



**DATES TO REMEMBER**

**Independence Day** — Tuesday, July 4th

(Alpha closed the 3rd & 4th in observance of the holiday)

**National Ice Cream Day**—Sunday, July 16th

\***Fun Fact: 10% of milk in the US goes towards making ice cream!**\*



- 1. Leave the Office**—Experts agree a change in environment is beneficial to creative thinking. Just stepping out for a few moments can help break up your day and give you a pick-me-up.
- 2. Read A Book**—Whether you're reading for entertainment or to learn something new, it's a great way to disconnect and get out of work-mode.
- 3. Meditate**— Devoting 10-12 minutes during your break to clearing your mind helps make you better prepared to tackle your work once you return to the office.
- 4. Unplug**—So much of today's communication is done online and it can be overwhelming. Putting your devices away during lunch allows you to break out of the work mentality and enjoy the simple things.
- 5. Exercise**—Getting active has been found to boost brain function and energy levels. An early morning, or evening workout may not be convenient, but there's still something to be said for a quick walk around the block.
- 6. Take a Catnap**— NASA found that pilots who took 25 minute naps were 35 percent more alert than and twice as focused as those who didn't nap at all.
- 7. Catch Up With A Loved One**—Instead of spending your lunch break in solitude, use it to catch up with a loved one. You'll be surprised to see what a positive impact even just a 10 minute conversation can have on your mood.
- 8. Spend Time in Nature**—One study published last year found that being in nature can decrease instances of negative thoughts. Even if you work in an urban area, a nearby park is the perfect place to spend your time away from the office.

Source—[mentalfloss.com](http://mentalfloss.com)



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# July NEWSLETTER

## PREVENTING WORKPLACE INJURY

According to the National Safety Council, preventable deaths are at an all-time high in America. In fact, more than 130,000 people die needlessly every year – one every four minutes. Follow these simple precautions in the workplace and it may prevent serious injury, workers' comp claims and OSHA fines.

Clean up any spills immediately and include warning signage if necessary • Wear proper footwear, paying special attention to outdoor conditions • Ensure there is adequate lighting in your workspace • Prevent falling objects by placing heavy objects on lower shelves, and keep equipment away from the edges of desks and tables • Keep aisles, stairways, emergency exits, electrical panels and doors clear of clutter • Storage areas should not have an accumulation of materials that present hazards for tripping, fire, explosion or pests • Regularly inspect, clean and fix tools • Determine which type of personal protective equipment is needed in each situation based on potential risks • Get 7-9 hours of sleep every day • Lift with your legs, not your back and limit the amount of weight you carry • Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height •

## Google Launches Free Website Builder for Small Business

According to Google, 60% of small businesses worldwide do not have their own website. To remedy the problem, they released a new tool called "Website". It boasts being able to allow small business owners to create and edit a website easily from desktop or mobile. Website is an extension of Google My Business, which means you will need to have a completely filled out GMB listing in order to make use of the tool. Google will automatically pull the information from your GMB listing to create the website, which can then be customized with themes, photos, and text. [Click here](#) to get started!

## AVOID THE POST-VACATION BLUES

- Ask your team members to avoid cc'ing you on emails while you're out. Instead, ask them to write you a "while you were away" note highlighting key decisions, new opportunities and progress that was made on ongoing projects. Ask them to send it the Friday before you return so that you can read it on your return flight. This strategy is a low stress way to get re-oriented before Monday morning.
- During your return flight, quickly sort your email into two folders: FYI and Action. For emails where the action required is less than 5 minutes, tackle those right away rather than filing them. If it's going to take longer than that, just put it in the action folder and tackle it when you're back at work.
- One way to ease back into the work week is to set your return day for Tuesday, but actually plan to work from home the prior day. This will allow you to get caught up at your own pace without suffering through the inevitable interruptions. Just make sure to keep your IM status as "unavailable" and save outgoing messages to your Draft folder rather than sending them.

## GRILLED PEACHES WITH VANILLA ICE CREAM

- 2 ripe peaches
- 2 ripe nectarines
- Canola oil
- 8 large scoops vanilla ice cream
- Honey and sea salt for finishing



Heat grill to medium high heat. Brush the peach and nectarines halves with a touch of with oil and place on the grill for a few minutes and then rotate 90 degrees to continue to cook for about 3-4 minutes total grill marks appear and the fruit starts to caramelize. Remove from the grill with a pair of tongs and serve with a scoop of ice cream in the center of the fruit. Drizzle with honey and a sprinkle of flaky sea salt.