

ZÖe Pediatrics Company Newsletter

Welcome to September!



Welcome Back to School Season Everyone!

This past month, summer came to an end and kids headed back to school. While we are happy for our patients, we also need to prepare ourselves for what germs these kids will pick up along the way back to their classrooms.

Some helpful tips to suggest to patients and for yourselves moving forward this month:

1. **Wash your hands!** This might sound simple enough but it's easy to miss if you forget.
2. **Don't forget the shots.** Make sure our patients' immunizations are up to date as well as your own.
3. **Pick the healthy options!** Whether it is having a balanced breakfast or eating fruit and vegetables, it is crucial that you stay healthy during this season.
4. **Get to sleep on time!** The quality and quantity of sleep are directly related to mental and physical health, productivity at work, and your state of well-being.

Upcoming Events

Annual Kong Soiree

- **Sunday, Sept. 16th**

Back to School Bash Bowling Party

- **Saturday, Oct. 13th**
- This is an event for ZOe kids who are up to date on their well-child checks. **We will need volunteers for this event**
 - The sign-up sheet will become available soon!

REMINDER!

Remember to take this assessment! In an effort for your Directors to relate to your personality, we would like everyone to complete this free assessment and submit to HR. Your results will not be shared to other employees other than Directors and used to help you develop on your career path. Please do not try to falsify or just answer randomly as this will only prevent us from helping you. The assessment takes around 12 min, I hope you find this useful!

Print each section, except 4, 5, and 6

<https://www.16personalities.com/free-personality-test>

Things to Remember:

- **DO NOT EMAIL** the link
- On the left hand side of screen it has the 10 items listed

HAPPY BIRTHDAY TO...

- Lindsey Holloman (9/1)
- Myteca Smith (9/1)
- Kaylee Guy (9/5)
- Ausha Green (9/20)
- Lisa Montgomery (9/21)
- Alicia Tamplin (9/21)
- Holly Gottfried (9/22)

HAPPY ANNIVERSARY TO...

- Antoinette Chaney (9/17/2012) - **6 years**
- Anna Sosebee (9/17/2012) - **6 years**
- Shantelise Dickey (9/28/2015) - **3 years**

HAPPY 90 DAYS TO...

- Tracy Smith-Kong (5/1/18)
- Deborah Parker-Woods (5/23/18)
- Kelly Landis (5/5/18)
- Ausha Green (5/14/18)
- Karen Thomas (5/14/18)
- Nana Yaw Siriboe (5/30/18)
- Mustafa Bakir (6/1/18)
- Freddie Kong (6/3/18)

HR Training Topic of the Month: Patience

This month's HR Training Topic is highlighted through the 2017 *Career Trend* article, "How to Develop Patience in the Workplace."

"Your company employs dozens of people with an array of personalities, so chances are good that you won't get along with every one of them. When you don't approve of the way your colleagues do things at work, you're likely to feel impatient. Impatience may arise when your boss is late to a meeting or your coworker neglects to do their part of a project. Even if you have a valid reason to feel upset, impatience can quickly cascade into other negative thoughts about your coworkers. When you learn how to be patient, you'll feel at peace when dealing with even the most frustrating people and events.

Count to 10 and breathe slowly and deeply whenever something or someone tests your patience. This relaxes you and gives you time to calm down before reacting to the situation.

Avoid caffeine. Caffeine is a stimulant that wakes you up, but it can also make you feel jumpy, agitated or nervous. Drink more water in place of coffee or caffeinated soda.

Walk away from a stressful situation, if possible. If you're arguing with someone, tell him that you both need a few minutes alone to calm down. Take a quick walk around the office or head outside and get some fresh air.

Stretch your muscles and do simple exercises while sitting or standing at your desk. For example, raise your shoulders, hold them up for three seconds, then drop them back down. Repeat the exercise until your body feels less tense. If you have time, go to the gym to work out your frustrations.

Write down your frustrations in a notebook whenever you feel impatient. Writing can be a therapeutic outlet.

Explain to your coworker why his behavior frustrates you and makes you feel impatient. For example, if your colleague consistently arrives late to meetings, explain how his actions affect you and other coworkers. Avoid yelling or name-calling, however.

Accept that some things in your office will never change. Realize that stressing over those things is bad for your mental and physical health. When you accept the things you can't change, you will notice that your patience level increases.

Tip:

When you feel impatient with someone, it's easy for a single disappointment to snowball into an avalanche of negativity and complaints. Don't allow this to happen. Recognize the impatience as an isolated incident, and either work to correct the problem or accept it and forget about it. If you can't stop thinking negative thoughts about a coworker, try instead to picture her positive traits and acknowledge the good things she's done for you and the company."

QUIZ!

1. What is something you can do in a stressful situation?
 - a. Throw a fit and say, "You're wrong and I'm right!"
 - b. Walk away.
 - c. Yell and call the person names.
2. If your coworker shows up late for work, you should...
 - a. Explain how their actions are affecting you and your co-workers.
 - b. Ignore them and let them continue to be late because it's not your problem.
 - c. Talk about them to your other co-workers.
3. What is an exercise you can do to relive stress at work?
 - a. Walk around the clinic and gossip to co-workers.
 - b. Raise your shoulders, hold them up for three seconds, then drop them back down.
 - c. Jog in place in front of a patient.

Answers: 1) B, 2) A, 3) B.