

**SMART WORKPLACES BY HR TO GO, INC - JUNE 2005**

**HUMAN RESOURCES MANAGEMENT - OUTSOURCE IT!**

[www.HRtoGo.com](http://www.HRtoGo.com)

**In this Ezine:**

**Effective Presentations**

**Protect Computer Records from Departing Employees**

**Stretch Away Strain**

**Motivational Quotes**

Sent monthly for our friends and alliances. PLEASE FORWARD TO OTHERS whom you believe may be interested in receiving our newsletter. To [unsubscribe](#) please follow instructions at the bottom.

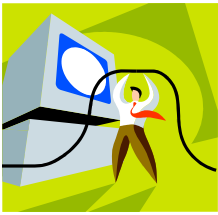
---



**Effective Presentations**

When using flip charts, don't interrupt the flow of your presentations by taking time out to flip the pages on an easel. Instead,

position each separate page in a different spot around the room. Then when you're finished with one chart, move to the next one, which will be waiting for you. *Important:* Gently tape another piece of paper over each sheet or fold up and tape the bottom of the page, so the audience can't read the information before you present it.



### **Protect Computer Records From Departing Employees**

When it comes to computer funny business, you have more to fear from your own staff than shadowy hackers. Employees account for 84 percent of lost confidential information and much of the losses stem from departing employees.

Ask the IT Department if it backs up computer files daily. This can prevent losing important data permanently if a departing employee goes on a file-deleting rampage. Tell security guards and receptionists to deny access to former employees, or have other employees notify you if they return. In one case, a recently fired employee walked past a security guard on a weekend, stole his company's backup computer tapes and then tried to blackmail the company.

When firing employees you've had a stormy relationship with, disable their computer access right after you break the news. Check their computer-use logs. For employees who give notice of leaving, limit their computer access and monitor their usage.



### **Stretch Away Strain**

Doing a few simple exercises before work and in between tasks will build strength and flexibility, preventing painful problems like carpal tunnel syndrome. Rotating tasks occasionally also helps avoid problems.

**Stretch your fingers** by spreading them wide apart for a few seconds, repeat three times with each hand.  
**Stretch your thumb** by holding the thumb down gently for five seconds. Repeat three times with each hand.  
**Stretch your wrist** by making circles with your hands - ten times for each hand.

**Remember** - don't continue exercise if it hurts. And stop big problems early by getting medical attention promptly if you feel pain in your hands, wrists or elbows.

### **Motivational Quotes**

Whatever your life's work is, do it well. A man should do his job so well that the living, the dead and the unborn could do it no better. - *Martin Luther King, Jr.*

Bravery is the capacity to perform properly even when scared half to death. - *General Omar Bradley*

The two common reasons for losing are: not knowing you're competing in the first place, and not knowing with whom you really are competing. - *Philip Simborg, Grubb & Ellis Company*

If we listened to our intellect, we'd never have a love affair. We'd never have a friendship. We'd never go into business, because we'd be cynical. Well, that's nonsense. You've got to jump off cliffs all the time and build your wings on the way down. - *Ray Bradbury*

**DID YOU LIKE THIS EZINE?** Please forward it to your friends and associates and anyone else who you think would appreciate it. Thanks for your feedback and encouragement.

**PRIVACY POLICY:** We never rent, trade or sell our email list to anyone for any reason whatsoever. You'll never get an unsolicited email from a stranger as a result of joining this list.

**TO SUBSCRIBE FREE:** <http://www.HRtoGo.com> . Just fill out the simple form on the home page/login. It takes about 20 seconds.

HOW DID YOU GET ON THIS LIST? We hate spam as much as you do. If this newsletter is an intrusion, or you have received it in error and you don't want to receive it in the future, simply reply to: [Janelle@HRtoGo.com](mailto:Janelle@HRtoGo.com). Or respond to this e-mail.

FOR PERMISSION TO REPRINT articles in your publications please send an e-mail request to [KarenOHara@HRtoGo.com](mailto:KarenOHara@HRtoGo.com)

HR to Go, Inc. 980 9th Street, Ste 1600 Sacramento, CA 95814

916-444-6200