

# F. M. News

K. S. U., Division of Facilities

Newsletter: July 2013



Unleashing your potential

## 5 Tips for Maintaining A Positive Attitude At Work

Positive Attitude In The Workplace Improves All Aspects Of Work.



Very little, if anything, is gained out of negativity.

Conversely, a positive attitude can improve all aspects of your work life. Those who display and maintain a positive attitude tend to see career success, a reduction in stress, tend to be healthier, more motivated and enjoy stronger interpersonal relations -- not just in the workplace, but also in life.

**Tip #1. Be A Team Player:** To put it simply, roll with the punches. Part of being a team player is shouldering assignments or work you do not find enjoyable, but are necessary for the greater good of the team and your company. The key is to recognize that greater good and your part in making it happen instead of focusing only on the inconvenience to you.

**Tip #2. Avoid Complaining:** Complaining is just about the biggest waste of time and energy out there. Every second spent complaining is a second that could be spent improving. Besides, no one likes a complainer. If you have an issue, think of a solution before you bring it up in discussion. You will feel better for taking

initiative and others will be glad you didn't just turn to them for the solution.

**Tip #3. Turn Problems Into Opportunities:** When faced with a problem, take the "glass half full" approach. Problems are inevitable, especially in the workplace. So brace for impact and focus on the good that can come out of solving a problem -- what you can learn by challenging the problem and how you can improve your work life through its solution.

**Tip #4. Focus On The Good, Not The Bad:** It's easy to ignore the good and focus on the bad because the good is what we want, where the bad sticks out more since it is unwanted. Try making a list of all that you enjoy about your job and your work environment. Then consult this list on a regular basis to help remind yourself that the good typically far outweighs the bad.

**Tip #5. Stay Healthy And Well Rested:** The human body is a machine, no different from a car. It needs to be maintained properly in order to run well. You would be amazed at how much of an influence poor diet and lack of exercise has on your attitude. Eating healthy, drinking plenty of water and finding a slice of time to exercise will go a long way in improving your attitude and outlook, which in turn will improve your work life.

**Executive Summary:** For some people, maintaining a positive attitude comes naturally. For others, however, it requires a bit of conscious effort. Every job has dull aspects, responsibilities that contribute to the grind. The trick is to recognize what those dull aspects mean for the big picture. Furthermore, by taking good care of yourself, both body and mind, and striving to focus on the good, you

will find your work and home life drastically improve.

~ by Dale Carnegie

### ***How a change in thoughts can lead to a change in life...***

“I can do all things through Christ who strengthens me.” ~ Philipians 4:13

“The day is what you make it! So why not make it a great one?” ~ Steve Schulte

“Write it on your heart that every day is the best day in the year.” ~ Ralph Waldo Emerson

“There is nothing good or bad, only thinking makes it so.” ~ Hamlet

“I will love the light for it shows me the way, yet I will endure the darkness because it shows me the stars.” ~ Og Mandino

“You cannot tailor-make the situations in life but you can tailor-make the attitudes to fit those situations.” ~ Zig Ziglar

“Victorious warriors win first and then go to war, while defeated warriors go to war first and then seek to win.” ~ Sun Tzu

“We can't escape pain; we can't escape the essential nature of our lives. But we do have a choice. We can give in and relent, or we can fight, persevere, and create a life worth living, a noble life. Pain is a fact; our evaluation of it is a choice.” ~ Jacob Held

“Each problem has hidden in it an opportunity so powerful that it literally dwarfs the problem. The greatest success stories were created by people who recognized a problem and turned it into an opportunity.” ~ Joseph Sugarman

“The greatest discovery of all time is that a person can change his future by merely changing his attitude.” ~ Oprah Winfrey

“Optimism is the most important human trait, because it allows us to evolve our ideas, to improve our situation, and to hope for a better tomorrow.” ~ Seth Godin

“Beliefs have the power to create and the power to destroy. Human beings have the awesome ability to take any experience of their lives and create a meaning that disempowers them or one that can literally save their lives.” ~ Anthony Robbins

“Each morning when I open my eyes I say to myself: I, not events, have the power to make me happy or unhappy today. I can choose which it shall be. Yesterday is dead, tomorrow hasn't arrived yet. I have just one day, today, and I'm going to be happy in it.” ~ Groucho Marx

“Man often becomes what he believes himself to be. If I keep on saying to myself that I cannot do a certain thing, it is possible that I may end by really becoming incapable of doing it. On the contrary, if I have the belief that I can do it, I shall surely acquire the capacity to do it even if I may not have it at the beginning.” ~ Mahatma Gandhi

“Welcome every morning with a smile. Look on the new day as another special gift from your Creator, another golden opportunity to complete what you were unable to finish yesterday. Be a self-starter. Let your first hour set the theme of success and positive action that is certain to echo through your entire day. Today will never happen again. Don't waste it with a false start or no start at all. You were not born to fail.” ~ Og Mandin



**Renee Leask** from Facilities Services, sent this “Kudos” to staff, “I want to take a moment to thank the supervisors and managers who pulled together to send staff out on a special project June 6th and 7th. We are gaining another building (ie: the old Nanoscale Building) which needed walls wiped down, carpets shampooed, floors scrubbed and waxed, plus windows cleaned, prior to the College of Human Ecology moving in. The employees that work diligently to accomplish this task were: Charita Falley, Patrick Lancaster, Jonathan McBee, Darlene Jones, Mary Willoughby, Jonathan Bagwell, Gerardo Negron, Steve Williams, Dianna Schwerdt, and Beverly Price.

Thank You for your hard work. You did a great job and your professionalism ‘ROCKS!’ I also want to thank Bill Spiegel, Phil Davis and Warren Berg for gathering supplies and the equipment to move this job forward. I have a great staff and without you we would not have been able to complete this job as quickly as we did. Also a Thank You goes out to the remaining crews that pulled together in the areas that were short!! A job well done by all!!

Hot summer weather is on us. It is important to consider the liquids we take in during this time of year and also during the rest of the year.



Drink Water - It’s inexpensive and doesn’t make you gain weight

During the summer many of us grab drinks to take on walks, hikes, bike rides, picnics, cookouts, etc. Many times those drinks are

loaded with sugar and calories. In fact, the new Dietary guidelines indicate that added sugars contribute an average of 16% of the total calories in American diets. And 36% of those calories come from soda, energy drinks, and sports drinks.

That’s more than candy, ice cream, cakes and cookies combined. Strong evidence shows children and adolescents who consume more sugar sweetened beverages have a higher body weight compared to those who drink less of these beverages.

Moderate evidence also supports this relationship in adults. Too much sugar can also lead to tooth decays and increased triglycerides. Sugar sweetened beverages provide excess calories and few essential nutrients to the diet. They often replace more nutritious drinks, such as water, milk or 100% juice.

Reduce the intake of sugary drinks by: Drinking fewer sugar sweetened beverages, consuming smaller portions, and substituting water and other beverages with few or no calories for sugar sweetened beverages.

Take a look at the amount of added sugar in some beverages:

- Can of cola, 12 ounces 10 teaspoons.
- Orange soda, 12 ounces 12 1/2 teaspoons.
- Fruit Drink, 1 cup or 8 ounces 7 teaspoons.
- Coffee Latte, 16 ounces 8 teaspoons.
- Fruit Punch, 20 ounces 20 teaspoons.
- Lemonade, 20 ounces 18 teaspoons.
- Energy Drink, 8 ounces 6 1/2 teaspoons.

How many teaspoons of added sugar do you eat each day? If the nutrition label lists sugar in grams remember 4 grams of sugar equals 1 teaspoon sugar. Most people eat about 22-30 teaspoons added sugar each day.

The American Heart Association says most women should limit added sugar to about 6 teaspoons and men about 9 teaspoons a day.

## July Birthdays



- 7-3 David Hudson
- 7-4 Christopher Slattery  
*America's Birthday*
- 7-6 Araminta Washington
- 7-7 Allan Leikam
- 7-9 Casey Daugherty, Donnie Silva
- 7-10 Timothy Coltharp, Jennifer Rogers
- 7-11 Clifford Anderson, Charles Jackson Jr.
- 7-12 James Nelson, Cindy Harvell
- 7-13 Jill Serrault
- 7-14 Barbara Elliott, Delvin Winfough,  
Francis (Joe) Brockish
- 7-17 Bill Bochte
- 7-18 Timothy Johnson
- 7-19 Gypsy Snyder
- 7-20 Gary Hankins, Thomas Volanti
- 7-23 Daniel Plummer, Kelly Guilfoyle
- 7-24 James Vesta Jr.
- 7-26 Derek Macy
- 7-27 Maria Thurmond

7-30 John Harper, Beverly Price, Christopher Hayden

## Who is New...

June 3, 2013

Timothy M. Coltharp was hired as a G.M.R.T Senior. He is working for Kelvin Battle in the ZPM Shop.



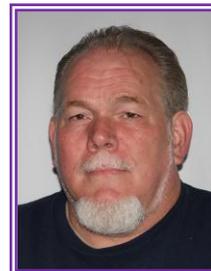
June 10, 2013



Charles J. Jackson Jr. was hired as a Custodial Specialist. He is working for Michael Price on the Custodial night crew.

June 17, 2013

Brian Prockish was promoted to a Lock System Specialist. He is working for Galen Hageman in the Carpenter/Lock shop.



Jerry Rogers was hired as a Custodial Specialist. He is working for Charles Bibbs (CB) on the Custodial day crew.

June 24, 2013:

Arturo Sias III was promoted to a Refrigeration Air Conditioner Service Technician Senior. He still works for Travis Homeier in the HVAC Shop.



## Caught in the Act of Doing Good!



Daniel Bostrom was promoted to a Program Consultant I. He is working for Casey Lauer in the Energy & Environmental Program.

## Kudos to Dena Barger

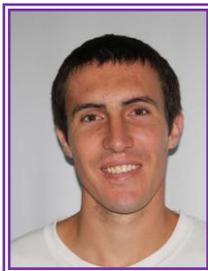
Staci Sukontaraks, from Hospitality Management and Dietetics in Justin Hall, noticed Dena's work ethics. She wrote, "She came in and offered to vacuum my office when my shredder jammed even though she was about to leave for the day. I really appreciated the help. She's always very helpful, and always has a smile for everyone she sees."

Lex Pearson was hired as a Painter Senior. He is working for Shelly Hauck in the Paint Shop.



Thanks Dena for all your hard work and thanks Staci for shining the light on Dena.

## *My Piece of the Picture...*



Norman (Mike) White as hired as a G.M.R.T. He is working for Barbara Elliott in the Moving and Hauling Shop.

Each employee is like a piece of a Jigsaw Puzzle. We are all a part of the big picture. We are all Facilities. Each piece is of value, no matter what part of the puzzle we fit into. All the pieces are needed in order for the whole picture to be seen clearly. This is not a case of tooting your own horn, but individual cooperation in connecting all the puzzle pieces that make us who we are, The Division of Facilities. Fill out the form below & submit: <http://www.ksu.edu/facilities/forms/Piece.html>