



Admin Pro

Tri-annual newsletter

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January-April 2020

Hello Members

I know we are all prisoners of COVID-19:

- Some in Class A with sufficient work and secure jobs;
- Some in Class B with the boss always on their tail;
- but let us think of the ones in Class C, who are overburdened or lonely.

May better times come soon to all of us.

Meanwhile, as they say 'the show must go on', so the newsletter is here. I hope you will find in it a thing or two to think about, and something that makes you chuckle too.

I would like to thank all the contributors to this issue: Cheryl Mathew, Marina Fernandez, Afroze Tungekar, Barbara D'Cruz, Samantha Rodrigues, Naureen Rodrigues, Natalia Fonseca, and of course from SLAAPS: Ruveena Cader and Sunethra Nugawela. Last but not the least, thank you members for making time to read.

With my best wishes



Sunnu Golwalla

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Run-up to our Golden Jubilee Celebration!!



Philomena Catherine

Asang Lee

August 18, 1933

May 2, 2008

Founder of Distinguished Secretaries'
Society of Pakistan

"The Intercontinental Hotels in Europe celebrated Secretaries Day in April 1971 by placing a rose on each secretaries' desk. At that time Phil was the Secretary to Mr Holt, the then GM & Area Director of Karachi Intercontinental Hotel. Phil got a brainwave to start a Distinguished Secretaries Club in Karachi, for the top-most secretary of each organization. Mr Holt welcomed her idea and he and his wife assisted in contacting all top secretaries in Karachi and so the "Distinguished Secretaries' Club" (DSC) which was later renamed "Distinguished Secretaries' Society of Pakistan" (DSSP) came into being.

Phil was an energetic person with great enthusiasm; she was innovative and had the qualities of a leader. She ran the club with great professionalism and grit. She organised a dedicated team and together worked very hard to make the DSC a successful venture, which obviously it is. It still stands after 38 years." *Excerpt from tribute by Cheryl Mathew, on Phil's passing away.*

DSSP hosted their first ASA Congress in Karachi from May 18 to 25 1990

Come on ladies, spot yourselves in the pictures!







Launch of DSSP's first personal computer on 24 September, 2006. *(who would have such details but Cheryl!)*



Inauguration of DSSP's Office (current location) on 16 April 2007

All above photos, and information courtesy our ex-officio and permanent ASA Coordinator Cheryl Mathew.

All photos below are by courtesy of our immediate past editor, Marina Fernandez



4th ASA Congress in 1980 in Indonesia (who can you recognise?)



9th ASA Congress hosted by DSSP: MOK is 4th from right, with Council of Presidents





Mid-1970s: Yes! MOK could sing!



MOK was conferred President Emeritus on 28-5-2017

More pictures have been sent by Cheryl and Marina which will appear in the following issues, but it will be nice if more of you participate and send what you have too.

WORKLIFE

Working from Home (WFH)

Some of our members share their experience



CARTOON COURTESY: BARBARA D'CRUZ, EXECUTIVE ASSISTANT, ARTISTIC MILLINERS PVT LTD

Working from home (WFH) is not as easy as I thought it would be! The first five days were really a struggle. Luckily, I had my cell phone configured for my official emails just the day before we entered into lockdown. The organisation suggested all employees use Microsoft Teams and boy! it was so confusing at first, but I am now loving using it! One can make individual and group calls - both audio and video -, can have individual and group chat, share documents within the organisation and with outside contacts if they have MS Team IDs.

The first few days I struggled between doing household chores and office work. Soon I realised I had to set a fixed pattern, set up my work space and dress for work - trust me it really puts one in work mode.

At work we have the benefit of calling colleagues for work required or simply walk up to their workspace. When working from home I could only message and hope for a quick reply.

After the end of the second week in lockdown - today 4th April - I have adapted well and actually am enjoying it. It's a much-needed balance between home and work. In our work culture WFH is still not accepted at many organisations, but the lockdown has proven that it is possible!

CHERYL MATHEW, LEARNING SUPPORT MANAGER, HABIB BANK LIMITED

Our company has decided to consider this lockdown period for work from home and an opportunity to complete pending important tasks and assignments, to guarantee business continuity.

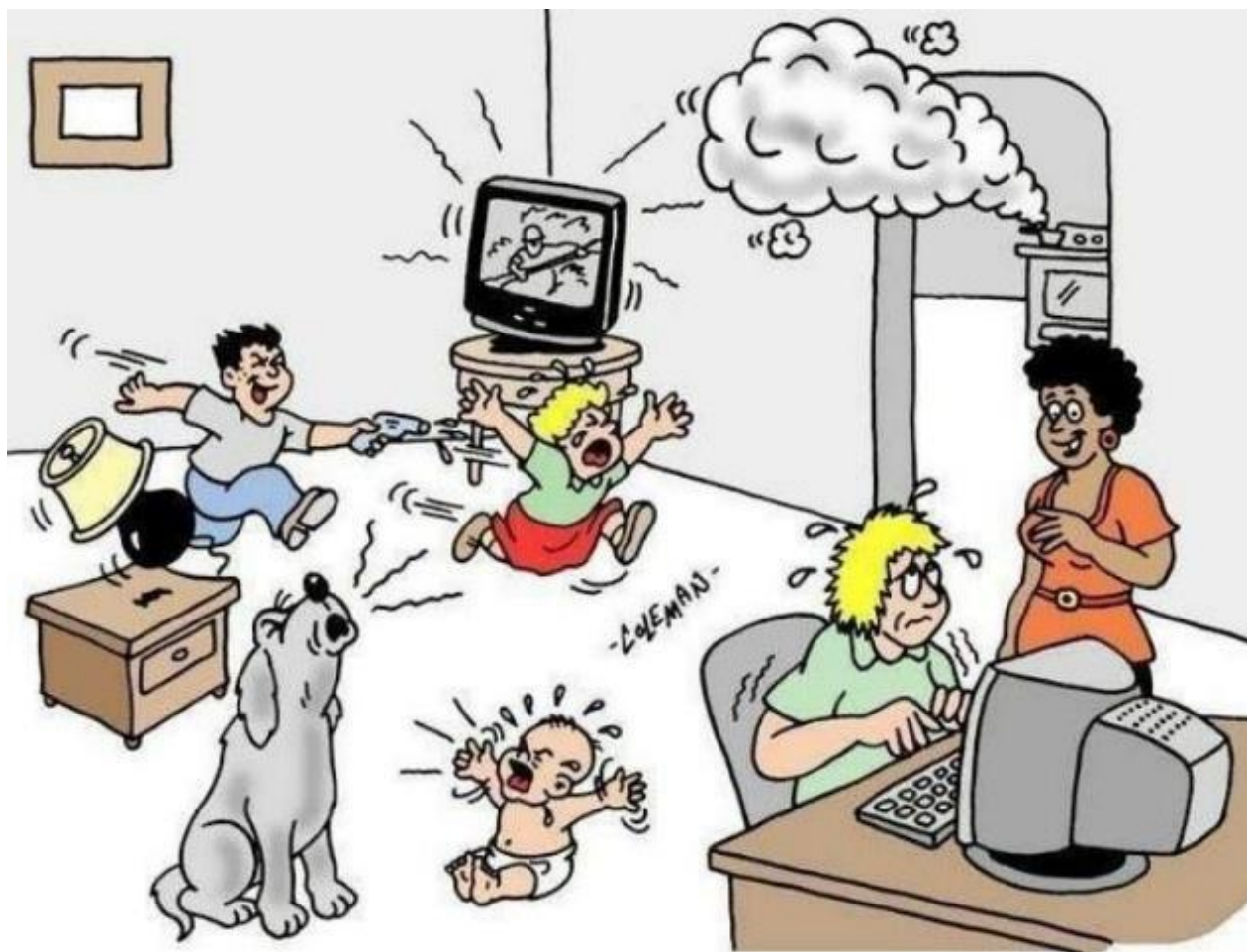
In this regard, my boss has assigned me a specific task on different ongoing projects and upcoming plans on new-design bus and truck launches in different cities in Pakistan.

We have been informed to start work on a regular basis early in the morning with a Japanese style morning exercise known as “Rajio Taisou” (ラジオ体操). It is from two words: “Rajio” which means Radio in Japanese, and the word “Taisou” which means physical exercise in Japanese.

MARINA FERNANDEZ, EXECUTIVE SECRETARY TO THE TOP MANAGEMENT, HINOPARK MOTORS LIMITED

During the pandemic, my working hours are 9 to 9. By the time I think of watching television I am already half dead. Corona has kept me quarantined from the kitchen to the bedroom. Despite of all this I thank God, because the kids have said NO to junk food.

SAMANTHA RODRIGUES, CEO, MINISTRY OF HOME AFFAIRS (DURING QUARANTINE) – good one Sam!!



**" IT MUST BE NICE HAVING A JOB
WHERE YOU CAN WORK AT HOME. "**

ANOTHER CARTOON, COURTESY: BARBARA D'CRUZ

THEY HAVE LEFT BEHIND FOND MEMORIES

VIRGINIA D'SOUZA

She left for her heavenly abode on 22 January 2020



What best defines Virginia is her motherly love for her son Royden. He was born a perfectly normal, but at nine months he contracted meningitis and its high fever rendered him a special child.

Virginia and her husband accepted the news with grace and devoted themselves completely to their son and gave him the best life they could.

Only days after Virginia's passing on, Royden followed her to the Heavenly Abode. May their Souls rest in Eternal Peace.

We acutely also remember Virginia's husband who is now alone, and lost at once two most important persons in his life. May the Good Lord look after him.

-Sunnu Golwalla

NAUREEN RODRIGUES, DSSP'S SECRETARY, EXECUTIVE COMMITTEE:

Gone but not forgotten

Whenever I bumped into Virgie, she always inquired about the DSSP and asked about up-coming events. She

would ask me to inform her and that is how our friendship developed.

She found out that I am very fond of green chutney sandwiches and she made a box full specially for me, and asked me to tell her how I liked them.

In December 2008 when I was visiting Anthonian Blessings, she saw me, took me to her place, and offered me all her Christmas sweets including her Christmas cake and Bath. I told her not to cut the cake because in our tradition, we cut it after the midnight mass but she insisted. I noticed that she was not only a hospitable person but also an excellent mother looking after her special child along with her husband. She read me the poem, which she wrote for her son, and I got teary eyed when she said that he is very attached to her and a blessing for them and that she and her husband will look after him until their last breath. Her son passed away soon after she left us. May their souls rest in peace forever.

ASMA BUTT

She joined her maker on 7 April 2020



I got to know Asma when we did a Project for the ASA Congress in Karachi in 2014. She came across as a warm, supportive and actively participatory member of the team. She also procured substantial financial support from her employers SSGC for the Congress, and took an active part in the Congress proceedings.

Subsequently, DSSP did a Project for the ASA Congress in Papua New Guinea in 2018 and I still remember how well Asma conducted a session on Paper Management, which was immensely enjoyed by the young college students of St Joseph's and of St Patrick's.

She had a flair for public speaking and for sharing her knowledge. A resourceful member who contributed meaningfully even in her short attachment to DSSP. I will remember her very fondly as a loving, giving and supportive friend, and as a person, one with immense courage and positivity in face of cancer she suffered from for four years. Rest in peace dear dear friend. - Sunnu

NAUREEN RODRIGUES, DSSP'S SECRETARY, EXECUTIVE COMMITTEE:

Asma and I worked on the same committee under MOK's leadership. When I saw her the first time,

she reminded me of Benazir Bhutto. When I told her that, she gave me a big smile and said that everyone tells her that.

I was shocked to read her post on Facebook regarding her cancer diagnosis in 2016, and she wrote so well that she will fight it and defeat this life threatening disease: She was inspiration for 'fight back spirit'.

Asma was a very good speaker: full of confidence, and was chosen - along with Natalia Fonseca - to present DSSP's "Happiness" project at ASA Congress in Karachi in 2014. She also presented a topic for DSSP's ASA project in 2018 to the young girls at St Patrick's College and, they were very impressed with the way she delivered her presentation.

The strength of her character was evident in how she continued working, travelling, looking after her mom and giving to all, through her travails, till her last breath. *Inna lillahi wa inna ilayhi rajiun.*

NATALIA FONSECA, ex DSSP MEMBER NOW IN CANADA

One word to describe Asma "Strong". She was always resilient in the face of life's challenges. Asma enjoyed contributing to the society and spreading happiness amongst others. I was fortunate to work alongside her on a meaningful project for the Association of Secretaries and Administrative Professionals in Asia-Pacific. Asma you will truly be missed but not forgotten, your rays of happiness will always Shine On!!

RUVEENA CADER, PRESIDENT SLAAPS: THE SRI LANKA ASSOCIATION OF ADMINISTRATIVE & PROFESSIONAL SECRETARIES



I write this with great sadness over the loss of a dear friend. Asma and I first met in 2014 when DSSP hosted the ASA Congress. She was an active member of DSSP and I believe she contributed considerably towards the Congress, and I was truly impressed with her outgoing personality.

She was a beautiful person inside and out and was a great friend to me. She was beautiful for the way she thought, and for her ability to make other people smile, even if she was sad. May her beautiful soul Rest in Peace.

Above picture taken during SLAAP's Residential Seminar in Sri Lanka 28-30 July 2017. From left, Asma, Monica John, Ruveena Cader, Marina Fernandez and Shabana Waseem

Heaven is always and
forever around us and no
soul remembered is ever
really gone

Mitch Albom

PICTUREQUOTES.com

LET'S GET TO KNOW OUR CORPORATE SECTOR

Clariant Chemical Pakistan (Private) Limited

Our Executive Committee Member Afroze Tungekar has been as an Executive Secretary at Clariant Chemical Pakistan (Private) Limited since August 1996. She assists the Head of Masterbatches, as well as sees to the travel needs of all senior and junior managers locally and internationally. She also assists the CEO when his EA is on leave. Admin Pro approached her to share her company profile to be part of our series "Let's us get to know our Corporate Sector".

Clariant AG Chemicals Company is the Parent company of Clariant Chemical Pakistan (Private) Limited. Clariant AG are globally leading specialty chemicals company, based in Muttensz near Basel/Switzerland. **They have four business areas:** Care Chemicals, Catalysis, Plastics and Coatings.

And their corporate strategy is based on five pillars: Increase profitability, Reposition portfolio, Add value with sustainability, Foster innovation and R&D and, Intensify growth. They have **subsidiaries all over the globe.**

For a career that's diverse and never dull, colourful and creative, empowered and rewarding...then Clariant have got exactly the right chemistry for you. A world leader in the field of Masterbatches, Clariant is a truly global organization serving customers in 150 countries across five continents. They have helped construct the world's tallest building and line the world's longest tunnel. They have help recover oil from beneath the deepest oceans. They work with customers around the world, providing them with innovative solutions for their diverse business needs.

At Clariant, we consider our employees to be the single most valuable resource within the company. Joining us would mean a career in a fast-paced environment in a variety of business areas. We provide opportunities for all applicants - internships and apprenticeships, graduates and experienced professionals.

Clariant Chemical Pakistan (Private) Limited is the market leader in the field of Masterbatches and is engaged in the manufacturing, sales and indent business of Chemicals and Masterbatches. **Our motto is "You are precious to us"**



Clariant's headquarters in Pakistan are located in Korangi Industrial Karachi and another manufacturing and sales unit at Thokar Niaz Baig, Lahore.

Their business activities in Pakistan are:

- The Masterbatches Business
- Clariant's global network of ColorWorks™
- The Industrial & Consumer Specialties Business
- Oil & Mining Services Business
- Pigments Business
- Catalysts
- Additives

Clariant makes lasting contributions to more industries than you probably ever imagined. If it's specialty chemicals you need, Clariant can help you.

Clariant also does community work. They are involved in opening a school for underprivileged children by signing an MOU with Baithak School Network whereby they extend help towards their education. Baithak School, is a CSR project of Clariant Pakistan. The aim of this project is to promote basic education to the underprivileged children of Karachi. The below picture shows the students being educated. This is one of Clariant's activity of imparting knowledge to the poor and backward community. The school is frequently visited by our managers to check the progress being made.



CORPORATE SOCIAL RESPONSIBILITY

New added role of Executive Assistants

Our DSSP Member Barbara D'Cruz is an Executive Assistant at Artistic Milliners Pvt Ltd, and recalls the role she played as a member of CSR team of her company. It has left her with the feeling: 'DO GOOD: FEEL GREAT!' She shares her personal views and account here.



We all are well aware of the role of an Executive Assistant (EA) aka Secretary aka Personal Assistant. Multi-tasking is the strategic word for an EA with added job descriptions. Corporate Social Responsibility (CSR) is the latest rising trend, which is an added job responsibility for a number of EAs these days.

CSR team members are responsible for outlining and developing policies and approaches which reinforce a company's CSR objectives. They carry out research, bring forward innovative concepts, produce comprehensive plans, implement policies; build relations with partner associations and a range of these initiatives and activities are synchronized and coordinated.

CSR has a positive impact on the surrounding environment and local individuals. This job requires being an internal and external representative for the company's CSR policies and projects and involves a high degree of marketing and publicity. Publicity to raise awareness of the company's commitment to CSR around its philanthropic endeavours. At each point one is learning and developing; where 'Care is the key'.

I learned a great deal being a part of the CSR Team at Artistic Milliners Pvt Ltd (AM). I am always motivated to extend a helping hand to the needy and at AM this opportunity was up for grabs for me. AM is a jeans manufacturing company: From producing the fabric to the finished product, the entire process begins and ends at our factory. At present, we are exporting jeans to a number of international companies. The company comprises of manual workers and white collared employees. The Company has designed a variety of programs to develop the lives and environment of their employees.

As health is one of the basic needs of any developing society, AM has organized worker well-being and wellness programs which create awareness about the importance of various health topics among the workers. These programs include: Cardiac Arrest (Awareness Sessions), Eye Medical Camps, Dental



Activities (consultation, check-up with follow ups), Cancer Awareness Sessions, TB Activities and Medical Camps for general consultation on a monthly/quarterly basis. A day care unit for working mothers is also one of the facilities provided, so as to empower the 'Working Wonder Women' of our society and giving them complete and equal opportunities as the men at work.

Phoenix project in collaboration with SMILE foundation is another project for acid attack survivors, post treatment these survivors are given jobs at AM so that they can stand on their own feet proving that are not just survivors but revivers and have returned back to accomplish their unfulfilled dreams.

HEALTH, SKILLS ETC TRAINING ACTIVITIES HELD AT AM

Education being yet another most imperative pillar for the development and progress of any society, there are programs like Literate, BSR HER Project and PACE for literacy (basic English, Urdu and Math is taught) Micro finance (basics of budgeting, accounting and saving), Bank Activity (Micro Finance Loan Activity), Insurance Activity (MF Mobile Bank Account Open) these are 3-8 month programs and at the program completion the individuals are awarded with certificates recognizing the top three position holders as well. On and off, there are awareness sessions regarding current trends in health, education and relevant subjects. A Government primary school has also been adopted by AM in a remote area in Karachi where the under privileged are being provided with education free of cost along with books, school uniforms, lunches etc.

Water Waste treatment plants are also operational at AM, for each waste material there are various kinds of treatments thereby strongly practicing the 4 Rs of Waste prevention: Recycle, Reduce, Reuse, & RENEW. AM has also liaised with WWF, WWB, IFC, etc for various social projects. National days, Women's day, Water day, Environment day etc. are also celebrated with fervour among all the employees.

CSR in any company socially uplifts the community and provides them with a platform to enhance their standard of living. CSR helps improve the health, education, food, water, shelter, jobs, legal advice, environment, cleanliness and beautification etc. of a community. As long as the community needs it, CSR is there to help provide it. It facilitates in developing better human beings with even better prospects. Freely we have received so it's high time we give freely to the ones who need it the most. At CSR the motto is, to develop responsible workers, families, communities and citizens in a sustainable environment. Don't wait for the change, BE THE CHANGE!



CSR ACTIVITIES IN PROGRESS

PERSONAL DEVELOPMENT

10 Tips to fix your Attitude and Achieve your Goals



Umair Jaliawala, is CEO @Jaliawala Pvt Ltd, CEO @Torque Corp, Former Director @School of Leadership! On a mission to turn individuals & organizations on! Tweets at @Jaliawala

Before you start reading I have to warn you, this week's blog started out as random thoughts, but in your best interest and to give it some structure I've added some principles to it which you will find helpful in achieving your goals and fixing that attitude.

It all started with a quote: **A bad attitude is like a flat tire: you can't go anywhere until you change it.**

First of all, let me save you a Google search and clarify the difference between attitude and behavior. Attitude shows how people think, feel and tend to behave towards people and/or things. Behavior is an activity or an action done. It occurs after the attitude. For example, Mr. A has a negative attitude about union leaders. Hence, he declined a job offered by an organization which is highly unionized (Behavior).

So now that we have clarified the technical bit let's move on to the more interesting part. So judging by the explanation above, **our attitude serves as the mental filter through which we see the world.** It is your window to the world. Remember the famous example of glass being half empty or half full? That's all about attitude.

And the reason I say attitude is everything is because: Attitude determines the quality of your life: by changing your attitude from negative to positive, you can transform your life.

We all start life with a good positive attitude. Small children are the best example. They have a great attitude towards everything: curious, inquisitive, explorers. In fact if you want to just stop reading at this point I will give you the main take away: Be like a Child: Curious, Fearless and Don't Quit

"A happy person is not a person in a certain set of circumstances, but rather a person with a certain set of attitudes." -Hugh Downs

So on that note without further ado, I will list down a few principles on how to achieve your goals by fixing your attitude:

- 1. Your dominant thoughts rule the day:** There's a power within each one of us that pushes us in the direction of our dominant thoughts. "We Become What We Think"
- 2. Picture your success:** Walt Disney said "If you can dream it, you can do it." Develop and control the thoughts that occupy your head. And use the incredible power of your mind to picture your way to success. Instead of focusing on who you are not or what you don't have, focus on who you really are and what you have.
- 3. Make a commitment:** Often times, we make our goals in our heads. But according to a study on goal setting (which I can do a completely different blog post on), people who write down their goals are more likely to achieve it than those who don't. So I would encourage you to always write down your goals and

make a commitment to yourself or someone else who can hold you accountable, that you give it your best in order to fulfil them. Also, commitments help overcome temporary defeats so you won't give up easy,

4. Problems are Opportunities: Most of the times when we are confronted with problems, our first response is, why me? Why does it always happen to me? When in fact every problem is a learning opportunity that teaches us something valuable and those life lessons are some of the most valuable things in our lives. "Your problems are there to serve you, not to destroy you!"

5. You become your words: So choose your words wisely. Your words have incredible power! They are a product of your thought, they reinforce your beliefs, and your beliefs create your reality. So choose words that point you in the direction of your goals. "Whether you think you can — or think you can't — you're right!"-Henry Ford

6. Quit Complaining: Let's just say that our troubles are like babies and the more you nurse them by complaining about them the larger they seem to grow. Complaining is counter-productive because by itself it accomplishes nothing and instead diverts us from taking any constructive action to improve the situation.

7. How are you? Warning. I have a lot to say here. How do you respond when someone asks you how are you? Most of the time the auto reply is: "I'm fine or OK". First of all, most of the time we don't mean it. We just blurt it out spontaneously like a reflex action even if everything is wrong in our life at that point. Secondly the problem with I'm fine is that when you tell others and yourself that you're fine, you don't have to do anything about it! On the opposite end of the spectrum when you say "I'm horrible or bad" your negative words generate negative thoughts, that lead to negative feelings that can cause negative results.....(somebody stop me!!)

8. Confront your fears: Like they say: dar kay agay jeet hai. If you do the thing that you fear than the death of fear is imminent (unless you have a phobia, then obviously you need therapy) and surely you have read and heard this a million times but think of it as a price that you have to pay for achieving your goals. You must be willing to get uncomfortable and do the things that scare you. Try the smaller fears first. Baby steps at a time

9. Fail! Fail! Fail! Failure is essential to growth and in fact is one of the biggest fear that stands in your way of achieving your goals. Unfortunately, we consider failures something to be ashamed of when actually they are learning experiences that indicate to us any changes we need to make in our approach.

10. Keep Positive Company & Network: People who you spend the most amount of time with will have a significant impact on your mind, thoughts, personality and your vision. Sometimes you are even defined by the company you keep. Therefore, it's crucial that you are carefully evaluate your social circle from time to time. Even though your journey to success starts from within there comes a point when you need relationships and associations to build upon it. Experts say that the most connected people are often the most successful.

In the end, the idea is simple. You can get everything you want by fixing your attitude. As long as you are clear about what you want, any attitudinal changes are just an indication of your willingness to go the distance for your goals. Once you are done reading the blog, you can put together a list of your own based on things you need to do or change in order to accomplish some goals or tasks that you have not been able to for some time and see if the principles really prove effective for you. Is your problem related more to your mindset? (That's a whole other future blog).

***These success principles are inspired from Jeff Keller to give you a framework.**

ASA NEWS

Perseverance and Persistence



DSSP is proud to share the interview of ASA's Honorary President of SLAAPS, Dr Sunethra Jayaratne Nugawela, by Lanka Woman magazine, in their March issue. You will agree Sunethra is an inspiration and a role model to us Administrative Professionals.

She Is also the Founder of Academy for Administrative Professionals, and consultant to "Events in Elegance"; Happy Time Party Suppliers and "Excellent Travels", and a visiting lecturer.

"Perseverance is my passion and persistence is my vision today. My dreams are huge but attainable with determination.

"Never Give Up" is the key passed on to me by my mother. My father inculcated responsiveness in me to the deeds of need, indeed perfectly, without expectations in return from people. These two perspectives from my parents remind me of great personalities Mother Theresa and Shakespeare who have been philosophical on similar

ideologies. I am result driven and focus on self-empowerment to reciprocate to the society, country and to the world at large through sustainable empowerment.

"My family nest is very strong with unity. I am the second child and have four siblings: two brothers and two sisters. I live in Colombo and happily married to Nalin Nugawela, who hails from a very ancestral Kandyan family in Nugawela. I am the founder of Academy for Administrative Professionals, and consultant to "Events in Elegance"; Happy Time Party Suppliers and "Excellent Travels".

"Visiting lecturer at prestigious universities, banks, public, private, state institutions and an international trainer. In addition, I serve as the Executive Secretary to the Chairperson of a prestigious bank. I set an example always by practicing law and order, rules, regulations, ethics and principles. I am particular about my image and well-built identification. Undoubtedly at present, working environments are pressurized but, I manage time effectively without neglecting any area of work entrusted to me personally or professionally.

"I am a happy go lucky, well contented citizen, with the contributions to the country and to the profession. I spend quality time in the office, with networks, family and the people, the life of mine."

Her full interview we shall share once the current situation is resolved: Perhaps in our next issue.

An Attitude of Gratitude will Transform Your Life

By our immediate past Editor Marina Fernandez



“Feeling gratitude and not expressing it is like wrapping a present and not giving it.”

You can choose every day to view your world through an attitude of gratitude. It's the ultimate cure for a bad mood, stress and worry. Thankfulness moves a person from pessimistic, depressive thoughts to feelings of happiness, joy and contentment. We all want more of that in life, right?

Discontentment Kills Gratitude: I believe discontentment is a growing disease in our world today. I'll admit some of my greatest frustrations and likely yours too, often occur when we focus on what we don't have. Our list of wants keep us future-focused and robs us of the wonderful gifts of enjoying the present. We are bombarded with 24/7 messages telling us we must have the latest gadget, the luxury car, the perfect body, a big promotion, the ideal marriage and more.

When we're caught up with all these wants it's so easy to forget all the blessings in our daily lives. Instead of feeling grateful we may feel entitled or envious. Before you know it we're whining and complaining. Because we don't feel thankful we can have a hard time giving praise to our family, friends and colleagues at work.

A Simple Way to Start Developing Gratitude: I remember hearing a wonderful message years ago suggesting I give thanks daily for even the simplest things in my life. We've all heard that before but like most of us, I never did it. This time, however, I decided to give it a try.

I touched my soft, comfy comforter and said out loud, "I am so thankful I have warm bedding and there are so many people in the world without a bed. As I jumped out of bed". I said, "I'm so grateful for this lovely carpet".

I made it a point of telling my maid, restaurant servers, my kids, my office colleagues and friends, how much I appreciated them. Little by little, as days and weeks went by, this constant daily expression of gratitude filled me with an overwhelming sense of peace and contentment. It truly was amazing and yet so simple. When we withhold gratitude and words of thankfulness for ourselves and others, we become stingy with our time, our gifts and most of all, we block blessings coming into our life.

Benefits of Having an Attitude of Gratitude: **Gratitude makes us feel happier, healthier and more optimistic**— When you're in the habit of acknowledging all the good things you have and the people in your life, it's easy to feel good about your life and hopeful for the future. It's easier to take care of ourselves.

Gratitude reduces materialism & greed – When your desire to acquire gets out of control you tend to put energy in things that really don't matter. Instead, enjoy spending time making memories with those you love and building meaningful and healthy relationships.

Gratitude can help your career – You'll be appreciated as a high value woman when you praise and encourage your co-workers and employees. Business relationships are easier to develop as people enjoy your great attitude and want to do business with you.

Gratitude builds a strong marriage, family and relationships – Admit it—don't you enjoy hearing words of praise from your children, a loving thank you or appreciation from a friend?

Actions to Take: On a sheet of paper or in your computer start a daily gratitude log for all the things, people, events and beauty around you.

Make it a habit to verbally express gratitude for specific things or people each morning or before you fall asleep.

Each day, find someone to thank – the security guard man, the restaurant server, your children, etc.

How do you stay in gratitude? I would love to hear your comments!

Thanks for reading,
~Marina~

HEALTH BENEFITS OF GRATITUDE

1. IMPROVES SLEEP QUALITY 
2. DECREASES BLOOD PRESSURE IN THOSE WITH HYPERTENSION 
3. INCREASES YOUR ENERGY LEVELS
4. REDUCES STRESS AND DEPRESSIVE SYMPTOMS 
5. HELPS YOU LIVE LONGER

HOW TO SHOW GRATITUDE

1. GIVE OUT COMPLIMENTS 
2. MAKE A LIST OF THINGS YOU ARE GRATEFUL FOR 
3. VOLUNTEER IN YOUR COMMUNITY
4. DO SMALL RANDOM ACTS OF KINDNESS
5. SMILE! 

SOURCES: <http://happi.usman.com/research-reviews-the-value-of-positive-psychology-for-health-psychology-progress-and-potential-examining-the-relation-of-positive-phenomena-to-health/> | <http://www.fox35.com/24/health-benefits-of-gratitude/> | <http://abcnews.go.com/Health/healthy-living/story?id=52113864>

TOPLINE MD
HEALTH ALLIANCE

GOOD HOME

Table below maybe helpful.

HOW LONG DOES FRESH PRODUCE LAST?

APPLES	4-8 weeks in fridge
AVOCADO	4-7 days at room temp
BANANAS	2-5 days at room temp
BLUEBERRIES	1-2 weeks in fridge
BROCCOLI	1-2 weeks in fridge
CARROTS	3-4 weeks in fridge
CUCUMBERS	1 week in fridge
LETTUCE	7-10 days in fridge
LEMONS	3-4 weeks in fridge
GARLIC	3-6 months at room temp
ONIONS	2-3 months at room temp
ORANGES	3-4 weeks in fridge
PEACHES	1-3 days at room temp
POTATOES	3-5 weeks in pantry
STRAWBERRIES	3-7 days in fridge
STRING BEANS	3-5 days in fridge
TOMATOES	1 week at room temp
WATERMELON	7-10 days at room temp
MUSHROOMS	7-10 days in fridge
ZUCCHINI	7-10 days in fridge



GOOD LIFE

SUCCESSFUL PEOPLE

Read every day 

Compliment 


Embrace Change 

Forgive others 

Talk about ideas 

Continuously learn 

Accept responsibility for their failures 

Have a sense of gratitude 

Set goals and develop life plans 

UNSUCCESSFUL PEOPLE


Watch TV every day 

Criticize 

Fear change 

Hold a grudge 

Talk about people 

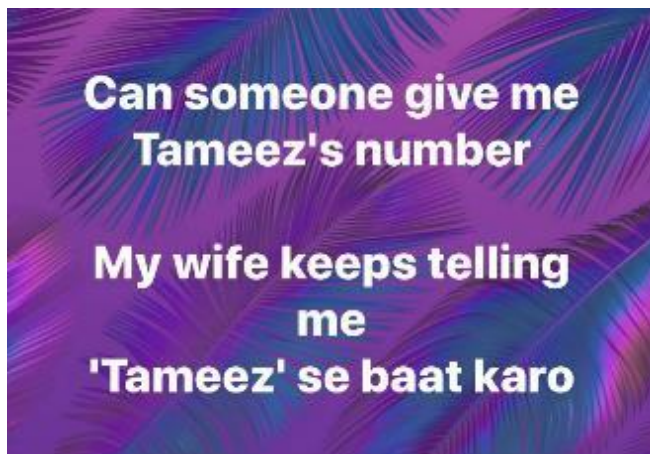
Think they know it all 

Blame others for their failures 

Have a sense of entitlement 

Never set goals 

HUMOUR



Most people write Congrats
because they don't know the
spelling of congratulashions



Relax
We're ALL *crazy*
It's not a
Competition!



