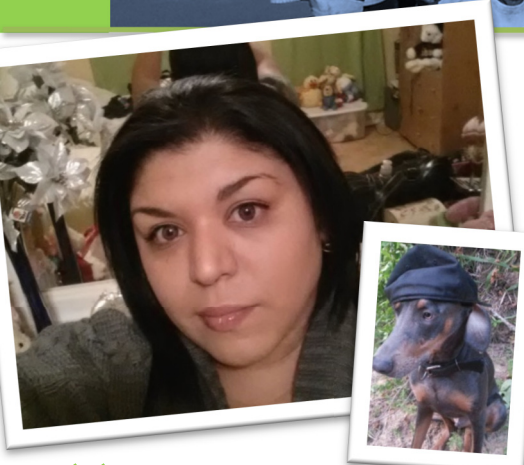


In Touch

Newsletter

"Little Hands, Big Achievements"



The Spotlight

Yazmin was born in Houston, TX and graduated from Jefferson Davis High School. She attended and completed her basics and the Cosmetology program at Houston Community College. Yazmin is fluent in both English and Spanish. Most of her work experience has been working with animals for the past 9 years. She enjoys spending time with her family and her 5 dogs. She also loves to travel to Monterrey, Mexico to visit her family. Yazmin is looking forward to her new career and is excited to see what else is in store for her.

A few of Yazmin's favorite things include the movie "The Vow" starring Channing Tatum and Rachel McAdams. She's a sucker for romantic love stories, and what girl isn't? Yazmin's favorite sports are jogging & boxing. Her favorite kind of food is seafood especially from Red Lobster. Gotta love those cheese biscuits! One of Yazmin's goals is to buy her own house. We all appreciate everything Yazmin does for us at the office as our receptionist. She is always willing to help with anything she can. Thank you for your hard work, Yazmin!

"I believe everything happens for a reason. People change so that you can learn to let go, things go wrong so that you appreciate them when they're right, you believe lies so you eventually learn to trust no one but yourself, and sometimes good things fall apart so better things can fall together.

- Marilyn Monroe

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Food For Thought

Definition of Kindness: Disposed to do good and confer happiness; Averse to hurting or paining; Benevolent; Gracious.

Benefits of Kindness in the Workplace: (1) Excellent productive relationships, (2) Kindness encourages intuition and sensitivity, (3) Harmony in the workplace, (4) Promotes leadership qualities, and (5) Inspires trust and confidence


As office professionals, we should always promote kindness in the workplace. One synonym of kindness – helpfulness – certainly defines a major role in our profession. It is important to remember that not everyone has the knowledge we have about how to accomplish a task. Helpfulness is the key when someone asks, maybe even for the second or third time, about a "procedure" or a "form". The individual requesting the information is most likely not involved in the process on a daily basis, and it is not commonplace to the individual.

Kindness is important on a personal basis as well as a professional basis in the workplace. A person may just need a sympathetic ear one day, a question about his/her family that shows you are interested, a ride to the mechanic shop, etc. Interest in the personal well-being of an individual promotes trust and confidence.

To sum up the merits of kindness, it demonstrates strength of character, encourages fairness and confidence, identifies you as a leader, teaches patience, and teaches enjoyment of the actions of giving and receiving.

Let us all strive to be office professionals by being **helpful, gracious, and patient.**

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Friday, August 9th

This is a reminder that on Friday, August 9th we will be having a mandatory Staff Meeting in the Conference Room. The meeting will begin promptly at 9:00 AM. Therapists please remember to bring the following:

- ✓ Your computer
- ✓ Your schedule
- ✓ Charts for "After Schoolers"
- ✓ PPE Package

If you have any questions please contact **Lynn** at lmenzies@personaltouchtherapy.net or call 713-510-5699.

Upcoming Events

Every few months or so we like to organize and/or attend events that not only allow us to participate in our community, but also create opportunities for all of us as a team to work together! We encourage each and every one of you to join in these activities as they are announced. We always strive to provide sufficient advance notice so that everyone can make the proper arrangements to attend. We sincerely appreciate everyone's efforts in supporting Team PTT ! See you at the next event!



August Birthdays!

- ❖ Martha Paez – August 4th
- ❖ Rachelle Davis – August 4th
- ❖ Lynn Menzies – August 18th
- ❖ Maria Gomez – August 31st



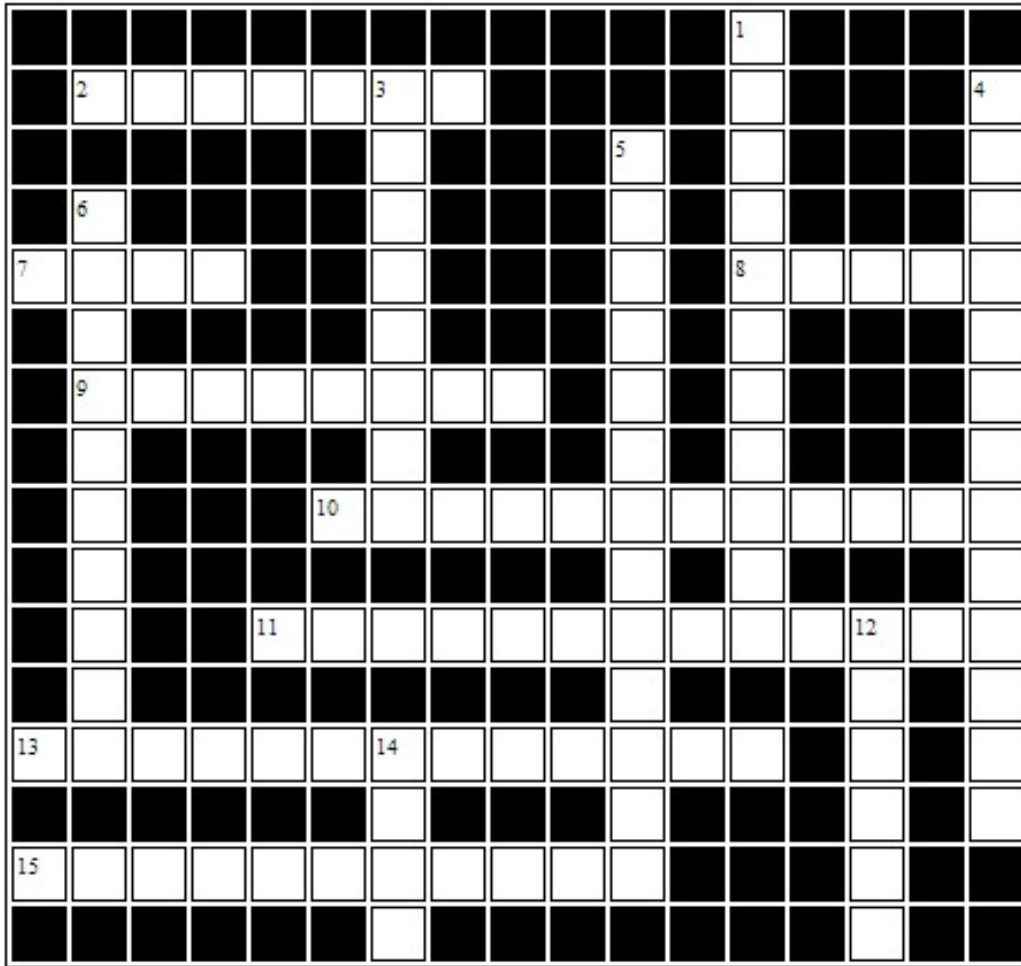
Announcements

As most of you know, Ana, our Billing Specialist and her family, will soon be welcoming a new addition to their family! We would like to congratulate Ana and wish her nothing but the best during these happiest of times. Ana will be taking her Maternity Leave beginning August 19th. We will miss her and we will be anxious for her return along with a chance to meet her new bundle of joy. We'd also like to thank Ana for all of her diligent work in preparation for her leave. She has done an amazing job at delegating her workload to the rest of the administrative staff, and has been a model team member during this transition. We'd like to also take this opportunity to thank the administrative staff for their continuous cooperation and support. Thank you!



Teamwork In The Workplace

Crossword Puzzle



ACROSS

2. To comfort someone during difficult circumstances
7. Something that binds objects/people together
8. Putting in ones opinion
9. The quality of being patient
10. A connection or association with someone
11. Giving good praise/positive feedback to someone
in order for them to complete a goal
13. A mental process of someone who comprehends something
15. An act or instance of working together for a common purpose
or goal

DOWN

1. Continued occurrence or attempts in something
3. Something or someone being relied on
4. The act of taking apart
5. The act of communicating
6. A feeling of deep sympathy for someone who has
been stricken with bad luck
12. Something done through hard work and _____
14. A number of people involved in something together

[The Answer Key will be found on our latest Blog post.](#)

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