

How To Build Productive Relationships on the Job

By Doug White, Robert Half International

Do you feel that having a close-knit bond with coworkers keeps you focused, engaged, and productive? If so, you're in good company. In a recent Robert Half International survey, 63 percent of employees and 57 percent of executives polled said that office productivity increases when colleagues are friends. But it's important to cultivate connections with the right people. Following are a few types of colleagues to make friends with -- and some to keep at a distance.

The Handy Helper: Sustaining positive relationships with fellow employees can be a lifesaver when you're faced with challenges. For instance, it's beneficial to have a trusted and reliable friend in the office who you can lean on for support and assistance when you feel overburdened. While lone-wolf workers might be left to fend for themselves during a deadline emergency, professionals who've built rapport with coworkers have no shortage of helping hands to call upon.

The Caring Critic: Having an in-office ally who can offer feedback and constructive criticism on your ideas or projects can be invaluable. Getting an honest opinion from someone who has your best

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Events for November 2007

November 1: All Saint's Day
November 4: Daylight Savings Time Ends
November 11: Veterans Day (Canada)
November 13-19: American Education Week
November 15: The Great American Smoke-Out
November 22: Thanksgiving Day

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We sincerely love sharing our monthly publication with all our good friends and clients who tell us how much they enjoy receiving our newsletter. Now you can give a FREE subscription to a close friend, family member, or co-worker simply by calling our office at **(847) 854-7700** giving our staff the person's name, and mailing address.

We will send them a welcome letter along with the first issue letting them know that you gave them a free subscription to our monthly "Tid-Bits for Today" publication. This is a wonderful idea to help your friends and loved ones enjoy the most out of life. Thank YOU!
Sincerely, David N. Rechenberg

Top 11 Thanksgiving Activities for The Entire Families That's Fun!

There's so much you can do on Thanksgiving besides eating yourself silly and watching six hours of football (although you can still do those things). Celebrate the true meaning of Thanksgiving with crafts and activities that the whole family can enjoy, recipes that kids can help make, outdoor activities, and art activities.

1. Wow your relatives with a table-top turkey centerpiece.
2. Create a talking tablecloth by writing down everything you are grateful for.
3. Strut your stuff (and have a good laugh)! Make and model these turkey hats.
4. Say thank you and decorate your living room at the same time with a Thanksgiving mural.
5. Send a friend or relative a one-of-a-kind holiday greeting.
6. Let your kids help with the cooking.
7. Take a family walk in the park, collect some pinecones, and sculpt a turnkey.
8. Get the seating arrangement straight with these turnkey place cards.
9. Break out the paint and make Thanksgiving a hands-on experience for your kids!
10. Step outside and play a game of family football!
11. One last thing, have a Thankful Thanksgiving

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Can A Cup of Coffee Make You Forgetful?

A cup of coffee each morning may wake you up, but a new study suggests caffeine might hinder your short-term recall of certain words. Caffeine made it harder for people to find a word that they already knew - the "tip-of-the-tongue" phenomenon.

Valerie Lesk, of the International School for Advanced Studies in Italy, believes caffeine improves alertness by shutting down other brain pathways. This makes it harder to recall words, she says in Behavioral Psychology.

Caffeine is known to excite the brain and increase alertness. But Miss Lesk and her colleague Stephen Womble, from Trinity College, Dublin, found it can hamper or boost short-term memory, depending on what you are trying to remember. *"In some conditions caffeine helps short-term memory and in others it makes it worse."*

They divided 32 college students into two groups. One group was given 200mg of caffeine, which is equivalent to two strong cups of coffee, and the other was given a placebo. The students were then asked to answer 100 general knowledge questions that had simple, one-word answers.

For example, one question was, *"Name the ancient Egyptian writing,"* with a target answer of "hieroglyphics". For each question the student was given 10 words to look at before answering.

The researchers are investigating the effect of caffeine in people with word retrieval difficulties, a condition called aphF&Rasia. A spokeswoman from the **British Coffee Association** said the study was too small to be able to generalize. *"There are many studies that show quite clearly the beneficial effects that moderate caffeine consumption can have on alertness, cognitive function and mood. This one study does not rewrite the science,"* she said.

Thank You! Thank You! Thank You!

Special thanks go out to all of our clients and friends who graciously referred our law firm to their friends and neighbors last month! Our practice is built based on positive comments and referrals from people just like you. We just couldn't do it without you.

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New Hope for Prostate Cancer Patients

Prostate cancer cell growth can be inhibited with a certain grape skin extract. Laboratory studies conducted by the National Cancer Institute (NCI) have shown that an extract from the skin of muscadine grapes can inhibit the growth of prostate cancer cells.

It was also found that the muscadine grape skin extract (MSKE) does not contain substantial amounts of resveratrol. Extensive studies conducted on resveratrol, another grape skin component found in common red grapes, have shown to be beneficial in preventing the growth of prostate cancer cells.

Compared with other more common grapes, muscadine grapes contain more anthocyanins, the chemical responsible for the red and purple colors of grapes. Anthocyanins have been shown to have a strong antioxidant effect and have been suggested to have several antitumor effects.

The antitumor effect of anthocyanins have yet to be confirmed with more extensive studies. Previous studies have suggested that anthocyanins might suppress the cancer process but as to how, it is not yet clear.

In the NCI laboratory study on human prostate cancer cells, the researchers have shown that MSKE significantly inhibits the growth of cancerous prostate cells but does not affect the normal cells.

Trials in humans have not yet been conducted but an ongoing study of MSKE in animals is being conducted to determine how it inhibits the growth of prostate cancer cells.

ARRESTED FOR A CRIME? Worried about what will happen? Need Answers ? Call Franks & Rechenberg, P.C. at (847) 854-7700.

9 Steps to Drinking More Water and Staying Healthy...

There are a variety of reasons to drink plenty of water each day. Adequate water intake prevents dehydration, cleans out the body, and promotes healing processes. Substituting water for beverages high in calories can also help control weight. Follow the steps below to make sure you're getting enough of this most basic necessity.

1) **Determine how much water you need.** You've probably heard the "8 by 8" rule--drink eight 8-ounce glasses of water per day (2 Qts, 1.8 L)--but the amount of water a person needs varies depending on his or her weight and activity level. A better way to determine your specific recommended water intake is to divide your weight (in pounds) by two.

2) **The resulting number is the number of ounces of water you need each day.** For example, if you weigh 150 lbs., strive to drink 75 ounces of water daily. For those who use the Metric system, divide your weight (in kilograms) by 30 (ex. somebody weighing 70 kg is going to need 2.3 liters per day).

3) **Measure your daily intake of water.** Do this for a few days. If you find that you're drinking less than the recommended quantity, try some of the following tips.

4) **Carry water with you everywhere you go in a bottle or other container.** Before long, you'll find yourself reaching for it without a second thought.

5) **Keep a glass or cup of water next to you whenever you'll be sitting down for a long time,** such as when you're at your desk at work. Drink from it regularly as you're working.

6) **Eat water rich foods, such as fruits like watermelon, which is 92% water by weight.** Blend up some seedless fresh watermelon flesh with some ice and place a few sprigs of mint (optional) - one of the most refreshing drinks, especially for the summertime. Cranberry juice is also another option, and has a bitter taste. It is advised to patients suffering from urinary infection caused by insufficient intake of water to drink cranberry juice and watermelon if not plain water everyday. A tomato is 95% water. An egg is about 74% water. A piece of lean meat is about 70% water.

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How To Build Productive Relationships on the Job ...Continued

interests at heart -- and understands the inner workings of your organization -- can help you fine-tune your work so you can make the biggest impact and best impression.

The Veteran. Forging a friendship with a successful and upbeat veteran is another smart move. In times of crisis or uncertainty, a time-tested and cool-headed professional "who's been down this road before" can impart wisdom, in addition to a sense of calm and perspective. These types of tenured workers can help you hone new abilities and maintain a healthy, positive attitude.

The Party Pooper. Just as the upbeat attitude of a perennial optimist will rub off, fraternizing with
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Let's Talk Turkey

The turkey has a colorful and delicious history. Here are some facts about our nation's favorite bird.

Turkeys originated in North and Central America, and evidence indicates that they have been around for more than 10 million years.

- ❑ **Domesticated turkeys (farm-raised) cannot fly.** Wild turkeys can fly for short distances at up to 55 miles per hour. Wild turkeys are also fast on the ground, running at speeds of up to 25 miles per hour.
- ❑ **Only male turkeys (toms) gobble.** Female (hens) make a clicking noise. The gobble is a seasonal call during the spring and fall. Hens are attracted for mating when a tom gobbles.
- ❑ **More than 45 million** turkeys are cooked and 525 million pounds of turkey are eaten during Thanksgiving.
- ❑ **99 percent of American** homes eat turkey on Thanksgiving Day. Half eat turkey on Christmas.

The Cookin' Corner...

Fall into a delicious soup! There's no better meal for a cool fall day than a piping hot bowl of soup, and this nourishing broccoli soup is as quick and easy as it is delicious.

Preparation and cooking time: About 5 minutes.
Makes 8 (1cup) servings.

- ✓ 4 (14-oz.) cans broth (chicken, vegetable, beef or a combination)
- ✓ 3 cups potato flakes or buds
- ✓ ½ tsp. garlic powder
- ✓ ½ cup powdered milk (optional)
- ✓ 1 (20 -oz.) pkg. frozen, chopped broccoli
- ✓ 2 tbsps. lemon juice (optional)
- ✓ chopped parsley, chopped scallions or chives, broccoli florets (optional garnishes)

IN a large stockpot, over medium-high heat, bring broth to boil. Remove from heat and stir in the potato flakes, garlic powder and dried milk, if desired. Allow mixture to sit while preparing broccoli.

Prepare frozen broccoli according to package directions. Stir the broccoli into the potato mixture. Heat soup over medium heat until hot. If desired, just before serving, stir in lemon juice and garnish.

Nutrition per serving: calories 186, Fat 6 grams, sodium 915 mg.

From the Idaho Potato Commission, Boise ID

FREE Monthly T-Shirt Contest !!

Every issue of Tidbits for Today will have hidden inside the newsletter an "F&R" (including this issue). The first person to call our office and correctly identify where the "F&R" is located in the newsletter will win a stylish Franks & Rechenberg, P.C. T-shirt. Kindly identify your size when calling. One winner per household per year. Good LUCK!!

September's T-Shirt winner was **Deb Stegeman**. Congratulations to Deb on being the first person to find the hidden "F&R" and call in to win !!

Inspirational Thoughts By Norman Vincent Peale For November *Positive Thinking Everyday...!*

- ◆ *While fear thoughts can destroy creative capacity and bring to pass things that are constantly feared, faith and positivism can create and develop.*
- ◆ *We are not meant to be worms crawling defeated in the presence of a difficult situation.*
- ◆ *You have not only the right but the duty to be happy and successful.*

The Great American Smokeout Day

Every year, smokers across the nation take part in the American Cancer Society's Great American Smokeout® by smoking less or quitting for the day on the third Thursday of November. The event challenges people to stop using tobacco and raises awareness of the many effective ways to quit for good.

Despite that, only about 1 in 7 current smokers reports having tried any of the recommended therapies during his or her last quit attempt. Telephone quit-lines are a convenient new resource, available for free in many states. Call **1-800-ACS-2345** to find a quit-line or other science-based support in your area.

How To Build Productive Relationships on the Job...Continued

negative naysayer can influence your feelings about the job. Even if they are perfectly pleasant to you, be careful about aligning yourself with incorrigible whiners who constantly complain or dish dirt. They may not be entirely trustworthy, and being chummy with them could lead management to peg you as a "bad apple," too.

The Talkative Time Waster. Never forget that you are at work to, well, work. In general, be mindful of how much time you spend socializing. If you're not careful, you can unwittingly allow chatty friends to become big distractions. Don't let water cooler conversations consume too much of your time or distract you from other duties. (You can always catch up with a coworker over coffee before work or grab a bite to eat at the end of the day.) (continued on page 5)

Turkey Place Cards...

Age: Preschool through elementary

Time: 30 minutes or more

Type of activity: Arts-and-crafts

Materials needed:

- Brown, red, orange, yellow, and green construction paper. You can use more colors if you'd like.
- Scissors
- Tape
- Elmer's glue
- Markers

Welcome your holiday guests with these easy-to-make turkey place cards.

What to do:

Before you begin, draw and cut out all the shapes you'll need from the construction paper:

1. Two 3" brown circles
2. One brown pear shape (2" x 1.5") for the turkey's head and neck
3. Ten rocket-shaped tail feathers about (5" x 1") in a variety of colors
4. 1 small yellow triangle for the turkey's beak
5. 1 red L-shaped gobbler
6. 3" x 6" rectangles in different colors for each guest (folded in half)

Step One: Place one of the brown circles flat on the table. Glue the colorful tail feathers in a fan shape along the bottom of the circle.

Step Two: Glue the second brown circle on top of the first (covering the glued part of the tail feathers).

Step Three: Glue the circle to the front of the folded rectangle.

Step Four: Glue the pear shape onto the circle to create the turkey's neck and head.

Step Five: Bend the yellow triangle so that it looks like a beak. Glue it to the top of the turkey head.

Step Six: Glue the gobbler below the beak.

Step Seven: Using a marker, create eyes for your turkey.

Step Eight: Write a guest's name on the brown circle body. Your first turkey is ready to show a Thanksgiving guest where to sit at the table. Repeat the steps above to make a place card for each guest.

How To Build Productive Relationships on the Job...Continued

The Favor Thief. *"The only way to have a friend is to be one,"* said **Ralph Waldo Emerson**. It's an important adage to consider in the workplace. If you're constantly pitching in for a so-called "friend" who never returns the favor, it's probably time to re-evaluate the relationship.

Likewise, if a colleague assisted you in your hour of need, don't forget to reciprocate -- even if the person's request for backup comes at an inopportune time.

Surrounding yourself with positive and supportive friends at work can help you be more productive and happier on the job. And while you may develop close bonds with certain individuals, remember to be nice and affable to *all* of your colleagues. You never know whose help you might need one day.

9 Steps to Drinking More Water and Staying Healthy...(continued)

7) **Try wearing a digital watch that beeps at the beginning of each hour.** Use that as a reminder to pour yourself a glass of water. Vow to drink that water before the next beep. If you drink only one small (6 ounce or 180 ml) cup per hour, you'll have consumed 48 ounces (1.4 L) by the end of an 8-hour workday.

8) **Get a water purification system.** Purified water tastes very good and may help make drinking water more appealing to you. Be aware, though, that as you grow accustomed to purified water, you may find that tap water leaves a bad taste in your mouth.

9) **Add lemons or limes to your water, it makes it taste better and makes you want to drink more of it.** Be careful not to make it too sour, just a splash of sourness should do the trick. Some mint leaves can be added to a pitcher of water which should be allowed to sit overnight. These are cheap alternatives to the bottled flavored water.

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Is Drinking Tap Water Safe?

Tap water is safe to consume as long as there is no odor or color to the water; although consumers often choose to treat water to remove annoyances such as the taste of chlorine, water is not often contaminated to the point of affecting its drink-ability.

Before spending money on a system make sure that the system will fix the undesirable aspects of your water and consider paying a professional for his or her opinion on the best solution.

When investigating the certification of a particular water filter, be sure to consult 3rd party certification (such as National Sanitation Foundation or Underwriter's Laboratory) in addition to the manufacturer's claims. Manufacturers will occasionally exaggerate the abilities of their water filter products.

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Check List For Keeping Your Career Healthy

Add this annual check-up routine to make sure you're not neglecting the health of your career. Ask yourself these six key questions at least once a year.

- Am I achieving my objectives?
- Have my career objectives changed?
- Is this job meeting my expectations?
- Am I doing what I'm good at and enjoy doing?
- Are my skills up-to-date for this job and organization?
- How can I best achieve satisfaction either in this job or in another job or career?

WARNING!

Eleven Ways to Ease Stress!!!!

Content provided by Cleveland Clinic

- 1. Eat and drink sensibly.** Alcohol and food abuse may seem to reduce stress, but it actually adds to it.
- 2. Assert yourself.** You do not have to meet others' expectations or demands. It's okay to say "No." Remember, being assertive allows you to stand up for your rights and beliefs while respecting those of others.
- 3. Stop smoking or other bad habits.** Aside from the obvious health risks of cigarettes, nicotine acts as a stimulant and brings on more stress symptoms. Give yourself the gift of dropping unhealthy habits.
- 4. Exercise regularly.** Choose non-competitive exercise and set reasonable goals. Aerobic exercise has been shown to release endorphins (natural substances that help you feel better and maintain a positive attitude).
- 5. Study and practice relaxation techniques.** Relax every day. Choose from a variety of different techniques. Combine opposites; a time for deep relaxation and a time for aerobic exercise is a sure way to protect your body from the effects of stress.
- 6. Take responsibility.** Control what you can and leave behind what you cannot control.
- 7. Reduce stressors** (cause of stress). Many people find that life is filled with too many demands and too little time. For the most part, these demands are ones we have chosen.
- 8. Effective time-management skills** involve asking for help when appropriate, setting priorities, pacing yourself, and taking time out for yourself.
- 9. Examine your values and live by them.** The more your actions reflect your beliefs, the better you will feel, no matter how busy your life is. Use your values when choosing your activities.
- 10. Set realistic goals and expectations.** It's okay, and healthy, to realize you cannot be 100% successful at everything at once.
- 11. Sell yourself to yourself.** When you are feeling overwhelmed, remind yourself of what you do well. Have a healthy sense of self-esteem. (*More Great Stress Busting Ideas Found Next Month...*)

DO YOU WANT THE STATE TO DECIDE HOW TO DISTRIBUTE YOUR ASSETS AND WHO SHOULD BE THE GUARDIAN OF YOUR CHILDREN IF YOU DIE? If not call, Franks & Rechenberg, P.C. (847) 854-7700 to schedule an appointment for a Will, Durable Health Care Power of Attorney and Living Will. Don't leave home without them.

“5 Deadly Sins Every Accident Victim Should Know That Can Wreck Their Claim Exposed!”

Finally a new pamphlet entitled; “**5 Deadly Sins That Destroy Accident Claims!**” written by a local attorney David N. Rechenberg with 20 years experience battling with insurance companies, will arm you with inside secrets you must know before opening your claim. Inside this book you’ll discover: (1) Why settling your case quickly is NOT always in your best interest; (2) What “service” provided by some lawyers can be the “kiss of death” to your case; (3) How to prevent your past from coming back to destroy your case; (4) When you might be better off not hiring an attorney at all; (5) How to cut through lawyer advertising to find the best lawyer for your case.

To order your free copy of this revealing pamphlet call (847) 854-7700. This is a limited time offer that can be withdrawn at anytime, so call right now!

November Health Tip... Exercise for Depression

A study at **Duke University** found that a 16-week exercise program worked as well as antidepressant drugs on adults with symptoms of major depression. At the end of the study, 47% of the patients on the antidepressants and 45% of those in the exercise class were no longer depressed. The group that exercised at home did well, too: 40% had overcome their symptoms. Of those who took the placebo, only 31% improved. Exercise may have the same beneficial effect on the brain chemicals involved in depression as the drugs that target these substances. The study was published in **Psychosomatic Medicine** (September 2007).

A Word Of Thanks...And A Great BIG Welcome To Our Family!

I would like to welcome the following new clients to our firm and “*Thank You*” for being our client. If you would like to receive a FREE Auto Accident Handbook just call our office at **(847) 854-7700**. When you call for your booklet, make sure to get one for each car in your family. It’s a great idea to have one in every car.

Congratulations To Our Client Of The Month!

Every month, we choose a very SPECIAL client. It’s our way of acknowledging our great clients and saying thanks to those who support our firm by telling others about us.

This month’s Client of the Month is Tom Johnson. We’re treating Tom and his wife to a night at the movies!

How to Choose a Home Water Filter

As concerns over tap water quality continue to grow, manufacturers throughout the country have introduced alternative drinking water products to the market. Water filters are some of the newest, most innovative of these alternative products, but how do you choose the best one? Simply follow this step-by-step guide to find the best home water filter for you.

- 1) **Evaluate your specific water filtration needs.** Are you interested in only a drinking water filter or do you need a shower filter, as well?
- 2) **Decide if you want to target any specific contaminants when filtering your water.** For example, if you receive water from a well, it is likely that chloramines are being added as disinfectants to your water, in place of chlorine.
- 3) **Do some independent research on water filtration.** Find out what exactly a water filter does. In order to understand certification claims, you will need to know a little about the process of water filtration.
- 4) **Once you have learned a little about water filters,** begin to refine your search, keeping particular filter medias and technology in mind.
- 5) **Decide on a few brands of water filters that match your budget and then conduct some more in-depth research.** Look into their certification, find out what contaminants they remove, and determine what percentage of contaminant removal they guarantee.

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**“The Answers To These And Many Other
Questions Are Inside The **November 2007** Issue!”**