



# COLONIAL CAPITAL CHAPTER NEWS

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## Special points of interest:

- 2007-Peninsular Food Bank
- De-Stressing Your Year-End
- 2008 Charity Events
- VSPC Sponsor Appreciation
- 2007 VSPC Pictorial

## Peninsula Food Bank



Too often, hunger is an issue we believe exists only in "other" places. But any official at one of the many Food Banks in Virginia will tell you hunger can be found "everywhere." There is not a zip code in this Commonwealth where someone doesn't need your kindness and your help to get a full, balanced meal. The statistics bear this out. A recent study by the *Food Security Institute, Center on Hunger and Poverty* found that 594,000 people in Virginia are considered "food insecure." Further, another 121,000 of your fellow Virginians are considered "food insecure with hunger." While there may be many reasons for their situations, these are children and adults who live in our communities, go to our schools, and need our help.

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## Joke

A small manufacturing company was having a hard time keeping a payroll manager. The president of the company tells the HR manager if he wants to get paid this Friday he had better get creative and get someone in the position fast. Much to the president's surprise the payroll manager's position was filled the next day. Impressed with the HR manager's performance, he asked how he got the position filled so quickly. The HR manager said, "I took your advice and got creative. In the ad I put, how would you like 114 days off a year?" "What" the president exclaimed, we do not offer 114 days of leave." The HR manager looks up from his work with a smile and says, "we do if you count Saturdays and Sundays."

## De-Stressing Your Year-End Demands

Heading into year-end and into what is considered for Payroll and Human Resource departments, the busiest time of year, professionals will sacrifice family time and social activities to meet year-end demands at the office.

The trend towards longer hours and diminished family time is not new, but it does reinforce the need for professionals to be mindful of tools and techniques enabling them to be effective at work and still enjoy a balanced life.

**Organize your desk**—It is hard to concentrate on current tasks when your desk is cluttered with piles of paper everywhere. Work smarter not harder. Take the time to sort through the piles of paper and organize the information. When you have an organized area you are better able to concentrate and accomplish more.

**Create a daily schedule**—Outline the tasks needing requiring completion for the day. List the tasks in order of priority. A list of tasks helps to keep you focused and organized. Allot 5-10 minutes of time before you leave the office to review your calendar for the next day. This will serve as a good reminder for what you need to do to prepare for tomorrow's challenges.

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**De-Stressing Your Year-End Demands-** continued



**Learn to delegate**—‘If you want a job done right then it is best to do it yourself’. Do not fall into this trap. Select the right person for the job and make sure they understand your expectations. When you take the time to clearly explain the task then it is more likely the job will be completed to your satisfaction.

**Eliminate unnecessary interruptions**—Constant interruptions waste valuable work hours. Let your co-workers know you are unavailable. Use the out of office message within your e-mail system. Choose a simple message like : “I am in the office but currently unavailable. I will reply to all messages after 2:00 pm.” Shut your office door or post a do not disturb sign. Remove the guest chair from your desk area. Have calls go to your voicemail. These are effective methods of reducing interruptions allowing you to focus and complete the task at hand.

**Take a break**—Leave your desk at lunch, stand up and stretch or take a quick walk around the building. Taking a 15 minute break gives your muscles a change to relax and reduce eye strain association with computer use. Studies have shown taking short breaks results in workers being more productive.

Organizing your office will pay off in increased productivity and job satisfaction. We all have to multitask but doing 3 jobs at the same time is unproductive and can lead to errors in your work. Concentrating on one project at a time can go along way to improving your workday.

**Peninsula Food Bank –continued**

Join the Colonial Capital Chapter of the APA to help raise awareness about an issue we too often forget: that every night children go to bed hungry. By working together with the local food banks, we can reduce hunger in Virginia. The motto of the Central Virginia Food Bank in Richmond is, “....that none shall go hungry.” Your donations will help to make this motto a reality.



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