



How to Organize a Paper Friendly Office



Nobody knows what happened to the so-called "paperless offices" predicted for the computer age. From the looks of things, those offices aren't here yet. So while we're waiting, handling a piece of paper correctly today is the key to finding it tomorrow.

File It So You Can Find It
There are few things more frustrating than not being able to put your hands on a document you

need. Now, imagine finding any document in seconds. It's not magic; it's a workable filing system!

Create a file category. Within each file category, label folders according to their contents. Then, you can file the categories and individual file folders alphabetically or chronologically, depending on what works for you.

Tips For Staying Afloat in a Flood of Paper

- ◆ Adopt the "Handle It Once" document rule. Read and act on it, file it or pitch it.
- ◆ Don't print every email or article you read on your computer.
- ◆ Color code your system. Labels

save time when filing and retrieving documents.

- ◆ Sort documents by accessibility. Put more frequently accessed information within arms reach.
- ◆ Schedule a few moments at either the beginning or the end of your day to file documents away.
- ◆ If you haven't touched a file in six months consider thinning it out, archiving it or throwing it out altogether.
- ◆ Make a habit of disposing of any paper you no longer need.

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During this time of the year, when we reflect on those who are special to us

and for all of our special blessings for which we give thanks, **Hummel's Office Plus** would like to say **"thank you"** to all of our **customers** who are **very special to us**.

Have a Happy Thanksgiving, a very Happy Holiday and a Great New Year with all of the blessings you deserve. Wishing you good health, happiness and prosperity now and in the New Year ahead.

Sincerely,
Susan Reuter



Thanksgiving Day Games

Thanksgiving A to Z - Get everyone into a thankful spirit with this memorable activity. Using the alphabet as a guide, the first person tells everyone the things he is thankful for that start with the letter "A," like apples and aunts. The next person uses the letter "B". Keep going around until all the letters are used up. If people still have things to add, go a second round.



Count Your Blessings:

Materials

1. A blank sheet of paper and something to write with for each person.
2. A timer

Activity

1. On your signal to begin, everyone should write down everything they are thankful for that can be described in two words or less.
2. Set a timer, for two minutes (or less) and tell them to begin.
3. When the timer goes off each youth must count how many items they have.
4. The person with the most items should read their list and if anyone else has those items on their list also, then everyone who has the items must cross them off the list. Only unique items remain.

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ENJOY!

An Organized Office Works Smarter



In today's competitive market, nobody can afford to waste time and effort at work. We're all looking for ways to be more efficient and effective, decrease stress, streamline a process or just make life easier.

Organization is a smart way to accomplish all of that and more. Look around your workspace. Do you feel and look like you're in control? If not, it's time to start getting it together. The benefits pay dividends every

single day when you can find things easily, save time and prevent important information from getting lost.

Feel in Control

Find out if organization affects how you feel and deal at work. Just answer true or false to the following statements:

- A messy office stresses me out.
- I'm exhausted at the end of the day.
- Clutter makes me feel overwhelmed by my work.
- There are so many piles in my office-it looks like a mountain range.
- I often say: "Wait, I know I put it somewhere."
- I haven't seen the surface of my desk in months.

If you answered true to three or more of these statements, you're going to benefit from some office re-organization. Clutter makes you feel out of control. When your office is in order, your workplace stress is more manageable.

Look Professional

A messy office inspires no one. Everyone knows someone who claims they can "find anything" in their messy office. But how long does it really take? Do you feel confident depending on that person when your project is on a deadline? There's an old joke about how little work gets done in clean offices, but it's more likely that person accomplishes more by being organized and efficient.

The Cost of Clutter

Ever wonder just how much money a disorganized, cluttered office can cost a company? Experts estimate that an employee wastes an hour a day looking for misplaced items. Let's estimate the cost based on a company with 100 employees, an average annual salary of \$60,000, a 40-hour work week and 2 weeks of vacation. The wasted time adds up to:

- \$15,000 per week
- \$65,000 per month
- \$780,000 per year

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HOW TO ORGANIZE A PAPER FRIENDLY OFFICE CONT.'D

Here are some products that relate to the article on page one "How to Organize a Paper Friendly Office".



Fellowes® Wire Partition Additions™ Triple Tray attaches easily to partition walls 1-1 1/2 " to 3" wide to save desktop space. Three side load trays organize papers and files. No tools required. Includes mounting brackets. FEL 75310



Storage Boxes Letter/Legal

FEL 0063101 - Letter

FEL 0063601 - Letter/Legal

Instant set-up, strong, dependable, portable and stackable. 85% stronger than basic letter/legal boxes. Lid included.



The Fellowes® Partition Additions™ Waterfall Sorter is ideal for organizing your most important projects! Five transparent sleeves keep files visually accessible, while the stepped design makes it easy to organize and prioritize documents. Each sleeve holds up to 15 sheets & accommodates most document sizes. FEL 7502301

Order these products any time from Hummel's Office Plus.

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Your Christmas Bucket List

- ◆ Get all of your Christmas music together so it is ready to listen to when doing all of your other festivities. I like to buy one new Christmas CD each year to add to my collection. Try something new. If you don't have any Country or Jazz music, try to get a CD in one of those genres.
- ◆ Start putting together your Christmas Present List. Your "CPL" should be reviewed every so often to make sure no one has been forgotten. When making a list, make sure to make a budget for Christmas and stick to it. Try not to purchase any presents on credit card this year. If you must, make sure you can pay off that amount within the month so you don't accrue any interest charges.
- ◆ Go out and buy a real tree this year if you don't already and enjoy a bit of the nature in your home this year. You can even cut your own tree down if you are bit more adventurous than just picking one out at a tree farm.
- ◆ Make sure you know where all of your Christmas ornaments, decorations and lights are before you must use them. See if anything needs to be replaced before you decorate so you have everything ready to go when the time comes. I like to buy a few new ornaments each year to add to my collection. If you don't want to buy them, you can make them with the kids or with other children looking for some fun and creative things to do at Christmastime.
- ◆ Plan a Christmas movie night. Gather up all of your Christmas movies or if you don't have any, you might want to buy a few, rent a few or even borrow a few from a friend or relative. Make popcorn, get the cozy blankets, and snuggle up on the couch to watch.
- ◆ Make cut-out cookies and have a decorating party to see who can decorate the cookies the best. Have little presents for the winners. Have categories like most perfect decorating job, craziest cookie design, most ingenious design, etc.
- ◆ If it has been years since you took a family picture together, get one done at the Holidays. You can even use one of your favorites on your Christmas cards.
- ◆ To make sending out Christmas cards a little more fun, have a party and let each person do one of the jobs, like pick out the card, if you have more than one design, sign the card, write the envelope and put on the stamp(s). You can have your favorite treats out to eat and Christmas music playing while you work at getting the cards done.
- ◆ Take in a show or play at your local theater.
- ◆ Gather up all of your unwanted clothes and toys and donate them to the local charities. You can buy a few inexpensive toys for Toys for Tots, wrap them up and send them off with some wonderful Christmas wishes for boys and girls who don't see a lot of presents under the tree.

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Rudolph With Your Nose So Bright....



How to Care for Your Farm-Grown Fresh Christmas Tree



When a Christmas tree is cut, over half of its weight is water. With proper care, you can maintain the quality of your displayed trees. Below are a number of tips relating to the care of displayed trees:

1. Displaying trees in water in a traditional reservoir type stand is the most effective way of maintaining their freshness and minimizing needle loss problems.
2. Make a fresh cut to remove about a 1/2-inch thick disk of wood from the base of the trunk before putting the tree in the stand. Make the cut perpendicular to the stem axis. Don't cut the trunk at an angle, or into a v-shape, which makes it far more difficult to hold the tree in the stand and also reduces the amount of water available to the tree.
3. Once home, place the tree in water as soon as possible. Most species can go 6 to 8 hours after cutting the trunk and still take up water. Don't bruise the cut surface or get it dirty.
4. If needed, trees can be temporarily stored for several days in a cool location. Place the freshly cut trunk in a bucket that is kept full of water.
5. To display the trees indoors, use a stand with an adequate water holding capacity for the tree. **As a general rule, stands should provide 1 quart of water per inch of stem diameter.** Devices are available that help maintain a constant water level in the stand.
6. Use a stand that fits your tree. Avoid whittling the sides of the trunk down to fit a stand. The outer layers of wood are the most efficient in taking up water and should not be removed.
7. Keep displayed trees away from sources of heat (fireplaces, heaters, heat vents, direct sunlight). Lowering the room temperature will slow the drying process, resulting in less water consumption each day.
8. The temperature of the water used to fill the stand is not important and does not affect water uptake.
9. Check the stand daily to make sure that the level of water does not go below the base of the tree. **With many stands, there can still be water in the stand even though the base of the tree is no longer submerged in water.**
10. Drilling a hole in the base of the trunk does not improve water uptake.
11. Use of lights that produce low heat, such as miniature lights, will reduce drying of the tree.
12. Always inspect light sets prior to placing them on the tree. If worn, replace with a new set.
13. Do not overload electrical circuits.
14. Always turn off the tree lights when leaving the house or when going to bed.
15. Monitor the tree for freshness. After Christmas or if the tree is dry, remove it from the house.
16. Go to www.realchristmastrees.org and type in your ZIP code to find a recycling program near you.

Never burn any part of a Christmas tree in a wood stove or fireplace.

Prepared by Dr. Gary Chastagner and Dr. Eric Hinesley

COOKING WITH HUMMEL'S



SOUR CREAM COOKIES FOR THE HOLIDAYS

Ingredients

- 1 cup of sour cream (8 oz.)
- 1 cup of sugar
- 1 large egg or 2 medium eggs
- 1 tsp. of vanilla
- 1 stick of margarine (room temp.)
- 3 cups of flour
- 1 tsp of baking powder
- 1 tsp of baking soda

Directions:

Cream together the sour cream, the sugar, the egg(s), the margarine and the vanilla until light and fluffy. Add the dry ingredients together in a new bowl - the 3 cups of flour, the teaspoon of baking powder and baking soda. Mix together dry ingredients and then add to the cream mix and blend well.

On a greased cookie sheet, drop by tablespoon two inches apart. Preheat oven to 350°. Bake 12 -15 minutes—do not over bake.

Frosting:

- 1 tablespoon margarine
- 2 cups of confectionary sugar
- 2 teaspoons of vanilla
- Enough milk to blend - Mix all ingredients well.

* You can put almond, anise or lemon flavoring in the frosting for variety. Food coloring can be used as well for a bit of holiday color.

Bucket List cont.'d



If you make New Year's resolutions, write them on a slip of paper and put them in your stocking. Next year you can see how you did!

Decorate your tree as a family. Sip hot chocolate, listen to Christmas music and if you did what I told you in one of the entries above, getting your Christmas stuff for the tree out and looked at before decorating the tree, you won't have any reason to quarrel about things not working and not going right.

Go Christmas caroling with friends and family. Have a warm place to go afterwards to celebrate the night.

Start a traditional Christmas breakfast, so when Christmas comes around everyone will say it's just not Christmas without _____! Whether it is cinnamon buns, a special fruit salad, homemade bread, whatever you like, make it your tradition.

Make those Christmas linked chains out of colored paper and hang them around the house for a bit of nostalgia.

On Christmas Day, give a family member a new game and play it that day.

Put on a simple Christmas skit of some kind and video tape it. Imagine the hilarious and nostalgic video marathons this will create in years to come!

Go to your local Christmas light displays or tree lighting ceremonies.

Build a snowman with the family.

Bake a Christmas treat and visit an elderly relative or church member who needs encouragement.

Read your favorite Christmas books together.

Have a Christmas baking party with your family or friends. Split all of the cookies and have lots of different cookies to share with your guests. Or if this is not possible have a Christmas cookies exchange but bake the cookies at home.

Take a candlelight bubble bath. You can exchange candles with Christmas lights.

Have a simple potluck Christmas party with some of your best family friends.



Holiday Shopping Tips

1. Don't wait until the last minute. Last minute shopping means you will be frustrated and tired running around looking for things that are going to be picked over. This will cause you to overspend and/or buy gifts you really are not happy about giving.
2. Before you even go out to the mall or shopping center, please have a prepared list of all the people you will be buying for, their sizes, and what you intend to purchase for them. Also in your list, prepare a budgeted price point of how much you are going to spend on that person and stick to it. It is very nice of you to want to spend more than your budget allows, however, when it comes time to pay the bills, you will be very unhappy to realize you have overspent and now cannot pay for the items without sacrificing yourself.
3. If you get your list done early, you will have time enough to do some comparison shopping through the ads or online. You may even find some coupons you can use for these items and sales could show up in these ads before you go shopping.
4. Shopping online is a very time friendly and convenient way to shop. You may even save some money. Remember time is money and if you are short on time and gas, you may find this type of shopping to not only suit your budget and time constraints, but it can be a bit more relaxing as well. You won't have to fight the crowds, look for parking spaces or deal with other people pushing and shoving their way through the malls. And with more time on your hands you may get to those things you really would love to do for your family during the holidays, such as visits, baking cookies or just spending more time together by the tree.
5. Do a little shopping at a time. Trying to get it done in one weekend could be a bit overwhelming. Space out your trips to the mall and maybe even incorporate a shopping trip/lunch date with a friend. You can possibly go to other places besides the mall such as small specialty shops and craft fairs where you can buy some special one of a kind gifts.



ALL ABOUT HANUKKAH

- ◆ Hanukkah is called the "Festival of Lights".
- ◆ Candles are burned for eight nights during the holiday. Hanukkah means "dedication" in Hebrew. Hanukkah celebrates one of the greatest miracles in Jewish history, marking the survival of Judaism.
- ◆ Hanukkah is an eight-day celebration that begins on the 25th day of the Jewish calendar month of Kislev, which usually falls during the month of December, but occasionally begins during November.
- ◆ Hanukkah is probably the Jewish holiday that most non-Jewish people are familiar with because of its proximity to Christmas and the gift giving and tradition that are part of the holiday.
- ◆ A Hanukkah Menorah is a special nine branched candelabra and is called a Hanukkiah. It is lit during each of the eight nights of Hanukkah. Lighting the Hanukkah Menorah is the central observance of the festival. There is a special candle called the Shamash that is used to light the rest of the candles each night. One candle is lit the first night, and an additional candle is lit each successive night. Thus, on the last night of Hanukkah, all eight candles of the Hanukkiah are lit along with the Shamash. The candles should be lit by a window or door in order to share the miracle with passers by. While lighting the candles, blessings are recited. The candles must burn for at least a half an hour and may not be used for any other purpose.
- ◆ There are traditional foods which are eaten during Hanukkah. Fried foods and other oil-rich foods are eaten to represent the miracle of the oil which burned for 8 nights instead of one night. Special potato pancakes fried in oil called latkes are served as a reminder of the miraculous oil. Sufganiyot, sweet jelly-filled doughnuts are another popular choice.
- ◆ One Hanukkah tradition is playing the dreidel game with spinning tops. On each of the four sides of the dreidel, there is one of the four Hebrew letters that stand for "Great Miracle Happened There." It is so simple to play that the whole family can play together from small children to grandparents.
- ◆ The old tradition of gift giving was mainly for children. They would receive either a small sweet or a small amount of gelt, Hanukkah money. As Hanukkah became more popular in the U.S. and Canada, the idea of 8 nights of gifts grew in acceptance.



5. The next person continues in the same way, calling out the items that remain on his/ her list. If the item is unique it remains. If someone else has the same item than all who have it cross the item off their lists.
6. Continue until everyone has gone, then each person must count up the unique items he or she has on the list.
7. Award a prize for the person with the highest number of unique answers.

Discussion

1. What was the most surprising thing that someone was thankful for?
2. How did creating your list affect you?
3. Did you have more or less items than you thought you would have?
4. How did it make you feel when you discovered that others felt blessed for the same things as you?
5. Of all the things on your list, which is most significant for you?

Tearable Turkey - Sheet of brown construction paper for each participant

Activity

Participants must rip a sheet of construction paper into the shape of a turkey — behind their back. They are not allowed to look at their creation until it is complete. Hang the works of art up for everyone to judge. Give prizes for the best-looking turkeys.

Thanksgiving Boggle - Need timer and paper and pen for each participant

Game Play

Participants are to create as many little words as possible before the timer runs out using only the letters in the word "Thanksgiving". Whoever gets the most words wins! **Variation:** Only allow words for which the participants know the meaning.

Top Turkey Artist - sheet of paper and a tray or hard cover book needed for each participant

Activity

Everyone places a tray or large book on top their head with a piece of blank paper on it. Participant are to draw on the page resting on the top of their head, without looking, according to the instructions given.

Instructions might be

1. Draw a circle for the body of the Turkey.
2. Draw the turkey's head and neck on top of the body.
3. Draw two feet for the turkey.
4. Add the turkey's beak and waddle.
5. Add the Turkey's Tail feathers

At the end of instructions, everyone removes the pictures from their heads. It can be very funny to see what they have drawn.

Scoring options: Award the person with the greatest number of points the prize or have someone pick the winner of the best turkey.

2 points for every line that crosses

1 point if your turkey's feet are touching the body

1 point if your turkey's head is attached to the body.

1 point for feather that is ON the turkey.

HAVE FUN PLAYING



FASCINATING FACTS ABOUT LADYBUGS



Ladybugs aren't really bugs at all, they're beetles. Europeans have called these dome-backed beetles by the name ladybirds, or ladybird beetles, for over 500 years. In America, the name ladybird was replaced by ladybug. Scientists usually prefer the common name lady beetles.

Legend has it that during the Middle Ages, farmers in Europe had trouble with their crops from pests. They prayed to the Virgin Mary for help and soon began to see ladybugs in their fields. The crops survived and they attributed their success to the ladybugs. They began calling them lady beetles. The "lady" in the name referring to the Virgin Mary. The seven spotted beetle is believed to be the first named for the Virgin Mary, with the red color representing her cloak and the black spots representing her sorrow.

Ladybugs will bleed from their knees when threatened. The foul smelling fluid will deter predators plus turn them off thinking the beetle is sickly. Also their bright color is also a signal to predators to stay away. They learn to stay away from their bright color which signals to them the ladybugs toxicity.

Over its lifetime, a ladybug may consume as many as 5,000 aphids. Gardeners welcome the ladybug in their gardens because they will take care of pests. As larvae, ladybugs eat pests by the hundreds. A hungry ladybug adult can devour 50 aphids per day.



Ladybugs practice cannibalism. If they run out of food, they will do what they need to do to survive and eat each other.



You can't tell a ladybug's age by counting its spots. However, as a ladybug gets older, its spots fade.



Female ladybugs are larger than male ladybugs.



When the weather gets colder, ladybugs will hibernate and stay in large groups behind bark, under leaves and other protected places. Thousands can hibernate together and take advantage of the warmth produced by the large gathering.



Ladybug larvae resemble tiny alligators, with elongated bodies and bumpy skin.

There are 400 different kinds of ladybugs in North America and up to 4300 in the world.

A ladybug chews side to side, not up and down, as we do.



Ladybugs smell with their feet and antennae.

The History of the Christmas Wreath

In ancient Rome, people used decorative wreaths as a sign of victory. Some believe that this is where the hanging of wreaths on doors came from.

The origins of the Advent wreath are found in the folk practices of the pre-Christian Germanic peoples who, during the cold December darkness of Eastern Europe, gathered wreaths of evergreen and lighted fires as signs of hope in a coming spring and renewed light. Christians kept these popular traditions alive, and by the 16th century Catholics and Protestants throughout Germany used these symbols to celebrate their Advent hope in Christ, the everlasting Light. From Germany the use of the Advent wreath spread to other parts of the Christian world. Traditionally, the wreath is made of four candles in a circle of evergreens with a fifth candle in the middle. Three candles are violet and the fourth is rose, but four white candles or four violet candles can also be used. Each day at home, the candles are lighted, perhaps before the evening meal-- one candle the first week, and then another each succeeding week until December 25th. A short prayer may accompany the lighting of each candle. The last candle is the middle candle. The lighting of this candle takes place on Christmas Eve. It represents Jesus Christ being born.



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