

# APRIL

## Happy Birthday!

### Clients

- Elizabeth H. 4/1
- Andrea B. 4/6
- Shirley R. 4/16
- Lisa B. 4/18
- Katherine G. 4/23

### Comfort Keepers

- Helen L. 4/17
- Suzie L. 4/28

## Congratulations to our April 2025 Comfort Keeper of the Month!



Carol McCoy

Since 7/5/2022, we have had the privilege of Carol McCoy's hard work, and dedication. She has been described by her clients as "non-stop" and hardworking, often receiving compliments as to her dedication and quality, as well as her pleasant demeanor. When not wowing our clients with her amazing skill, she enjoys hiking, cheering for the Seahawks, or spending time with her dog, Deno. Congratulations Carol for being named our April Comfort Keeper of the Month!

## Tom's Trivial Tidbits:

**Saliva:** You produce about 40,000 litres of spit in your lifetime. Or to put it another way, enough spit to fill around five hundred bathtubs

**Height:** You are about 1cm taller in the morning when you first get up than when you go to bed. This is because during the day the soft cartilage between your bones gets squashed and compressed.

**Blinking:** Your eyes blink around 20 times a minute. That's over ten million times a year!

## Electronic Etiquette in the "Modern Age":

When communicating electronically, certain habits can come across as unprofessional, aggressive, or simply annoying.

Avoid typing in all caps, as it can be interpreted as shouting and may make your message seem hostile.

Similarly, excessive use of exclamation points can make your writing seem overly emotional or insincere, diminishing the impact of your message.

Be mindful of tone, as text lacks vocal inflections, which can lead to misunderstandings if your wording is too blunt or ambiguous.

Overuse of emojis, abbreviations, or slang can also be inappropriate in professional settings.

Lastly, avoid sending overly long messages without clear structure, as they can be overwhelming and difficult to read. Effective electronic communication is concise, clear, and considerate of the recipient's time and perception.

**Quote of the Month:** "No winter lasts forever; no spring skips its turn. April is a promise that May is bound to keep, and we know it." – Hal Borland

## 7 WAYS TO REDUCE WORKPLACE STRESS

### PLAN AND PRIORITIZE.

Do not panic, make a list to prioritize your work, set realistic deadlines, do not rush into the first idea you have and always have an alternative plan.



### FOCUS ON WHAT YOU CAN CONTROL.

You know what your job tasks are. Break the larger tasks into smaller, more doable steps.

### SLOW DOWN.

Think things through before you act, and begin with a result in mind.



### TAKE A BREAK.

To release stress, take a short break. Taking a walk or discussing your work situation with another person may help you gain a fresh perspective.



### USE ALL OF YOUR RESOURCES.

If things do not go exactly as planned, do not solely rely on yourself. Ask for help when you need it.

### SEPARATE WORK LIFE FROM HOME LIFE.

If you can, avoid taking your computer home with you or checking emails when you are at home. Taking time to decompress at home can help you manage your stress.



### LIMIT INTERRUPTIONS.

Use your voicemail to your advantage and only take calls that are a priority when you are on a tight deadline. Set aside designated times throughout the day to respond to emails and phone calls.



CareAcademy™

Please complete any courses before your March birthdate and let the office know when completed.