



What's Inside This Month?

Thoughts from John Becker

Good Luck Charms

The Eyes Have It

Leprechauns and Rainbows

Dip Into Flavor

Website of the Month

Quick Tipz

Win \$20 gift card to Starbucks!

Spring Cleaning in the Office

Banish Workplace Spam

March OFFERS!

Good Luck Charms

Ancient Romans regarded opals as good luck charms because they were reminded of a rainbow, which was also considered lucky.

In Eastern Europe, garlic and onions are thought to bring good luck and ward off any evil spirits.

Make sure your horseshoes all hang with the open end up. Convention has it that all of the luck will pour out otherwise.

How did four leaf clovers come to be considered lucky? It probably began in Wales when farmers noticed how much fatter their cattle became while eating clover. This resulted in the farmer becoming wealthier. Thus having clover nearby was considered very lucky.

St. Patrick introduced the concept of using the three leaf clover to teach about the Trinity of God, Son and Holy Spirit. Followers believed that a four leaf clover, generally very rare, represented God's grace, making this clover very lucky indeed.

Quotations: The Irish

This is one race of people for whom psychoanalysis is of no use whatsoever.

-- Sigmund Freud (about the Irish)

May your glass be ever full, may the roof over your head be always strong, and may you be in heaven half an hour before the devil knows you're dead.

-- Irish Drinking Toast

Thoughts from John Becker

Spring officially begins this month and with that comes "Spring Fever." But what is Spring Fever? It's been attributed to many things, including a sudden increase in desire for physical activity, such as playing sports, or cleaning one's house (hence, "Spring Cleaning"). It's also been attributed to the misbehavior of children, not to mention the questionable behavior of single adults at this time of year.

Spring Fever brings out many different actions in most people: A "case" of spring fever may mean you will not see your coworkers for a day or two . . . unless you happen to run into them at the park!

For me, spring fever is a certain energy in the air. It's the rejuvenation of life—a changing of the world, right before our eyes. Grass gets greener, tulips and other spring flowers arrive, blooming beautiful life into the world. Butterflies hover over this magic and remind us to take it in, rather than to let it pass us by. Spring Fever opens our hearts and reminds us we are *part* of this beautiful world, not just in it.

And if all the Spring Fever going around should result in inattentive or altogether non-present coworkers... hey, no worries . . . let them have their Spring Fever! In fact, you can have it, too! We're here taking care of all your document management needs, keeping your records safer than baby birds just hatching from their eggs.

Old man winter is about to leave us for another year. So... relax ... enjoy ...

We've got you covered.

Think Spring (Fever),

JOHN BECKER



Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, or media vaulting, please feel free to give us a call or send us an email.

(707) 571-8313 or info@ftdocs.com

FREE File Box!

For every box of shredding you send us in March, we'll give you a new file box FREE!



The Eyes Have It

Your eyes are a window into your overall health. Regular eye exams can not only determine eye health and vision, but can detect some systemic and chronic diseases. People who are ages 18 to 40 should have their vision checked every two to three years. Those ages 41 to 60 should have an eye exam every two years, and people over 60 should get their eyes checked every year. However, you may need your eyes checked more often if you have any of the following risk factors:

- Diabetes, hypertension, or any other systemic or chronic disease
- A family history of eye diseases
- Difficulty reading smaller type
- Frequent headaches
- Burning in your eyes
- Loss of peripheral vision
- Difficulty driving at night
- Difficulty with eye-hand-body coordination



The key to successfully treating many eye problems is prevention. By scheduling regular eye exams, you will increase your chances for long-term eye health.

Leprechauns and Rainbows

Leprechauns rarely appear in what would be classed as a folk tale; in almost all cases the interest of these stories centers around a human hero. Stories about leprechauns are generally very brief and generally have local names and scenery attached to them. The



tales are usually told conversationally as any other occurrence might be told, whereas there is a certain solemnity about the repetition of a folk-tale proper.

In most tales and stories leprechauns are depicted as generally harmless creatures who enjoy solitude and live in remote locations, while in others they are depicted as ill-natured and mischievous, with a mind for cunning. Opinion is divided as to if they ever enjoy the company of other spirits. Although rarely seen in social situations, leprechauns are supposedly very well spoken and, if ever spoken to, could make good conversation.

Among the most popular of beliefs about leprechauns is that they are extremely wealthy and like to hide their gold in secret locations, which can only be revealed if a person were to actually capture and interrogate a leprechaun for its money. Another popular belief is that you may find a leprechaun and his pot of gold at the end of a rainbow.

Many tales present the leprechaun as outwitting a human.

Fun with the Irish

A group of men were discussing the origin of the bagpipes. Several men from different nations claimed their ancestors to be the originators of the instrument. Finally an Irishman said, "Well, I'll tell you the truth about it. The Irish invented them and sold them to the Scots as a joke.

And the Scots haven't seen the joke yet!"

March Events

- 1 Namesake Day
- 1-7 Save Your Vision Week
- 2 Read Across America Day
- 3 National Anthem Day
- 3 Peace Corps Day
- 6 Middle Name Pride Day
- 7 Genealogy Day
- 8 Daylight Saving Time Begins
- 8 International Working Women's Day
- 9 Panic Day
- 10 Organize Your Home Office Day
- 13 Good Samaritan Involvement Day
- 14 International Ask a Question Day
- 15 True Confessions Day
- 16 Freedom of Information Day
- 16-22 National Spring Fever Week
- 17 Saint Patrick's Day
- 19 Companies That Care Day
- 20 First Day of Spring
- 21 National Common Courtesy Day
- 22 International Goof-Off Day
- 22-28 National Cleaning Week
- 23 World Meteorological Day
- 24 American Diabetes Association Alert Day



March is also:

- American Red Cross Month
- Employee Spirit Month
- International Expect Success Month
- Irish-American Heritage Month
- National Nutrition Month
- National Women's History Month
- Poison Prevention Awareness Month
- Spiritual Wellness Month

Astrological Sign:

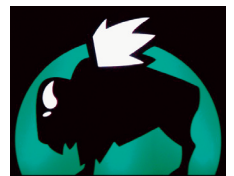
Pisces (Feb 20-Mar 20) &
Aries (Mar 21-Apr 20)
Flower: Daffodil
Birthstone: Aquamarine
Full Moon: March 10

Dip Into Flavor

BUFFALO WING DIP

- 16 ounces cream cheese
- 8 ounces hot pepper sauce
- 3/4 cup chopped celery
- 2 cups cooked shredded chicken
- 1 cup shredded Cheddar cheese

Combine the cream cheese, hot sauce, and celery in a large bowl. Place in the microwave and heat until the cream cheese is melted, stirring after each minute. Remove from microwave and add the chicken and Cheddar cheese. Mix well and transfer to a baking dish. Bake at 350 degrees F for about 30 minutes until hot and bubbly.



Website of the Month

If you find that you have difficulty remembering people's birthdays and anniversaries, visit NeverForget.com. Once you've registered, you can enter all those important dates. You'll then receive 14 day, 3 day, and 1 day reminders by both email and text message. If this still isn't enough to help you get a gift on time, the service will also send out an automatic greeting via email or text message on the day itself.

www.NeverForget.com

Organizing Tip

Do you cut out and keep articles from newspapers, magazines, and journals? If so, you've probably found that the amount of paper clutter you have keeps growing. Next time you are tempted to clip an article out, go to your computer instead. Look up the article on the Internet. When you find the electronic version, save the web page to your favorites folder. That way, you'll have the information at your fingertips, while avoiding an addition to the clutter on your desk.

Quick Tipz

If you are allergic to dust mites, your bedding may be aggravating your symptoms. You should encase your mattress, box springs, and pillows in covers that breathe, but prevent the transfer of dust mites while you sleep. When washing your bedding, be sure to use water that is at least 130 degrees F (55 degrees C) to kill off the dust mites in your sheets and pillowcases. Bedding should be washed once a week for best results.

Win \$20 gift card to Starbucks!

Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name. Here is this month's mind bender:

Question: What do you call a fake stone in Ireland?

Last Month's Answer to: What should you be sure to keep after you give it?

YOUR WORD

February's Winner:

HELEN SAGER

RAY CARLSON & ASSOCIATES

Email your answer to info@ftdocs.com

Poison Prevention

Almost 30 children die every year due to accidental poisonings, and one million calls are placed to Poison Control Centers annually by adults seeking help when children have swallowed something harmful. Children under the age of five are particularly at risk. March has been declared **Poison Prevention Awareness Month** in an effort to prevent these tragic events.

Your Poison Control Center can be reached by dialing 800-222-1222 and is available 24 hours a day, 7 days a week. It is helpful to have this number posted near your telephone. You should call the Poison Control Center even if you are unsure whether your child has actually ingested the substance they have been in contact with. You will need to be able to describe the substance your child has been exposed to, with information from the label being the most helpful. You will also be asked your child's age and weight, whether he or she has any existing health problems, and if you've administered any treatment. You should not give anything by mouth until you have been instructed by the Poison Control Center staff. If you are unable to contact the Poison Control Center, call 911.



**I SURE COULD USE
A GOOD LAUGH
RIGHT ABOUT NOW.**



First 3 Pickups FREE —
with a newly placed Shredding Console in March

Spring Cleaning in the Office

Even if you live in a part of the country where snow is still on the ground and temperatures are still below freezing, you know for sure that spring is right around the corner. And there is no better time to unclutter and spruce up not just your home, but your office as well. Whether you reside in a plush corner office or a small cubicle you can bring a breath of fresh air to your surroundings very easily.

First of all get rid of the stuff that has been hanging out on your desk or on your shelves. If you haven't used or looked at it for more than six months, chances are you don't need it. So start with three piles: trash, file and have to deal with. The trash pile gets shredded if need be or bagged up and off to the dumpster it goes. Organize the file pile into folders labeled with appropriate labels. Remember these are the items you truly need for either research or legal reasons such as contracts, financial records, etc. And then you should have a very small pile of items that need to be addressed. Organize these into priority categories – what has to be done today, by the end of the week, by the end of the month, etc. When your desk is not cluttered up with piles of paper you are more motivated to get to the stuff that really has to be tackled.

Now get out the cleaning supplies and equipment. Dust everything in sight. Vacuum your floor. Use a can of air on your keyboard (you will be surprised at how much icky stuff gets in between the keys). Check with your IT department as to whether they will give you permission to blow out the dust from your computer's fan and CD/DW drives. And pay attention to their instructions carefully. If you don't already have them, ask your office manager (or whoever is responsible for ordering supplies) to order the specialized treated cloths made to clean your monitor. Do not use paper towels and glass cleaners or you will end up destroying your monitor. Any surfaces that can be cleaned with a disinfectant should get wiped down to get rid of all those nasty germs that have been floating around the office all winter.

Now open up your window(s) if possible even if it is only for a few minutes to let in some fresh air. Don't forget to close and lock before you leave however.

Now you have a clean office; add some fresh art work, flowers, plants, and a great smelling candle. The candle is not to be lit, but is to be used to add a light pleasant scent to your office. The key words are light and pleasant. Don't overpower your space with heavy scents, no one enjoys this.



Banish Workplace Spam

Email has become indispensable in the workplace. It has its pitfalls however. Because most people who use email at work have the same email address for long periods of time, it has become tempting for online marketers and spammers to target business email addresses. Add in the unsolicited emails you have forwarded from co-workers and associates, and it can quickly become overwhelming.



It is important to be aware most companies today monitor their employees' emails, both sent and received. Companies are not legally required to notify you that your email is being monitored, so you should always assume that your email is being examined.

To help cut down on the amount of spam you receive at work, first make an effort to separate your personal and business communications. Use a Web-based email account for your personal email and do not send or receive personal emails through your work email system. Remember, however, that if you access your Web-based account at work, your company may be monitoring it. You will also reduce the amount of spam you receive if you limit your Internet activity to only work-related activities. Some spam is generated because of the types of Internet sites you visit when surfing the Net. Sites capture your email address without your knowledge and then sell this address to spammers. Thus, if you visit Internet sites during work hours, you are subject to having your business email captured and used for spamming purposes.

Second, if you know the person sending you the undesired email, simply ask them to stop. Some people do not realize that they are sending their email to a work email address. You can simply say that your employer is discouraging personal communication through the business email system and you are trying to honor that request.

Next, use a filter on your email program to weed out spam and other undesirable content. Your employer may already have a filter so that you do not receive these emails. But some still may slip through. You need to be aware that these filters sometime catch legitimate emails, labeling them as spam, but it is usually worth the effort.

Finally, if you are having problems with spam emails at work, let your employer know. It is better that you report the problem than if they come to you with a reprimand about your email usage. Often your employer will be able to help you manage the problem. At a minimum, it would be good to go on record that you are not welcoming these types of emails.