



The LH Connection

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www.lionelhenderson.com

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Taking the emotion out of investing.

We all know the trouble you can get into by letting your emotions influence your *investment* decisions. So what can you do to keep your head?

Stick to your asset allocation.

Your best chance of long-term investing success is to allocate your money among the different asset classes (stock funds, bond funds, guaranteed investment contracts or stable value funds, and money-market funds) according to the mix of growth, income, safety and risk that suits you best. Once you have an allocation that works for you, stick to it. Don't make changes in response to short-term moves in the market; make changes because something basic in your life has changed.

Make the most of dollar-cost averaging.

Keep investing fixed amounts of money at regular intervals regardless of whether the market is up or down. Your money buys fewer shares when prices are high and

at risk of falling, and more shares when prices are low and likely to rise. Contributing the same amount to your 401(k) retirement-savings plan through regular payroll deductions makes dollar-cost averaging automatic.

Keep track of your investments.

Not every investment will work out as you hoped. If a fund in which you own shares has not lived up to your expectations for more than two years and you decide to sell your current holdings, reallocate future contributions or do both, you will be making your decision with your intelligence, not your emotions.

Remember stock-market history.

When stocks are soaring, it's easy to think they'll soar forever; when they're down, it's easy to think they'll never go up. But when you feel that way, your emotions have taken over. Don't focus on short-term ups and downs. Keep your eye on how well stocks have performed over the long-term and consider it likely that's how they'll perform in the future, over the long-term.



Our Human Resource Generalist, Tameka Primm, recently achieved two of her career goals. While working full time and caring for two daughters, she went to school and completed the Human Resource Management Program at California State University Sacramento and then attained certification as a Professional in Human Resources (PHR) from the Society for Human Resource Management. Our hats off to Tameka. WAY TO GO !!



LH Announcements

Congratulations to all our employees who had perfect attendance during the month of June and the 2nd quarter of 2008!! Each person who has perfect attendance will receive a coupon redeemable for gifts at the company store (www.lhenderson.com/prizes.htm) and are eligible for a drawing for one of the three cash awards. The winners of the drawings are:

The monthly winners of the June 2008 \$100 cash awards are:

Susana Davila
Latishma Kashyap
Luz Marina Zapata

The winners of the 2nd quarter 2008 \$250 cash awards are:

Jason Blount
Janice Chock
Shanena Jackson

LH would like to say Thank You to all of our employees for their hard work & also to those who received special recognition for their performance and/or excellent customer service:

Veronica Allen, Sheila Matthews, and Regina Watts

Congratulations! **Janice Chock and Donna Morrison** have provided 5 years of invaluable service. Thank you for your dedication.

We want to hear from YOU! Do you have an announcement you'd like to share with the company Or a question you like to ask to be included in a future newsletter – please share with us. Email questions, comments and stories to hr@lhenderson.com.

Employee Assistance Program (EAP) Balancing home and work is challenging. Guardian's Employee Assistance Program (EAP), Work Life Matters, is a confidential support service for members who need counseling on issues that impact their lives. For fast and anonymous service, call 800-386-7055.

Please remember to complete your timesheet daily.

The Employee Hotline is available 24/7. Make a suggestion, grievance, comment - anonymously. All matters received on the hotline will be handled in the strictest of confidence. You may access the employee hotline in one of two ways, either via email at employeehotline@lhenderson.com; Or via our web site at www.lionelhenderson.com, click on Contact Us and then the Employee-hotline link.

FIVE WAYS TO DECLUTTER YOUR MIND

...this month's feature article from the Guardian's Employee Assistance Program. For more information and articles like this and many other topics, visit Guardian's www.ibhworklife.com



When you think of "decluttering," you often think of tossing out or giving away unwanted items. But decluttering your mind is also necessary for effective organization. Here are five ways to declutter your mind:

1. Let it go.

You are in control of your mind, and only you can determine whether you're going to be happy today, or aggravated and annoyed. Most things that aggravate people aren't devastating. It's the small things that can drive you mad: a dripping faucet, a snide remark someone makes, discovering you're out of milk, and so on. In these types of cases, heed the old saying, "don't cry over spilt milk." It's ok if it bothers you for a moment, but if you let it bother you all day long, you're taking up unnecessary space in your mind and causing yourself unnecessary stress.

2. Ease your to-do list.

A long to-do list could be both stressful and overwhelming. Take a look at your list and determine what can be eliminated. Could you have said *no* to certain tasks or meetings? Have you asked yourself if everything you're doing each day is truly necessary? Very often, people get into a habit of doing something just because that's the way they've always done it. If your mind is always filled with thoughts of everything that must be done, it's time to ease your mind and free up your list.

3. Get it out of your head.

With the abundance of paper, writing instruments and computers these days, it's amazing how many people insist on keeping everything they have to do stored in their brains. Take the weight off your head, and write it down. If it's on paper, you don't have to remember. The paper remembers for you.

4. Tell them to go away.

If you're getting interrupted every 5 minutes by your telephone, friends, coworkers, and other distractions, your mind is probably ready to explode. Interruptions cause an extreme amount of stress, and they cause productivity to plummet. Have your answering machine or an assistant field your calls while you're trying to get something done. Close your office door. Tell your kids that a certain room—a room you designate as your haven for getting things done—is off limits for a minimum of an hour each day. Create checklists for your employees, so they know how to do their jobs and can find things without interrupting you. Remember, you have the power to stop the constant interruptions.

5. One simple word—simplify.

Get rid of things you don't need. You'd be truly amazed at the things you could live without! Ease your schedule. Learn to say *no*. Rethink the things that are taking up hours of your time—buy clothes that don't have to be taken to the dry cleaners, buy all your groceries in one supermarket, make meals you can cook in 30 minutes or less, figure out how your computer can do something for you, rather than you doing it manually, and so on. You'll be simplifying your thoughts and your life!

By Maria Gracia of **Get Organized Now!** Go to <http://www.getorganizednow.com> for a free **Get Organized Now!** "Idea-Pak" and e-zine, filled with tips and ideas to help you organize your home, your office and your life, at the **Get Organized Now!** website.

Source: Gracia, M. (n.d.). *Five ways to declutter your mind*. Retrieved August 24, 2005, from <http://www.lifeorganizers.com>