

You can use this next set of words when you attend a meeting. How long does it take for the trainer or staff member to use five of the words listed? Encourage other colleagues to join in and take a line each – who is able to tick off three words first? A prize for the winning line!

hardball	sense check	qualitative	touch base	value added
heads up	synergies	top quartile	lessons learnt	schedule driven
take that off-line	goal posts	bandwidth	proactive not reactive	core business
on target	movers and	deadline shakers	game plan	put this one to bed
ball park figures	disconnect	scenario	ticks in boxes	result driven
mindset	show stoppers	big picture	cascade down	strategic fit
schedule driven	action	mission statement	shareholder confidence	big ticket items
raincheck	on the ground	fast track	bench marking	partnership

Tips for November and December in the garden

A good time to:

- Dig the soil and break it up with compost
- Select and plant new shrubs and herbaceous plants
- Choose and dig in plants that will provide colour and autumn blooms, e.g. anemone and Kaffir Lily
- Rake up fallen leaves at regular intervals and leave for two years to make a leaf mould for mulch and compost
- Dry attractive seed heads for indoor display
- Move evergreen shrubs
- Prune tall shrubs to neaten appearance ready for a hard cut back in spring

- Trim conifers
- Lift and divide overgrown perennials
- Plant tulip bulbs
- Lift and store all summer plants
- Continue planting containers with spring bedding plants and bulbs to get a worthwhile display in the spring
- Reduce frequency of mowing
- Raise the height of the cutting blade, grass that is cut too short will not stand up to poorer weather
- Plant an autumn border, e.g. aster amellus – King George; aster novi – Belgii; cosmosmia –jenny bloom; chrysanthemum

FROM THE STAFF ROOM NOTICE BOARD

Professional logic test

The following short quiz consists of four questions and tells whether you are qualified to be a professional. The questions are not that difficult so try not to cheat by looking ahead!

Q1: How do you put a giraffe into a fridge?

A1: Open the fridge, put in the giraffe and close the door.

This question tests whether you tend to do simple things in an overly complicated way!

Q2: How do you put an elephant into a fridge?

A2: Open the fridge, take out the giraffe, put in the elephant and close the door.

This tests your ability to think through the repercussions of your action!

Q3: The Lion King is hosting an annual conference. All the animals attend except one. Which animal is this?

A3: The elephant. The elephant is still in the fridge – remember??

This tests your memory!

Q4: There is a river you must cross but crocodiles inhabit it. How will you get across?

A4: You swim across. Why? All the crocodile are attending the annual conference!

This tests whether you learn quickly from mistakes!

FROM THE STAFF ROOM NOTICE BOARD

- Another day ended
- All tasks completed
- All targets met
- All planning fully completed and records up-to-date
- All staff happy, fulfilled and enthusiastic
- All pigs fed and ready to fly

Alternative Therapies

Reflexology

Tense? Tired? Irritable? At the end of your tether? Do your feet ache at the end of the day? The ancient art of foot massage that relieves stress and improves well-being could be for you.

Studies have shown that reflexology can relieve conditions such as back pain, insomnia, stress, migraine, asthma and skin conditions. Gentle massage by a skilled practitioner, releases obstructions in the vital energy pathways, improves circulation and eliminates toxins.

What is reflexology?

It is an ancient art that has been practised for many thousands of years and introduced by the early Indian, Chinese and Egyptian people. In 1913, Dr William Fitzgerald, an American, introduced the therapy to the west. He noted that pressure on specific parts of the body could have an anaesthetising effect. He developed the theory and divided the body into ten equal and vertical zones ending in the fingers and toes. He concluded that pressure on one part of the zone could affect everything else within that zone. Thus reflex areas of the feet and hands are linked to other areas and organs of the body within the same zone.

Who can benefit?

An increasing number of people from all professions are having regular treatments in order to help relaxation, maintain health, well-being and release tension. Most people benefit from the treatment and it is particularly valuable in restoring energy levels. Ring: 01527 101154 for further information and advice.

Health Tips - 1

Before you go to sleep, lie comfortably flat on your back. Close your eyes, relax and breathe in deeply, counting slowly to three then exhale for a count of four. Repeat this breathing rhythm six to eight times, and then increase your breathing pattern by a count of one, both in and out.

...Body and soul

Feng Shui for a Stress-Free Home

- Get organised – clutter creates that closed in feeling and adds to confusion
- Use mirrors – to create light in smaller areas expands energy
- Avoid hanging mirrors opposite your bed as they unsettle your rest
- Use light and glass to create chi (energy). A crystal in front of a window can charge a room with energy
- Hang wind chimes in doorways – these keep the air cleansed by slowing down the flow of chi.
- Plants are living chi – these help to reduce stress. Use spider and jade plants around electrical appliances to absorb the electromagnetic radiation.
- Have a water feature – the sound of moving water stimulates and creates energy
- Ensure free and easy movement around and between rooms – obstructing pathways slows down the energy flow.
- Keep halls and corridors free of obstructions – this will ensure a positive impact as you enter a room
- Place your bed out of line with the door – this will avoid sleeping or lying in the pathway of energy entering the room

5. Jogging in the street
6. Doing lots of press-ups and sit-ups in the bedroom
7. In front of the TV
8. With your children on roller boots
9. In a shell suit
10. By yourself

While this is a tongue in cheek look at exercise, over the next year we will consider all the different forms of exercise that we can do to ensure you choose the right one for you.

Is Pilates an alternative form of exercise for you?

It is designed to give you suppleness, natural grace and skill that will be unmistakably reflected in the way you walk, play, and in the way you work. (Joseph Pilates)

What is it?

Pilates is probably the single most appropriate and effective exercise programme for the great majority of people. Olympic athletes, international sporting stars and adults who are not sports minded, now attend classes, once the domain of ballet dancers and film stars.

Programmes help the body to maintain a perfect alignment as exercise develops muscle-use and works muscles in a coordinated way. It is based on eight principles: relaxation, concentration, alignment, breathing, centring, coordination, flowing movements and stamina.

What are the benefits?

- Maintains and develops controlled movement
- Helps keep the body free from pain
- Posture muscles not normally used and are crucial to ensure body alignment are strengthened
- Breathing and spinal relaxation provides stress relief for mind & body
- Exercise can be at your own pace and in your own home

Further information on Pilates can be received from www.bodycontrol.co.uk Try a class and see what you think

Ten 'COOL' Ways to Exercise

1. Yoga
2. Pilates
3. Hula-Hooping
4. Circus Skills
5. Aqua Aerobics at a health club
6. Have a personal trainer
7. Studio cycling with music
8. Aero-Kick Boxing
9. Tai-Chi
10. Boxercise – women and men

Ten Not so 'COOL' Ways to Exercise

1. With a Jane Fonda Video
2. Circuit Training
3. Step Aerobics
4. Legs, Bums and Tums classes

ON THE BLACKBOARD...

- Always remember you are unique, just like everyone else
- If at first you don't succeed, skydiving is not for you
- Never test the depth of water with both feet
- Before you criticise someone, you should walk a mile in their shoes. That way when you criticise them, you're a mile away and you have their shoes.

- If you tell the truth, you don't have to remember anything
- Generally speaking you aren't learning much when your mouth is moving
- Experience is something you get until just after you need it
- Good judgement comes from bad experience, and a lot of that comes from bad judgement
- Never miss a good chance to shut up
- If it wasn't for the last minute, nothing would get done