

# september 10 Grandparents fill the world with love.



Ever so often the residents will have a bean stringing and corn shucking get together. It is an enjoyable time for them because they start talking and always get off on the subject of having to help their mothers as youngsters and then when they had to string beans and shuck corn to can for their families as adults. Then when the kitchen cooks the beans and corn they get to tell all the other residents that they had a hand in preparing the meal.

#### EMPLOYEE OF THE <u>MONTH</u>

Congratulations to Tammy Roberts for being voted as September's EOM. Tammy is not afraid to work hard and is always willing to help coworkers in whatever way she can. Another thing is that she will work over or come in for extra shifts if needed. She has a good rapport with the residents and staff. Thank you Tammy for joining our team and helping make this a great place for the residents to live.







Spicewood has a beauty shop in the Willows and the hairdresser comes every Thursday. Tricia has been with us for many years and she can do pretty much any hair style. You don't have to have an appointment, just put name and room number of resident on bulletin board outside her door and she will come get them.



Bill Melville of Maggie Valley was our raffle ticket winner at the Hillbilly Jam. He won a set of candle holders and citronella candles. There were several people that came by our booth and chatted with us. Not only did we get to talk to people about our facility but we also got to listen to a lot of good country music and eat some pretty interesting food from the vendors. It was definitely a lot of fun.

#### EMPLOYEE LOCKERS

There are several lockers in the breakroom at Haywood Lodge that have locks on them or they have items in them with no lock or name on them. Most of the ones that do have locks I feel certain they are past employees. We have some current employees that would like to use one. If you are using one please let Tammy know by September 15. We are going to remove the locks on the ones that have not been claimed so others may use them.



#### Tips For Improving Sleep

More than half of Americans over 50 report waking up too early and not returning to sleep, and over 40 percent acknowledge that aren't getting enough shuteye— something that could be impairing brain function, according to a new report from the Global Council on Brain Health. The report notes that seven to eight hours of sleep each night can help maintain cognitive function as we age. On the other hand, too little sleep can contribute to depression and even dementia, particularly in older people, according to the recent studies. "It's a myth that adults need less sleep as they age," said the AARP senior vice president. While sleep habits may change with age, as the report noted, poor quality sleep with age is not normal and can be improved with lifestyle changes.

Here is some tips for improving sleep.

\*Don't take long naps. No snoozing for more than 30 minutes and only in the early afternoon.

\*Try a warm bath and socks. A regular bath before bed and socks for warming cold toes can help you fall asleep more easily.

\*Avoid too much talk. Keep discussions peaceful before bedtime. No politics, finances or other touchy topics.

## **Inside Story Headline**

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials,

such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter

is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

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You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

### **Inside Story Headline**

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing. Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

### **Inside Story Headline**

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.



Caption describing picture

or graphic.

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#### This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## **Back Page Story Headline**

This story can fit 175-225 words.

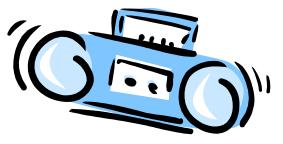
If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization. You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.