GBM im Insiders

SPRING 2010

Oh, What a Feeling!

SUNNY K. PARK, CHIEF EXECUTIVE JANITOR



Some people might think that we janitors don't have respectful jobs as we make a daily living by cleaning up other people's messes. I think that actually insults our important profession. As I have

been saying for the last 28 years, we are a team that manufactures clean spaces every day. Janitors have a position of the utmost responsibility in our society: producing clean work spaces each day and "Janitors have a position of the utmost responsibility in our society: producing clean work spaces each day and each night so that tenants can be more productive. We create so that tenants can create more."

each night so that tenants can be more productive. We *create* so that tenants can *create more*.

Take time to look around your workplaces. Be proud of your jobs. Spotless entrance doors, shining lobby floors, cleaned elevator cabs, orderly and vacuumed hallways, fresh-smelling restrooms, dustless blinds, organized office furniture, smiling day-maids, well-equipped supervisors / managers ready to tackle any problem they find ...





Jacksonville Team Receives High Praise

BY DAVE HARPER, GENERAL MANAGER, GBM-JACKSONVILLE

GBM teammates **Mina Hrustic, Mersid Zigic** and **Sabina Kobijar** were recently praised for their hard work in preparing for a V.I.P. visit to their building. Our Facility Manager writes:

"We would like to express our appreciation for Mersid, Sabina & Mina. We rely on Mersid day after day to complete setups for us and he always comes through. Mersid, Sabina, & Mina have worked very hard over the past week to ensure the site looked its best for our guests. We know he, along with many others, spent many hours here over the weekend completing the numerous tasks that were required of them. Mersid's attention to detail and conscientiousness played a large part in the success of this visit. Please express our deepest gratitude to Mersid, Sabina & Mina".

Thank you Mina, Mersid and Sabina for all of your hard work in preparing for the visit, as well as the many night cleaners that keep the building clean on a daily basis.

GBM Is About the Bottom Line: For You and For GBM

DONOVAN WOLF, PRESIDENT



As with any other for profit business organization, GBM ultimately measures its success on key performance indicators, such as: New business development, account retention, improved profit margins and return on investment, ongoing effective

evaluation of employees and subcontractors, and our ability to maintain high service inspection scores and safety records.

While these are very important in terms of our performance analysis, they don't reveal the many other success stories evident in our organization.

From the night cleaner working to support his family to the day cleaners who are going to school at night to the many other life circumstances surrounding each of our GBM teammates, it is very easy to be proud of the GBM Team! Sometimes, as I'm working on a bid or just visualizing a situation, I reflect on my own personal experience of cleaning three to four hours per night while I was going to college. It seemed so hard to me then, as I believed I was sacrificing most of the well known "college experience" to earn a few bucks. But when compared to the responsibilities that most of our cleaners are juggling, it just doesn't *See* **The Bottom Line**, *page 2*

What a Feeling

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doesn't the GBM team create such precious scenes on a daily basis? Just imagine what would happen instead if the work spaces we are responsible for were dirty and dusty. You'll realize that our jobs represent far more than just cleaning up other people's messes; much more is at stake.

Despite the fact that we work hard each day, I have to acknowledge that the pay is not good. I wish we could pay our staff a little more, and it is our ongoing desire is to find a way to do so. The pay scale for our staff members is not where we want it to be. It is even harder for us to raise the wages when the economy is not good and when the competition is getting tougher. In some cases, we've been forced to cut prices to 1980 levels, when the price of toilet tissue was less than half of what it is today. However, that doesn't mean that we should sit still and do nothing about our futures.

I was earning minimum wage in the mid-1970s: \$2.10 per hour. However, I had more money than my manager, who was making \$6.00 per hour – three times more than I was earning. Moreover, I would often lend him money, and I would collect interest when he paid me back. How could I do this when I was making one-third of what he was making? Simple. He was spending more than he was earning. I was doing the exact opposite. I would save about \$10 per week – about 15 to 30 percent of my pay – by not buying unnecessary things like beer and soft drinks.

I remember in 1984 when one of our staff members was determined to change his ways. He was earning a little more than minimum wage at the time, working hard and long hours along with his wife. He began saving a good bit of money to make a down payment on a house, a three-bedroom home two blocks away from a middle school that their son attended. After he purchased it, this man invited me to an open house at his new home. We entered their new home and found a surprise: no chairs to sit on, no dining table, not even a bed. In order to save all the money they could, the family was sleeping on mattresses and eating dinner on the floor. They offered me a glass of cold water, as they

had stopped buying soft drinks or coffee. He told me, "I stopped spending money so that I could save, but I will have enough money to educate my children." I came home that night with pleasure and joy filling my heart.

This man is still working for GBM. After 27 years, he and his wife are enjoying a comfortable life. Their son graduated from Georgetown University, lives in a five-bedroom house, and seldom drinks beer.

GBM's history has many stories similar to this one, and I know some of you are saving what you earn for your own glorious days in the future.

We are proud janitors! Oh, what a feeling!

The Bottom Line

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even compare! The last time I checked, providing for and raising families holds a little bit more responsibility than being at the mid-week beer bash on time.

I wish there was room in this newsletter to tell the story of each and every one of our staff, as I think all of us can learn something from their experiences. A few of the stories were selected for this newsletter, and I'm sure that there are many other similar exhibitions of courage, persistence, compassion and determination in the lives of our GBM family members.

Many thanks to you for your commitments to delivering "Zero Defects" services on a daily basis! I urge you all to make most of your hard work and efforts for the future of yourself and GBM.

General Building Maintenance, Incorporated

Corporate Headquarters: 3835 Presidential Pkwy, Ste 200, Atlanta, GA 30340 www.GBMweb.com Tel: 800-445-6789 Email: Operations@GBMweb.com

ALABAMA, CALIFORNIA, COLORADO, FLORIDA, GEORGIA, MARYLAND, SOUTH CAROLINA, TENNESSEE, TEXAS, NORTH CAROLINA, VIRGINIA, WASHINGTON, DC.

May 1, 2010

Publisher: Donovan Wolf; Editor: Sara Baxter; Designer: Jane Hill; Printer: Yong Lee Graphics © Copyrights General Building Maintenance, Inc.

EMPLOYEE PROFILE

Laurie Bell



When **Laurie Bell** arrives at work each day, she never knows what to expect. And that's what she loves about her job.

"I always have something to do, and it's something different every day," she says. "I am never bored at work."

She may have a list of things she'd like to accomplish for the day, but that can get sidelined if she gets a call about a broken Blackberry or a computer that can't access the Internet.

Laurie's official title is Accounts Payable (AP) Supervisor and Network Administrator – which means she does everything from reviewing invoices and making sure bills get paid on time to taking care of the electronics in the office to maintaining the servers and upgrading hardware.

Although she had some computer classes in college, she says her knowledge is mainly self-taught. "For me, it's learn as you go," she says, "Computers make sense to me."

Laurie was hired as an AP clerk at GBM nearly 15 years ago. Shortly thereafter, she added computer support to her list of duties. "My job is to facilitate all GBM employees in doing their job," she says. "And if a piece of equipment doesn't work, they can't do their jobs."

The biggest challenge for Laurie is trying to help employees with their technical problems remotely. "If I was sitting in front of their computer, I could fix it right away. But since I can't see it, and they can't always explain it to me over the phone, it can be frustrating for both of us."

Laurie and her husband moved to Atlanta from Watertown, N.Y., over 20 years ago. In her spare time, she loves to read and play with her two rescue dogs, Fred and Preston. She calls herself a "sports nut," and has a passion for college basketball.

HAPPY FAMILIES

Tampa Employee Spends Her Free Time Helping Others

BY MARK BOSSE, GENERAL MANAGER GBM-TAMPA



Florence Schiro has been working for GBM Tampa at Macy's / Facs for two years this July. Her family includes a 25-year-old daughter who will be graduating from the New York Institute of Technology with her Masters Degree next year and a 16-year-old son who is graduating from St. Petersburg High School. Her son has been elected into the National Honor Society and is currently seeking duties with the National Guard

upon graduation. She enjoys working for for GBM where she works six days a week in the cafeteria. On her day off, she volunteers for the veterans of our community, with the Saddle Up Riding Club for Heroes. She works with disabled veterans and children who are in wheelchairs, and helps mount them on horses. She then walks the horse and the rider through trails. The ride gets them out of the wheelchair and doing something they never thought possible. It brings her great joy to see the smile on their faces when she leads them on an adventure.

What Did You Say...Your Schedule Is Too Full?

BY TERRY COLLINS, GENERAL MANAGER GBM-ATLANTA



Eduvina Angelica Rodriguez (Angie) is the middle sibling of six who all live in the Atlanta area after moving from Guatemala in 1971. Since then, Angie's mom, three older brothers, two younger sisters and 20 nieces and nephews have formed a strong support group to assist this ambitious single mom.

Angie works full-time as a day maid for GBM and knows every tenant in both buildings on the campus

where she works. As a result, she has developed a rapport and affection for them all. In over two years of inspections, no tenant has ever remarked negatively on any facet of the work she does. On the contrary, almost all remark how Angie is only a phone call away and therefore always there when needed. Angie is truly a valuable asset for GBM as well as the management company that runs the facility and all other onsite personnel.

So what makes Angie unique? How does this schedule stack up with your busy day?

- A typical day includes dropping off before 7 am her 4-month-old TWIN BOYS (Adrian and Andres) at daycare. She picks them up around 6 pm.
- Four older children (Polo, 15; Alanie, 10; Leonardo, 8, and Natalia, 6) attend school ranging elementary to high school and are also involved in soccer and Girl Scout activities.
- At night, this working mom is an aspiring CPA as she works to complete an online degree. (Angie completed her undergraduate degree at Los Angeles Community College).
- And, when time permits, Angle enjoys running and swimming hopefully to relax!

So the next time your calendar is screaming at you, ask yourself how you would find time to deliver excellent customer service while juggling a full time job as well as the schedules of SIX children!

Work Together, Pray Together

By Ed Buist, General Manager, GBM-Tallahassee



Roberto Flores, left, is shown here with GBM associates Blanca Rodriguez and Cleveland Penn.

When GBM Site Manager **Roberto Flores** received word from El Salvador that his 86-year old grandmother had been run down by a bus, he naturally feared the worst. After conferring with the doctors over the phone, he was advised that he should come as quickly as possible as her prognosis was not good. She had sustained two serious head injuries, and fractures to both her right arm and leg. For a person of such advanced age, these injuries could prove fatal.

Roberto immediately made preparations for his departure, making an important part of his plan to insure that all his operations would run smoothly at his job sites in during his absence.

When Roberto left, all of us let him know that we would keep him and his grandmother in our prayers, and we'd be sure to take care of anything that needed attention here. Everyone rallied to take care of what was important at home, so Roberto could focus on what is most important of all – Family.

Within two days of Roberto's arrival in El Salvador, his grandmother began showing remarkable improvement. To the astonishment of the doctors, they realized that within a week or two, she could actually be released from the hospital! Roberto's grandmother is now recovering well at home and plans to be around for a long time to come!

What was it that allowed an 86-year-old grandmother to survive such an ordeal? Well, I can't say for certain, but I'll just go with the power of prayer, love, and dedication to family over the power of a bus any day!

Secrets of Happy Families

By Denise Mann, WebMD, www.webmd.com

From the Brady Bunch and Partridge Family to the Cleavers, Cunninghams, and Cosbys, images of happy families have rarely been in short supply. We all have ideas about what they should look like. Does yours fit the portrait of a happy family? If not, don't despair. Now WebMD is letting you in on a few of the secrets to a happy family. You, too, can experience some of the domestic bliss that seemed previously reserved just for TV families.

Here are the nine secrets to achieving a happy family life:

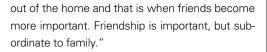
1: Enjoy Each Other: The essence of a happy family is that they truly uplift each other and that all comes down to how they treat each other, says Rabbi Shmuley Boteach, a New York-based family and relationship counselor and host of The Learning Channel's Shalom in the Home. "There is a joy that characterizes their interaction," says Boteach, father of eight children and author of several books, including the forthcoming Shalom in the Home. "Parents come home and the kids are happy to see them and when kids come home, the parents are happy to see them."

2. Swap Stories: "When your kids come home, ask them what happened in school and have a story for them," he says. "If you come home dejected and not really interested and then five minutes later the TV is on, why would they be happy to see you?" The bottom line, he says, is that when you come home, your kids have to come first. "You must drop everything you are doing and always come home with something to share with your kids, whether it's a story or even the smallest vignette," he says. "This way you give your kids something to look forward to. The great bane of family life is boredom and that is what leads to dysfunction, affairs, and kids wanting to be with their friends over family."

3. Put the Marriage First: "Set a real example of love," Boteach says. "The relationship and marriage must come first." Think Carol and Mike Brady of the Brady Bunch and Cliff and Clair Huxtable of the Cosby Show. There are many families where kids always come first, says Boteach. Then they become substitute providers of love, he says. "That's an unfair burden to put on a kid." It's also bad for families, he says, "because kids will move out of the house eventually."

4. Break Bread Together: Families that eat together, stay together. It's that simple. "Family dinners are essential," Boteach says. "It's a time to connect." Have a minimum of four family dinners per week, he suggests.

5. Put Family Before Friends: "In happy families, family comes before friends," he says, "The camp counselor understands something that parents don't and that is that caring for kids also has to be fun. Give rules, but understand that kids need fun, too. When kids get bored and listless, they start looking for excitement



6: Keep Your Voices Down: Remember that children thrive on stability. "There has to be a calm environment at home," says Boteach. "Talk to your kids, give them strict rules, and punish children when necessary, but don't lose control and yell. If you yell at kids, that shows you are out of control and you create a nonpeaceful environment."

7: Never Fight in Front of the Kids: TV viewers never really saw Carol and Mike Brady go at it, did they? While some fighting or bickering may be inevitable, try to keep it away from the children, Boteach says. "If your kids see you fight and argue, apologize and say, 'We are sorry you had to see it. Daddy

and I just had a disagreement, but everything is OK now.""

8: Be Flexible: "This is easier said than done," says Fiese. "But by their very nature, families change so you have to be open to change in membership and age," Fiese says. "Somebody gets married, somebody dies, somebody remarries and teenagers are no longer children and young adults are no longer teenagers, but they are all still part of the family."

9: Communicate: Rose J. Perkins, EdD, associate professor of psychology at Stonehill College in Easton, Mass., says that a happy family communicates with one another. "Frequently families are set up where everyone tells the mom and then the mom sends the message, but in a happy family, there are more flexible, open lines of communication." In happy families, "all the members of family unit are able to communicate openly," she says.



UNICEF Chairman Bentley Long accepts a contribution check of \$8,300 from GBM CEJ Sunny K. Park to assist UNICEF's Haiti Earthquake Relief efforts.

Staying Informed: Hazardous Communications

HAZARDS

INFECTIOUS

HAZARDS

Employees who work in the cleaning industry deal with safety hazards every day. Some of the potential hazards include exposure to toxic cleaning chemicals, infectious agents and blood borne pathogens, electrical and equipment hazards, and more. CHEMICAL

To keep employees informed about these hazards, the Occupational Safety and Health Administration (OSHA) has developed a Hazard Communication Standard (HCS) to ensure that information about these hazards and associated protective measures is disseminated to workers and employers.

HCS, also known as an Employee's Right-To-Know, covers both identified and potential hazards in the workplace, specifically chemical hazards, physical hazards, noise hazards and infectious hazards.

HAZARDS

Part of the Hazardous Communication Standard is to provide employees with Material Safety Data Sheets (MSDS), which pro-

> vide detailed information on the potential hazards of certain chemical products. It is extremely important that employees are aware of the potential hazards present in their workplace prior to performing job tasks that involve these hazards.

> Anyone working at any GBM job sites must be educated – in advance – about the potential hazards in their work environment by GBM, a GBM subcontractor or the property manager. If you have not received this education, or do not have

Material Safety Data Sheets (MSDS), please email William Choi, Vice President of Operations, immediately at wchoi@gbmweb.com or send a report to 3835 Presidential Parkway, Suite 200, Atlanta, GA, 30340.

Happy Birthday GBM: 27 Years Old!

BY SUNNY PARK, CHIEF EXECUTIVE JANITOR

GBM celebrates the 27th anniversary of providing satisfactory services to its clients as well as a proud sense of success. It seems that for the past 27 years, GBM has been re-writing the service business manual for the commercial janitorial industry.

We have achieved many accomplishments and earned respect from both colleagues in the industry and our clients. It has been

fun and challenging at times.

Any time I think of our success and achievements, I cannot help but to be so

thankful for my teammates at GBM who clean America's workplaces every night after dark when everyone else has left for home.

The Atlanta Business Chronicle named GBM as one of the fastest growing companies in Georgia. The official publication of the Building Service Contractors Association ranked GBM as one of the top 25 janitorial service firms in the U.S. In 2007, USO (United Service Organizations) selected me for their 2002 Patriot Award. In 2001, GBM was certified for ISO 9001, the top standard for quality management, and another milestone to confirm its commitment to quality.

Our success is very unique, as the continuous growth has been all through word-of-mouth references from our customers. GBM never hired any commissioned sales people and maintains customer



retention at a very high level. This result is solely due to the fact that every member of GBM works diligently with the spirit of teamwork and sincere desire to keep our customers satisfied.



However, the country's business environment and conditions are constantly changing. The cost for services will rise. While the service market has become more competitive, customers' demands and needs require better performance with higher productivity. But I am not concerned or worried, as I have complete confidence in our "Zero Defects Team" and we are still rated as the most trusted organization by our customers. What I am worried about: a few in GBM with

NATO – No Action but Talk Only – habits and low productivity. I am hoping that these will people will improve fairly quickly, and start delivering good results.

I want to express my heart-felt appreciation to the hard working cleaning staff, leading supervisors, producing managers and executives, dedicated subcontractors

and suppliers. I give my sincere thanks to our customers who have placed their trust in GBM. I am truly looking forward to many more years of association. Happy Birthday GBM!

Staying Organized: Show your closet some respect!

Is your janitorial closet disorganized like this?



Or organized like this?



The Journey of a Million Dollars Starts with a Single Dollar

by Shaun Tully

The earlier you start to save money – even if it's a dollar or two at a time – the earlier you'll become rich. I believe in what this article offers – the magic formula to be a millionaire! Enjoy it. Sunny K. Park, Chief Executive Janitor, who once was poor.

Most people think that to become rich, you need a cash windfall in the thousands at the very least. These people are suffering from a mentality borne of everything being insufficient for their needs, everything seen through the big picture of the big bucks, and everything about wealth in the grand coole

thing about wealth in the grand scale.

Wealth is a relative concept. One single dollar more or less than you had yesterday makes you richer or poorer than you were yesterday. Even the wealthiest people on the planet, like Bill Gates, have fortunes composed of billions of individual dollars, and the addition or subtraction of a dollar makes them richer or poorer.

Save Early, Save Steadily

The importance of saving early and steadily in life cannot be overemphasized. Each dollar

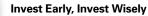
that goes into your bank account instead of the department store is a dollar saved, and hence, a dollar earned.

If you consider the way compound interest makes money grow even when you do nothing to make it so, you will appreciate the modern adage that says with every dollar you save, you are becoming richer. So, as early as today, save that dollar you were planning to spend on a useless trinket.

If you think you can't save today because you don't make enough money, you couldn't be more wrong. In fact, this is the best reason of all to save, as it will help you put an end to being poor much sooner. There are a number of ways you may be able to save a dollar a day:

- Buy clothes on sale or at thrift and consignment stores.
- Buy food in bulk to get volume discounts.
- Buy generic; in most cases the quality is equal to name-brand, but significantly cheaper.

• Combine errands and walk where possible to avoid driving costs. Before you know it, you'll be saving at least a dollar a day without expending any effort. Once you reach this point, start aiming for two dollars a day. This will make you twice as rich, twice as fast.



Putting your dollar a day in the bank is an excellent way to start your journey towards wealth. However, compound interest is not the best possible return on investment for your money; you'll want to consider other options, like retirement funds, stocks, securities, and bonds.

Stashing your money in a sock or a piggy bank might have worked when we were children, but your dollars can't increase in value

while they're in your house. Instead, invest your money as soon as you can, which gives it the maximum opportunity to earn even more money for you. This is particularly true with compounding interest.

That said, choosing which way to invest your money shouldn't be taken lightly. Do your research and make a smart choice; if it sounds too good to be true, it probably is. Nothing would be worse than carefully saving your money over time only to lose in a high-risk or fraudulent investment scheme.

Remember: start saving now, and save regularly. The sooner you start a savings and investment habit, the sooner you'll be rich! *About the Author: To learn how to become a millionaire by investing wisely, visit MikesMillions.com.*.

Can a Janitor Become Wealthy?

WRITTEN BY AVALON, ON WWW.AVALONSGUIDE.COM, A BLOG ABOUT PERSONAL FINANCE (FEBRUARY 9, 2009)

Over the weekend, we had some friends round who are interested in getting out of the Rat Race and sorting out their finances. They have read my book, and we have gone through their budgets and spending habits and had a good old sort out already – but they are now interested in the next step.

So – we played Cashflow, a board game based around the Rich Dad, Poor Dad books by Robert Kiyosaki. In it, you are given a profession, with an income after expenses, and with that – you invest in order to get out of the rat race and fulfill your dreams.

The four of us picked our profession cards: I ended up as an airline pilot with a salary of \$2,600. One of my friends picked the Janitor Card, with a salary of just \$650 a month. This is the lowest earning card in the pack. I predicted that the mild mannered Janitor would win the game: and he did.

In fact – not only did he win the game, the rest of us hadn't even gotten out of the Rat Race and onto the Fast Track when he did it. Why is that predictable? Why do you not have to have a high income to be wealthy?

Because you do not need a high passive income to live on if your expenses are low! The Janitor may have a low income, but he has low expenses: a small mortgage, not many other debts, and when he has a child, the expenses for the child are relatively low (that game seems to assume that the high income earners clothe their children in Baby Gap and send then to private prep schools). *continued next page*



How to Sleep Better When Working the Night Shift

Tips on working the night shift and being able to get a good night's sleep during the day.

If you work the night shift, or graveyard shift, you may find it impossible to feel well rested when you have to sleep during the day. This article will give tips on how to be able to work the night shift and be able to get a good night's sleep during the day.

Our society cannot function without people working around the clock; the world cannot shut down at 10:00 P.M. This is unfortunate for those that work the night shift and for society because accidents due to night shift errors are very common.

Parts of the night's sleep are spent in light sleep stages and the other parts are spent in deep sleep stages. The deep sleep portion is the most important time of the sleep process where you nourish and restore your brain and body functions. Without the deep sleep you will not feel rested. Throughout the night, we go back and forth from deep to light sleep. We stay in the deep for about 45 minutes and then if we are deeply disrupted we come back up into light sleep. It is normal to have five 45-minute deep sleep cycles in an 8-hour period. Anything that upsets these cycles will cause sleep problems. If you work the night shift and sleep during the day, there are many things that can disturb your deep sleep and awaken you during your light sleep phase. Noise is the biggest problem. Daytime sleepers have to contend with noisy neighbors, children,

traffic, lawn mowers and such. Noise is the most common complaint of people who sleep during the day; so, noise prevention should be given top priority. When looking for a home to rent or buy, always look for one in a quiet neighborhood.

Make sure the bedroom is in a location as to not be near the street or noisy neighbors. Look in the backyards neighboring the house to see if there are any dogs that will bark during the day. If there is open property nearby, check to see if there will be construction in the future that could disturb your sleep. Check to see if there are dual pane windows in the house; they not only reduce cold and heat but noise as well. Wear ear plugs to block out all noise. It is also important to turn off your phone ringer and disconnect your door bell.

Another sleep depriver is too much light. Our body's entire cycle is based upon light and dark. For millennia, we have been sleeping in the dark and waking in the light. If you are doing the opposite of this set body program, you are fighting against generations of programming. Since sunlight will disturb your day, you should choose a house where the bedroom is on the north side of the house. This side is often in the shade. If you are renting, make sure you ask if you can put mini blinds on the windows to block out the light. Wear

The janitor needed to get a passive income of just \$950 to get out of the Rat Race. I needed a passive income of \$6,900 to cover my expenses. So basically if you can cut your expenses, you can retire on your investments quicker. Not only does the game show that a high income is not necessary in order to become wealthy – it also shows you how cutting your expenses can affect your outcome. Some expenses in the game you cannot alter, but you can choose to pay down things like car loans, credit cards and retail debt. Doing that increases your monthly cash flow and can have quite a positive impact on your game. It also means of course, that you do not need such a high passive income. a black eye-mask to further block out the light. You can put dark paper, foil or tinting on the windows to darken the room.

Not being able to come home and unwind after work is another problem night shift workers face. When you work the day shift, you are able to come home and relax for about 6 hours before you go to bed. Night shift workers usually come home and get right into bed, bringing all the stress of work with them. It is important to wind down and distance yourself from a stressful job before you try to sleep. Give yourself at least an hour of doing something you enjoy. Eat breakfast, watch a morning show, listen to music or read a book. Or, go for a run or do some form of exercise. Take a hot shower to relax yourself. Try to set a routine that stays the same everyday, if possible. Get into bed at the same time every morning and wake up at the same time every afternoon. If you have children in the home you need to have a family meeting to talk about the noises that children make. Most small children do not understand what guiet is. Play a couple of whispering games to teach them. Older children are capable of being quiet. Reward them for being quiet. Buy head phones for their TV's and stereos so they can still listen to their music without disturbing you.

For most night shift workers it is wise to stay on the same sleep schedule, even during the weekends. If you work 5 days a week for 8 hour shifts, it would be very difficult to switch to sleeping at night on the weekends and back to days during your work week. If you work a compressed schedule of 4 - ten hour shifts it is easier to switch your sleep schedule because you have three days to do it in. Use naps to make the transitions easier, on the day you get off work sleep only 4 hours. Then get up and do some fun things with your friends and family and go to bed when they do. Do this for the next three nights. The day you go back into work, take a 2 or 3 hour nap in the afternoon to make sure you will be alert during work.

Written by Donna Theobald - © 2002 www.essortment.com



General Building Maintenance, Incorporated 3835 Presidential Parkway, Ste 200, Atlanta, GA 30340

www.GBMweb.com 800.445.6789

Non-Profit Focus – Junior Achievement

GBM is a proud supporter of Junior Achievement. Chief Executive Janitor Sunny K. Park has been a volunteer with the organization since 1999 as well as a member of the Board of Directors. Sunny was also inducted into the Junior Achievement Atlanta Business Hall of Fame in 2004.

WHAT IS JUNIOR ACHIEVEMENT?

Junior Achievement (JA) Worldwide is the world's largest organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential, hands-on programs. Junior Achievement programs help prepare young people for the real world by showing them how to generate wealth and effectively manage it, how to create jobs which make their communities more robust, and how to apply entrepreneurial thinking to the workplace. Students put these lessons into action, and help strengthen their communities.

PURPOSE

JA Worldwide's purpose is to inspire and prepare young people to succeed in a global economy.

PROGRAM REACH

JA Worldwide reaches 9.7 million students per year in 379,968 classrooms and afterschool locations. JA programs are taught by volunteers in inner cities, suburbs, and rural areas throughout the United States and in 122 countries around the world.



VOLUNTEERS

JA Worldwide's 330,000 classroom volunteers around the world come from all walks of life and include business people, college students, parents, and retirees. These dedicated individuals are the backbone of the organization.

PROVEN SUCCESS

JA is one of a few global nonprofits that uses independent, third-party evaluators to gauge the impact of its programs. Since 1993, independent evaluators have conducted studies on JA's effectiveness. Findings prove that JA has a positive impact in a number of critical areas.

A BRIEF HISTORY

Junior Achievement was founded in 1919 by Theodore Vail, president of American Telephone & Telegraph (now known as AT&T); Horace Moses, president of Strathmore Paper Co.; and Senator Murray Crane of Massachusetts. Its first program, JA Company Program, was offered to high school students on an after-school basis. In 1975, the organization entered the classroom with the introduction of Project Business for the middle grades. Over the last 30 years, JA has expanded its activities and broadened its scope to include in-school and afterschool students.

If you'd like to learn more about Junior Achievement, please visit www.ja.org.

We want to hear from you! The theme of next issue is "Cleaning technologies that make it easier to deal with daily tasks." Please send in your good experiences with cleaning methods, equipment and chemical usages by June 10, 2010.