredibly moist, custardy texture, and a fresh oniony bite. Enjoy!!!

Ingredients:

- 1 cup whole milk
- 1 large egg
- 1 cup frozen chopped spinach, defrosted and squeezed dry (about 3 to 4 ounces after squeezing)
- 1/3 cup loosely packed chopped chives
- 1 cup flour
- 1 teaspoon baking powder
- Kosher salt and freshly grated black pepper

- 1 cup grated sharp or medium Cheddar cheese
- 1-2 tablespoons butter

Toppings:

- 4 fried eggs
- 2 cups prepared corned beef hash, your own recipe or canned
- 2 tablespoons chopped chives

Directions:

1. Blend the milk, egg, spinach, chives, flour, baking powder, 1/2 teaspoon kosher salt and a few grinds of black pepper in a blender on medium-high, scraping down sides occasionally, until completely mixed and bright green. Transfer to a bowl and stir in the cheese.
2. Heat a large nonstick skillet over medium heat and add about 1 teaspoon of butter to the pan, heat through until foaming subsides.
3. Ladle about 1/4 cup of the batter onto the skillet; use the back of your ladle or a spoon to spread it slightly.
4. Pour 1 or 2 more pancakes, taking care to keep them evenly spaced apart.
5. Cook until the top is set and starting to bubble, and the undersides are browned and crisp at the edges, 2 to 3 minutes.
6. Flip with a spatula and cook another 2 minutes on the second side adjusting the heat if the cakes are browning before the cakes fully set.
7. Serve immediately or transfer to a platter and cover loosely with foil to keep warm.
8. Repeat with the remaining batter, adding more butter to the skillet as needed, you should have 8 to 10 pancakes.
9. To serve pancakes, transfer 2 pancakes to each plate, top with 1/2 cup corned beef hash, a fried egg and a sprinkling of chives.

Submitted by: Melissa Padgett

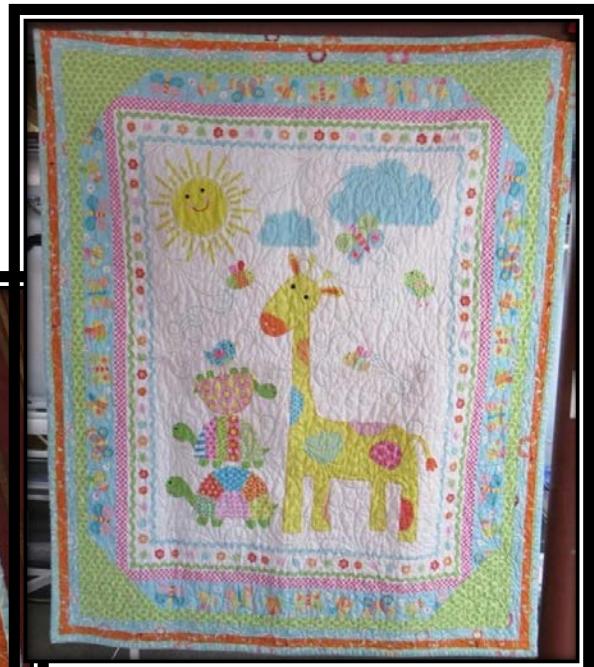
CHARTWELL FAMILY PHOTOS

Chartwell, meet our newest family member, Jacob Edward Sayers!!!



Congratulations Lily and Todd.

Our very talented Richard Davis made this beautiful quilt for baby Jacob.



Jamie's sons Camden and Avery at practice, getting ready for baseball season.



Jonathan and Kim joined Yakira for Family Day at preschool. They decorated a cupcake with fruit.



Jonathan's sister and her family immigrated to Israel in February.

HR CORNER



RESOLVING PROBLEMS IN THE WORKPLACE

A recent article in HR Magazine entitled “Problem People” by Dori Meinert presents nine scenarios of difficult workplace situations and how to handle them as an HR manager. However, there are five take-aways from the article that we can all use for both ourselves and coworkers.

Learn your strengths: If you are unhappy in your current role, you need to focus on finding the right fit between your strengths and the job you are asked to perform. Ask co-workers, supervisors, and HR to help you develop a plan that will enable you to reach your goals. Don’t be afraid to ask for abundant feedback. Managers dealing with unhappy workers should approach them to discuss the worker’s strength and weaknesses, help him/her develop a plan, and ensure that you celebrate your workers’ achievements.

Identify the problem: If you are supervising, managing, or working with an employee or coworker who is being problematic in the workplace, don’t make assumptions. Sometimes the difficult employee isn’t the problem, it is the organization’s culture. Other times, the employee may be at the root of the problem, and it is time for him/her to move on.

Be transparent: Don’t be afraid to be honest and upfront with your supervisor about your workload, skill set, or needs. Be as transparent as possible and constantly seek feedback, especially with new initiatives and roles. Rather than be defensive, accept criticism as a constructive effort by your supervisor to help you succeed on the job. Rely on facts to educate others, and figure out a way to work with each other to achieve the company’s goals.

Work Life Balance: It is important to balance our work life with outside interests that engage us in different ways. If you are working long hours or a coworker is working long hours, and complaining, consider whether your or your co-worker’s work-life balance is where it should be.

Be Prepared: When you see someone at any level behave inappropriately – whether towards a coworker or a client, reinforce the company’s expectations for conduct at work. Act quickly and responsibly to lead the team back on track.

Communicate Clearly: Communicate clearly and be detail-oriented in tackling assigned tasks. Don’t assume that everyone thinks the same way. Take notes, ask questions, and listen for an action item. Sometimes, in order to help you stay ahead of the action items, it helps to provide your supervisor with daily follow-up communications on your progress. As a supervisor or project manager, don’t be afraid to ask for daily reports from those with whom you work. Clear communication about the status of work goes a long way in avoiding conflicts, including questions about worker productivity.

NATIONAL NUTRITION MONTH

March is National Nutrition Month, when the Academy of Nutrition and Dietetics reminds everyone to return to the basics of healthy eating. It is also the time of year when the Academy celebrates expertise of registered dietitian nutritionists as the food and nutrition experts.

National Nutrition Month® is a nutrition education and information campaign created annually in March by the Academy of Nutrition and Dietetics. The campaign focuses attention on the importance of making informed food choices and developing sound eating and physical activity habits.

The theme for 2017 is "Put Your Best Fork Forward", which acts as a reminder that each bite counts. Making just small shifts in our food choices, can add up over time. The 2015-2020 Dietary Guidelines for Americans suggest starting with small changes in order to make healthier lasting changes you can enjoy. This year's theme for National Nutrition Month® inspires us to start with small changes in our eating habits - one forkful at a time. So whether you are planning meals to prepare at home or

making selections when eating out, Put Your Best Fork Forward to help find your healthy eating style.

Key Messages:

Create an eating style that includes a variety of your favorite, healthful foods.

Practice cooking more at home and experiment with healthier ingredients.

How much we eat is as important as what we eat. Eat and drink the right amount for you, as MyPlate encourages us to do.

Find activities that you enjoy and be physically active most days of the week.

Manage your weight or lower your health risks by consulting a registered dietitian nutritionist. RDNs can provide sound, easy-to-follow personalized nutrition advice to meet your lifestyle, preferences and health-related needs.

