

August NEWSLETTER

REVIEW YOUR NETWORK

At any age, we are shaped by the habits of our circle of peers. Consider this the next time you find yourself spending time with people who are unhappy, pessimistic and, simply put, unsuccessful. You will likely become the same way. But there's good news—just as you can absorb the bad habits and attitude of the wrong crowd, you can absorb the good traits of the right crowd, who are happy, self-confident and optimistic. The strength of social influence demands a review of your network. Here are five ways to do so:

Take inventory— Identify people with negative energy—people around you who are most likely to express an overall bad attitude. Consider who drains you of energy, who is constantly complaining, and who doesn't celebrate your success. Be especially vigilant for emotional states of anger and frustration. Researchers have discovered an "emotional contagion" phenomenon in which your emotions will actually converge with those of your peers. Negative emotions exert a powerful effect in social situations, so take inventory carefully.

Put some space between you and these people—Pull back from spending time with people who are in constant pessimism or drama. Avoid low-energy people who don't encourage you to be your best. There is no need to be abrupt or impolite, but make choices to avoid exposure to negativity.

Prioritize and be intentional—Increase proximity with people who have a successful, energetic spirit. Gravitate to those who encourage your success. Consciously work to cultivate a close, exceptional group of peers and teammates who will help you grow and adopt effective habits.

Ask for feedback—In and outside of work, elicit the advice of people you want to emulate. Collaborate with people who are engaged. Ask for their advice, guidance and mentorship. Those wishing to take quantum leaps have no need for people to tell them what they want to hear. Friends and family members who will shoot straight and communicate with candor are priceless.

Develop your own positivity as a leader—Successful leaders who express positivity in the workplace are known for having a touch of charisma. Insist on an environment in which people thrive. It means you develop and reinforce your habits with the help of peers who express positivity. In turn, your teammates will experience a positive emotional contagion and support a culture of productivity.

CLEAN EATING SNACK PACKS

The start of a new school year is a great time to not only reboot your kid's eating habits, but also your own. Being prepared with healthy options means you're less likely to be tempted by the drive-thru. Throw one of your favorites from each category below into meal prep containers to have on hand for balanced snacking during the week!

Fruits: Grapes, Apples, Berries, Bananas, Cherries, Melon, Pineapple

Veggies: Celery, Carrots, Cucumber, Green Pepper, Cherry Tomatoes

Healthy Fats: Nuts, Nut Butters, Hummus, Yogurt Dips, Guacamole

Protein: Hard-boiled eggs, Cheese, Grilled chicken, Tuna, Jerky, Low-sodium deli meat

Carbs: Pretzel thins, Multi-grain crackers, Pita wedges, Dark chocolate chips



BACK TO SCHOOL TAX FREE WEEKEND

The back to school sales tax holiday begins Friday, August 2, 2019, and runs through Tuesday, August 6, 2019. During this period, qualifying items will be exempt from tax including: certain school supplies selling for \$15 or less per item; and clothing, footwear, and certain accessories selling for \$60 or less per item; and computers and certain accessories selling for \$1,000 or less per item, when purchased for non-commercial or personal use.

What to Keep in Personnel Files

Personnel files allow you to have all important employee documents in one place, easily available when its time to make decisions on promotions or layoffs, file tax returns, or to comply with government audits. Most, but not all, job-related documents should go in the file, including:

Job description for the position • Job application and/or résumé • Offer of employment • Employment contract • IRS form W-4 • Signed acknowledgement of employee handbook receipt • Performance evaluations • Forms relating to employee benefits • Emergency contacts • Complaints from customers/co-workers • Awards or citations for excellent performance • Records of attendance or completion of training programs • Warnings and/or other disciplinary actions • Notes on attendance or tardiness • Non-compete agreement • Documents relating to the worker's departure from the company •


ALPHA
BUSINESS SOLUTIONS

941-782-3791

207 44TH AVENUE E
BRADENTON, FL 34203
alphabizsolutions.com