Connect-the-dots:
Maneuvering Your Way to the Future

By Linda Tarrant

Remember your first “Connect-the-Dots” picture book? All you had to do was join the right numbers together and a picture miraculously emerged on the page. You didn’t have to be a great artist to get a recognizable picture on the family fridge. You just had to make the right connections. Don’t you wish you had a "Connect-the-Dots" book to help you maneuver through this rapidly changing world? Wouldn't it be great if there were a clearly marked roadmap for your future where all the right choices were visible and numbered in sequence?

Most of us would agree that the dots in today’s world are at best blurred and figuring out where to go next can be a mystery. But staying put isn’t an option any more either. So we are caught between trying to hang on for dear life and taking a leap into the great unknown. Life today is not as simple as our childhood picture book, but the answers still lie in making the right connections.

When I tell people that I speak on “Connectivity”, I get some very interesting responses. Some think I’m an Internet guru. When I talk about the web of the future, they immediately think of connecting up through their favorite service provider to access the world electronically. Others think they will learn about mentoring and networking so that they can successfully maneuver their way through the system and rise up in the organization. Unfortunately, there is very little "up" left in most organizations and even if there were, the old style mentoring programs come up short in helping people build their careers within virtual organizational structures.

To me, connectivity isn't just about the World Wide Web or about clawing your way to the middle. It isn't about moving the boxes around differently on the org. chart or just finding more streamlined ways of doing business. Looking at both structure and process is critical as we develop a new work environment but these approaches alone haven't fixed our problems. At best they have left us feeling exhausted and unsuccessful; at worst, we feel alienated and alone. Speeding things up and changing the make-up of the team were great ideas, but something is still missing. Reorganizing and re-engineering must move over and make way for the most critical component for personal and organizational success. We must turn our attention to relationships, learn how to connect with others and build relationships that work in the New (Continued on page 2)
The original version of the holiday was in commemoration of George Washington's birthday in 1796 (the last full year of his presidency). Washington, according to the calendar that has been used since at least the mid-18th century, was born on February 22, 1732. According to the old style calendar in use back then, however, he was born on February 11. At least in 1796, many Americans celebrated his birthday on the 22nd while others marked the occasion on the 11th instead.

By the early 19th century, Washington's Birthday had taken firm root in the American experience as a bona fide national holiday. Its traditions included Birthnight Balls in various regions, speeches and receptions given by prominent public figures, and a lot of revelry in taverns throughout the land. Then along came Abraham Lincoln, another revered president and fellow February baby (born on the 12th of the month). The first formal observance of his birthday took place in 1865, the year after his assassination, when both houses of Congress gathered for a memorial address. While Lincoln's Birthday did not become a federal holiday like George Washington's, it did become a legal holiday in several states.

In 1968, legislation (HR 15951) was enacted that affected several federal holidays. One of these was Washington's Birthday, the observation of which was shifted to the third Monday in February each year whether or not it fell on the 22nd. This act, which took effect in 1971, was designed to simplify the yearly calendar of holidays and give federal employees some standard three-day weekends in the process. Apparently, while the holiday in February is still officially known as Washington's Birthday (at least according to the Office of Personnel Management), it has become popularly (and, perhaps in some cases at the state level, legally) known as "President's Day." This has made the third Monday in February a day for honoring both Washington and Lincoln, as well as all the other men who have served as president.

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World of work.

Connectivity is about being a part of something bigger than yourself. It's about developing a support system that will help you become stronger and more sensitive in a world that has become calloused and scary. Getting connected may be the most important thing you can do to ensure your personal and professional success in a rapidly transforming environment. Building multiple connections will help you thrive even when a big piece of the rug gets pulled out from under your feet or when the world that you have always known seems to be crumbling around you. Connectivity is about relationships.

I am exploring the concept of connectivity from both a personal and organizational perspective. I have been compiling some wonderful stories, experiences and thoughts about the power of connectivity. People are talking about what has saved them when they've lost their jobs, their friends, their confidence or their faith. They are talking about what they have accomplished when faced with downsizing, mergers, jackpots or insurmountable odds. Being connected seems to be a significant element in most of these experiences. I would like to invite you to connect up with me and share your thoughts, ideas or personal connectivity stories. I'd like to use some of your insights in my new book. So if you make a contribution and do not want your name or story used, please let me know, I would still cherish hearing it. Fax, e-mail or post your stories. I look forward to hearing from you soon. Visit the “Connectivity” page on my website and get a preview of what's to come. Thanks a bunch.

Linda Tarrant brings insight, inspiration and humor to people and organizations in transition. She speaks on courage, connectivity and change. Linda can be reached at TOC Consulting Inc., (416) 533-1532, e-mail linda@lindatarrant.com, or via her web site at www.lindatarrant.com.

(Continued from page 1)
Handmade Valentine’s Day Creations for Those You Love

(ARA) - Valentine’s Day is not just a holiday for couples; it is a day to show everyone you love your appreciation. Why not express your admiration and love by creating personalized gifts and treats? Whether a delicious breakfast-in-bed or embellished Valentines, your loved ones will treasure your handmade gifts and thoughtfulness.

Breakfast-in-bed

It’s all in the presentation. Make assorted fruit, crispy toast and fresh-squeezed orange juice a special breakfast treat by serving them with fancy china, silverware and a brightly-colored, homemade centerpiece. With just a little fabric, ribbon and the right glue, a plain glass cylinder can be transformed into a colorful vase for the breakfast tray. Use it to display a Valentine bouquet or to hold cookies and treats.

You’ll need:

- Perfect Glue 1
- Cylindrical glass or metal vase
- Fabric (2 colors or prints)
- Ribbon
- Rotary cutter or scissors
- Cutting mat
- Ruler
- Iron
- Clothespin

For the bottom layer (closest to the vase), cut a piece of fabric large enough to wrap around the vase with a 1/4 inch allowance on all four sides. Fold edge of fabric over 1/4 inch on top and bottom edges and iron.

Cut another piece of fabric narrower than the first, with the same 1/4 inch allowance. Fold over and iron edges as before. Apply a thin line of Perfect Glue 1 to top and bottom edges of narrower piece of fabric; glue to bottom inside layer of fabric. Layer ribbon over fabric and glue. Once dry (approximately 1 hour), wrap layered fabric band around vase. Apply a thin line of glue to one end and glue to vase. Glue one end over the other; secure with a clothespin at the top edge while drying.

Heart Cards

Create homemade Valentines with a personal touch by gluing embellishments such as buttons, velvet ribbon and rhinestone clips to heart-shaped cardstock. Write a personalized note and leave them in unexpected places, like your children’s backpacks and your co-worker’s desk or briefcase. These unique Valentine surprises are easy to make and are versatile enough to be used for greeting cards, gift tags and place holders on a Valentine’s Day dinner table.

Perfect Glue offers several inspirational ideas for craft enthusiasts. Visit www.perfectglue.com for more information.

(ARA) - Chocolate has been called the food of the gods; in fact, its scientific name, Theobroma Cacao, translates to just that. The ancient Aztecs used it as a royal aphrodisiac, and the greatest lover of all, Casanova, believed that drinking cocoa would increase his amorous energy and preferred it to even champagne. For centuries men and women have equated chocolate with romance, and that tradition is never stronger than on Valentine’s Day.

A hastily bought box from the corner drugstore is no way to show how much you care. Instead, take the time to seek out high quality chocolates. These treats are meant to be eaten slowly and savored for their deep flavor and rich texture. New this Valentine’s Day is Jacques Torres for Origins Sensory Therapy Chocolate. This master chocolatier has created a bar to help inspire desire by combining the finest dark chocolate with essences of enticing jasmine, sensuous cinnamon and sultry vanilla.

While chocolate is a traditional gift for both men and women, for many people watching their fat and sugar consumption, it’s a gift that comes with a side of guilt. This year, indulge your sweetie by combining the gift of relaxation with the sensuousness of chocolate. The Theobroma Cacao plant has many benefits to be enjoyed, not just wonderful taste -- its pleasing aroma and skin-softening properties have been celebrated by many cultures.

Enjoy chocolate with all of your senses, (Continued on page 4)
The Legend of Groundhog Day

Groundhog Day was founded in the traditions of the Romans, who carried the myth to the Germans during Roman invasions many centuries ago. The story was also based on this Scottish couplet:

If Candlemas Day is bright and clear, there'll be two winters in the year.

Candlemas Day is celebrated on February 2nd. It was determined that if any animal came out of its underground hibernation on that day, and the sun was out, there would be six more weeks of winter. Thus was born the tradition of the "two winters" or the "second winter."

What began as a tale from ancient times, became fact in the early 1880's. A group of residents from Punxsutawney, Pennsylvania decided to celebrate Candlemas Day without worrying about fitting into your jeans the next day.

For chocolate kisses without the calories, try the mood-boosting lip balm from Origins cocoa therapy Love Collection. Moisture-rich cocoa, muru-muru and shea butters soften and hydrate lips. The aroma of natural cocoa gives another reason to smile. And, the five delectable flavors fit every mood. Choose from Chocolate Brownie, Chocolate Cordial, Chocolate Latte, Chocolate Mousse and Chocolate Truffle.

To set the perfect ambiance, don't forget the warm glow of candlelight. Origins mood-brightening candle creates a luminous flame that's sure to spark romance. The euphoric aroma of cocoa blends with a hint of vanilla, ginger and orange to fill the air with the scent of love.

Phil's forecasts became more widespread, so did interest in the legend. In July of 1966, Gobbler's Knob was officially opened year-round to the public. In 1986, Punxsutawney Phil and members of the Groundhog Club journeyed to Washington D.C. to visit President Ronald Reagan at the White House. In 1990, the movie "Groundhog Day", starring Bill Murray, became a smash hit at theaters.

Today, the popularity of Groundhog Day continues to grow. As February 2nd approaches each year, the town of Punxsutawney comes alive with special events, celebrations, and fun as thousands of visitors come to enjoy the annual trek to see Punxsutawney Phil proclaim his forecast.

This and other information about Groundhog Day can be found at http://www.geocities.com/Heartland/Valley/8004/groundhodagday.html

Special thanks goes to House of Hugs

This lady approaches a priest and tells him, "Father, I have a problem. I have these two talking female parrots, but they only know how to say one thing. They only know how to say, 'Hi, we're prostitutes. Do you want to have some fun?'" "That's terrible!" the priest exclaimed, "But I have a solution to your problem. Bring your two talking female parrots over to my house and I will put them with my two male talking parrots who I taught to pray and read the bible. My parrots will teach your parrots to stop saying that terrible phrase and your female parrots will learn to praise and worship." "Thank you!" the woman responded. So the next day, the lady brings her female parrots to the priest's house. The priest's two male parrots are holding rosary beads and praying in their cage. The lady puts her female parrots in with the male parrots and the female parrots say, "Hi, we are prostitutes. Do you want to have some fun?" One male parrot looks over at the other male parrot and exclaims,

"Put the beads away. Our prayers have been answered!"
Valentine Record Breakers

Earliest sex manual
Vatsyayana's Kama Sutra is believed to be the oldest sex manual in existence. Generally considered the standard work on love in Sanskrit literature, the book is thought to have been written around 300 A.D, or the "Classical Age" of India.

The book is best known to Westerners as an instruction manual for acrobatic sex because most translations use only a portion of one of the 35 chapters, the famous index of sexual positions.

In Sir Richard Burton's classic translation of 1883, other chapters have more innocuous headings such as: Of Creating Confidence In The Girl, On The Arts And Sciences To Be Studied, The Life Of A Citizen and About The Business Of A Go-Between.

Longest Engagement
Octavio Guillen and Adriana Martinez from Mexico finally got married in June 1969, after a 67-year engagement. Both were 82 years old when they wed.

Longest Kiss
Karmit Tzubera and Dror Orpaz kissed for 30 hours 45 minutes, on April 5, 1999, to win a kissing contest held at Rabin Square, Tel-Aviv, Israel. They remained standing and went without rest breaks. They were later treated for exhaustion. For their efforts, the couple won a trip around the world and US $2,500 in cash.

Longest Marriage
Cousins Sir Temulji Bhicaji Nariman and Lady Nariman from India were married when they were both five years old in 1853. Their marriage lasted 86 years, until Sir Temulji's death aged 91 years, 11 months in 1940.

Most Kissing Couples
The greatest number of couples to have kissed in the same place at the same time was 1,420, at the University of Maine in Orono, Maine, US, on Feb 14, 1996.

Oldest Bride
At the age of 102, Minnie Munro became the world's oldest known bride when she married Dudley Reid in Point Clare, Australia, on May 31, 1991. The groom was 83.

Oldest Divorced Couple
The highest combined age of a divorcing couple is 188, by Ida Stern (91) and her husband Simon (97) of Milwaukee, Wisconsin, US, in Feb 1984.

Oldest Groom
Harry Stevens was 103 years old when he married 84-year-old Thelma Lucas at the Caravilla Retirement Home, Wisconsin, US, on Dec 3, 1984.

Oldest surviving love poems
Written in a clay tablet from the times of the Sumerians, who were the inventors of writing, around 3500 B.C. It was unromantically named Istanbul #2461 by the archaeologists who unearthed it.

Oldest woman to become a sex symbol
Mae West has been portrayed as one of the very few stars who was "self-made and self-sustaining," owing her success to herself alone, not to a director, scriptwriter, make-up artist, or photographer. What is perhaps most remarkable about her is that she first arrived at Hollywood when she was forty years of age - "grotesquely late to begin a film career".

Youngest Married Couple
In 1986, it was reported that an 11-month-old boy had been married to three-month-old girl at Aminpur, Bangladesh. The marriage had been arranged in order to end a 20-year-old feud between two families.

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February Monthly Observances

African American History Month (Black History Month)
Sponsored by National Society of Daughters of the American Revolution

AMD/Low Vision Awareness Month
Sponsored by Prevent Blindness America: www.preventblindness.org

American Hearth Month
Sponsored by The American Heart Association: www.americanheart.org

American History Month
Sponsored by the American Veterinary Medical Association

Cat Health Month (National)
Sponsored by the Cherry Marketing Institute of America

Cherry Month
Sponsored by the American Dental Association

Children's Dental Health Month (National)
Sponsored by Prevent Blindness America:

Chocolate Month

Condom Month (National US)
- Source:
  www.bacchusgamma.org/event.asp

Creative Romance Month

Dental Month (US National) 2002

Embroidery Month (International)
Sponsored by Stitches Magazine

Friendship Month

Grapefruit Month (National)

Hearth Month (American)
Sponsored by The American Heart Association:

Library Lovers Month
"Library Lovers' Month is a month-long celebration of school, public, and private libraries of all types. This is a time for everyone, especially library support groups, to recognize the value of libraries and to work to assure that the Nation's libraries will continue to serve."
See Web site: www.librarysupport.net/librarylovers/

Pet Oral Health Care Month (US National)
Sponsored by Pet Dental - Web site: www.petdental.com

Potato Lovers Month
Sponsored by the National Potato Board of America

Responsible Pet Owner Month
Sponsored by the ASPCA: www.aspca.org

Sinus Pain Awareness Month
Sponsored by the American Academy of Otolaryngology - Head and Neck Surgery: www.entnet.org

Snack Food Month (US National)
Sponsored by the Snack Food Association. The Snack Food Association and the National Potato Promotion Board (NPPB) initiated National Snack Food Month in February 1989. The promotion kicks off on Super Bowl Sunday and publicity is generated throughout the month of February.

Weddings Month (US National)
Sponsored by the Association of Bridal Consultants of America

Wise Health Consumer Month
Sponsored by the American Institute for Preventive Medicine: www.healthylife.com

Bake For Family Fun Month
February 2002 was the first annual Bake for Family Fun Month. The Home Baking Association has dedicated this occasion to the great taste, good nutrition, economy and family fun of home baking. Source: www.aeb.org/kidsandfamily/bake_for_family_fun_month.htm

Bird Feeding Month (US National) (Wild Bird Feeding Month)
Sponsored by the National Bird Feeding Society: www.birdfeeding.org

Black History Month (African American History Month)

Candy Month

Canned Foods Month
Sponsored by the Canned Food Info Council of America

Hearth Month (US National)
Sponsored by Prevent Blindness America:

Library Lovers Month
"Library Lovers' Month is a month-long celebration of school, public, and private libraries of all types. This is a time for everyone, especially library support groups, to recognize the value of libraries and to work to assure that the Nation's
21 Reasons Why I Love You!

1. I can be myself when I am with you.
2. Your idea of romance is dim lights, soft music, and just the two of us.
3. Because you make me feel like, like, like I have never felt before.
4. I can tell you anything, and you won't be shocked.
5. Your undying faith is what keeps the flame out of love alive.
6. You and me together, we can make magic.
7. We're a perfect match.
8. Thinking of you fills me with a wonderful feeling.
9. Your love gives me the feeling that the best is still ahead.
10. You never give up on me, and that's what keeps me going.
11. You are simply irresistible.
12. I love you because you bring the best out of me.
14. Every time I look at you, my heart misses a beat.
15. You're the one who holds the key to my heart.
16. You always say what I need to hear (You are perfect).
17. You have taught me the true meaning of love.
18. Love is, what you mean to me - and you mean everything.
19. You are my theme for a dream.
20. I have had the time of my life and I owe it all to you.
21. And, of course, your intelligence, 'cause you were smart enough to fall in love with me.

The History of St. Valentine

In ancient Rome, savage wolves traversed the nearby woods. The Romans called upon Lupercus, a Roman God, to banish the wolves. The Romans would hold a yearly festival to honor Lupercus on February 15th.

One of the traditions of the festival took place on the eve of the festival, February 14th. The names of the Roman girls were written on pieces of paper. The young men would draw the name of a girl and she would become his sweetheart for the year.

According to legend, a priest by the name of Valentine was ordered to die by Claudius II, simply for marrying Roman soldiers. Claudius had ordered the soldiers not to marry. Apparently he never heard the saying "make love, not war".

Valentine was put to death on February 14th, the eve of the festival. He was then canonized and in honor and celebration of Valentine:

St. Valentine's Day!
Getting the Most Out of Your Doctor’s Visit

ARA) - Have you ever gone to the doctor and not understood what you were told? Has he or she used medical jargon that is over your head? Have you left the physician’s office not understanding the next steps? Or felt like your doctor doesn’t understand what you are going through? Well, you are not alone.

Many people have a hard time communicating with their physicians. But research shows that effective communication with your doctor, including understanding your diagnosis and treatment plan, plays an important role in your recovery time and overall improvement. The American Academy of Orthopaedic Surgeons (AAOS) recognizes this and is taking steps to ensure that you get the most out of your visit with the orthopaedic surgeon.

Most physicians have had limited training in effective communication techniques, and some physician groups are trying to change that. The AAOS, in partnership with The Bayer Institute, offers a training program to teach orthopaedic surgeons that complete clinical care consists not only of the thought to “find and fix it,” but that communication skills such as empathy and engagement are important to ensuring a successful visit with a patient.

“Orthopaedic surgeons want to connect with their patients. They want their patients to trust and respect them, which in turn will likely make their patients more compliant with a treatment program,” says William Schreiber, M.D., orthopaedic surgeon and patient-physician communications trainer. “In order for this to happen, physicians need to learn to communicate better and a communications program like this will help them do that.”

William Ferris, a patient of Dr. Schreiber from Holly Lake Ranch, Texas, needed surgery to replace his right knee. “I found it very easy to understand Dr. Schreiber. He reassured me, answered all of my questions and I felt that he really listened to my concerns. I wasn’t afraid to ask questions, no matter how simple or complex they were,” says Ferris.

Ferris and Dr. Schreiber have a great relationship. In fact, when Ferris started having problems with his other knee, he went back to Dr. Schreiber for a partial knee replacement on the left knee. “I am used to playing golf and being active and Dr. Schreiber helped me stay that way. I even recommended him to my neighbors. Five of us on my block have had knee replacements by Dr. Schreiber in the past two years.”

Proper communication with a patient will ensure that the best medical attention is given. “The relationship between a physician and patient should be viewed as a

(Continued on page 10)

Helping Tsunami Survivors Quickly and Efficiently

(ARA) - The horrific earthquake and tsunami that decimated parts of Southern Asia showed the fragility of human life and the worst ravages of nature. Fortunately, though, it has also illustrated an incredible spirit of generosity and volunteerism. People have truly come together to forge a lifesaving response to this unprecedented disaster.

When giving to a relief effort of this magnitude, people want to make sure that their donations are going to help families in need. Donors also want to ensure that organizations use their resources to deliver quick, effective aid to the areas they specify.

One established and trustworthy relief organization that combines experience with efficiency is Mercy Corps (www.mercycorps.org). Just hours after the tsunami struck, the international relief and development organization headquartered in Portland, Ore., mounted a rapid, lifesaving response, bringing help and hope to some of the region’s most isolated and hard-hit areas. Its emergency team immediately put donations to use, purchasing critical provisions such as food, water and shelter materials.

In the week following the catastrophe, Mercy Corps has worked around the clock to guarantee lifesaving relief to survivors and set up longer-term programs to assist communities during the recov-
The First Valentines

The first U.S. made valentines were crafted by a Mount Holyoke College student, Miss Esther Howland. Her father, a stationer in Worcester, MA, imported valentines every year from England. Esther, however, decided to create her own valentine messages. Around 1830 she began importing lace, fine papers, and other supplies for her valentines. She employed several assistants and her brothers helped market her "Worcester" valentines. As one of our first successful U.S. career women her sales amounted to about a hundred thousand dollars annually—not bad for the 1830's.

In our century we've seen a change from the heavy sentimentality of earlier days to what can best be described as a light touch. Nowadays a valentine usually accompanies a more elaborate gift of candy, flowers, perfume, etc.

American school children usually celebrate St. Valentine's Day with a party at school. Prior to the party the children make a decorated box with a slot in the top. During the party the children distribute valentines to their classmates' Valentine's Box. Valentine cards are manufactured on an enormous scale today that range from the sentimental to sophisticated to humorous valentines. There is a valentine for everyone—sweetheart, spouse, children, parents, teacher and even your pet! In terms of the number of greeting cards sent, Valentine's Day ranks second only to Christmas.

Groundhog's Holiday

The second month, the second day, We know is Groundhog's Holiday. The keeper of the local zoo, Photographers, reporters, too, Anxiously await together Woodchuck's forecast of the weather. Each year this time he leaves his hearth, His home beneath good Mother Earth. He wiggles out to see the sun And sure enough -ask anyone- Should he perchance his shadow see, Back to his home again he'll flee. And that sign's still the surest thing Six weeks must pass before it's spring!

Author Unknown

Compatibility test for lovers

You and your lover, mate, spouse, friend, "significant other", whatever, should each answer the following questions independently. Compare your answers.

How Compatible Are You?

1. The two of you can be instantly transported to one day together anywhere you choose. Which would you select ...
   a. Hawaii
   b. Paris
   c. Las Vegas

2. The two of you would have the most fun together doing which of the following?
   a. Attending a concert
   b. Attending a sporting event
   c. Going shopping

3. Which of these is the most romantic Valentine's Day gift?
   a. A box of chocolates
   b. A dozen red roses
   c. Jewelry

4. Select the most romantic way to have Valentine's Day dinner together.
   a. Have dinner at an exclusive, expensive restaurant
   b. Have a moonlight picnic on a deserted beach
   c. Have a candle-lit dinner at home

5. Which do you consider the most romantic Valentine's Day gift?
   a. A box of chocolates
   b. A low-cut, form-fitting, floor length gown
   c. A short skirt and tight sweater

8. A man would be sexiest wearing which of the following ...
   a. A dress uniform
   b. A business suit
   c. Nothing

9. Which of the following is the most pleasant way to spend a weekend morning together?
   a. Stay in bed late and skip breakfast
   b. Go out for brunch
   c. Run errands and clean house

10. Which of the following is the most relaxing?
    a. A bubble bath
    b. A massage
    c. A couple of drinks at a bar

SCORE:

7-10 Same answers:
   You belong together
4-6 Same answers:
   Moderately compatible
0-3 Same answers:
   Find someone else

Courtesy of Corsinet.com
For donors who want to ensure their money makes a difference for vulnerable families in Southern Asia, giving to Mercy Corps is an easy and reliable choice. Over 91 percent of resources go directly towards helping children and families in some of the world’s poorest regions. Charity Navigator, a leading charity evaluator, has consistently given Mercy Corps its distinguished “four-star” rating.

For more information on Mercy Corps’ relief efforts in tsunami-ravaged Southern Asia and throughout the world, please visit www.mercycorps.org.

Courtesy of ARA Content

Your recovery is important. Physicians are there to make your ailments better. Continued dialog between you and your doctor will help you establish a partnership, which in turn, may make your recovery quicker.

Internet users can find additional tips, including injury prevention information by visiting the Prevent Injuries America Program section of AAOS’s Web site at www.aaos.org or www.orthoinfo.org or calling the Academy’s Public Service Line at (800) 824-BONES.

Courtesy of ARA Content

(Tsunami Continued from page 9)
Try a New Twist on a Favorite Romantic Gift

(ARA) - Chocolate has been called the food of the gods; in fact, its scientific name, Theobroma Cacao, translates to just that. The ancient Aztecs used it as a royal aphrodisiac, and the greatest lover of all, Casanova, believed that drinking cocoa would increase his amorous energy and preferred it to even champagne. For centuries men and women have equated chocolate with romance, and that tradition is never stronger than on Valentine’s Day.

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PREPRINT

Now that you have downloaded your newsletter you have several choices to make before printing it.

1. On the mailing page insert your facility's name and address in the upper left corner where it says “From:”.
2. Prepare any printed material you may have for insertion into the newsletter. At a minimum we suggest you prepare your monthly activity calendar on one side of an 8.5”x11” sheet or paper. On the other side you may enter residents facts and figures (new admissions, birthdays, residents who went home, deaths). Also, on the back of the calendar page you may want to advertise upcoming activities and events, a management roster and other items of interest specific to your facility.

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1. If you decide to print your newsletter on your facility copier you may print the newsletter on 8.5”x11” sheets of paper. However, it is far more professional looking to use 11” sheets (this size is larger than legal size paper, but can be hand fed into most modern printers).
2. If you use a print shop have them print your newsletter on 17”x11” paper. They will have a variety of colors for both your paper and ink. You can expect to pay more for color ink. If you decide to print your newsletter on color paper, avoid using dark colors and extremely bright colors (e.g. fluorescents), they are too difficult to read.
3. If you take it to the print shop they will also print and insert your extra material and fold your newsletter for you. One fold makes your newsletter ready for hand outs. Two folds prepares the newsletter for mailing.

MAILING (an excellent activity for your residents)

1. To prepare your newsletter for mailing, it must be folded twice so the mailing face is showing on the outside.
2. Each piece you plan to mail must be sealed twice on the loose page edge. Use 1/2” pieces of transparent tape (you can purchase seals at most office supply stores if you wish).
3. Write or stick your address labels where it says “To:”.
4. Place postage in the upper right hand corner. First class postage will pay for your newsletter and at least two 8.5”x11” insertions.
5. Your newsletter is now ready to mail. The Post Office appreciates it if you pre-sort your zip codes and bundle the newsletters with rubber bands.

BULK MAILING

1. With bulk mail you can save a bundle on postage. However, you must set up an account with the post office, mail at least 200 newsletters at a time, presort your mail, prepare a billing form and deliver the newsletters to the post office. Although it sounds complicated, it becomes routine after you have done it a couple of times.

DISTRIBUTION

For the most effective marketing of your facility, we recommend that you make an extensive mailing list including these listed below. The more newsletters you circulate, the more successful your marketing will be.

- All responsible parties
- Seniors at home
- Banks
- Hospital discharge planners
- Nursing homes
- Adult day care centers
- Churches
- Home health agencies
- Federal, State and local social service agencies
- Social organizations and clubs
- Business organizations
- Corporate headquarters
- Area schools
- Area radio stations
- Area television stations
- Area newspapers
- Area businesses

TIMING

For timely distribution, your newsletter will always be available to you at the first of the preceding month. It should be published by the last week of the month and mailed prior to the first of the month the newsletter is dated.
ORDER REQUEST FORM

I am a subscriber to Activity Director Monthly and I wish to take advantage of your special offer to personalize the FACILITY newsletter. Enclosed is my check/money order for $12.95 in U.S. Dollars. I understand that this offer is not a subscription** but a month by month offer, and that I am in no way obligated to make another purchase unless I choose to do so.

Please print/type the following information:

Your Name: ________________________________________________________________

Newsletter Title: ___________________________________________________________

Facility Name: _____________________________________________________________

Address 1: ________________________________________________________________

Address 2: ________________________________________________________________

City: State: Zip: _____________________________________________________________

Facility Phone: _____________________________________________________________

Facility Fax #: _____________________________________________________________

Facility E-Mail: _____________________________________________________________

Please enclose this order form with your check/money order made payable to Newsletter-Express.com in the amount of $12.95 (USD)* and mail it to:

ADO Special
Newsletter-Express.com
103 Tami Lane
Williamsport, IN 47993

Your newsletter order will be processed upon receipt of payment.

*To pay by credit card you must go through the Activity Director’s Office website: http://www.theactivitydirectorsoffice.com

**For subscriptions visit the Newsletter-Express.com website.