

## Morning Habits That Make You More Valuable at Work

Valuable employees are hard to find. It doesn't matter if you are a leader or a line worker, you owe it to yourself and others to bring value every day. Here are some morning habits to ensure that you are always at your best.

*Differentiate Yourself:  
Team Player  
Positive Attitude  
Detail Oriented*

### Be Punctual

Being late causes trouble for everyone. 5 minutes may not seem like much to you, but to those who are busy and dependent on you, those 300 seconds bring irritation and resentment. By the third time you are late to a meeting, you will be considered unreliable. Be realistic about how much time it will take you to get to the office each day. Save yourself the rush by setting out whatever you need to get ready the night before. This way you can start your week off calm, relaxed and feeling successful, not guilty and frantic.

### Take care of your body

Someone who is sick all the time eventually seems like a bundle of excuses. You need to be at your physical and mental best to perform at your peak. Start your day right by fueling your body with healthy food. Exercise is also essential, as even a 15 minute walk in the morning can jumpstart your oxygen, giving you more energy.

### Make a game plan for the day

The day can quickly disappear when there is no order, structure or priority. Set out specific tasks and measurements for what you want to accomplish. Set realistic projected timeframes, so things don't wander. You'll find you can get more things done when keeping time.

### Greet everyone

Those you can form strong teams will easily get to the top of the ladder. Even if you are not a people person, you can start by warmly saying hello to your coworkers. Calling them by name also demonstrates your care and humility. People will work harder for those they like. Show them they are worth your attention, and they will make you worth theirs.

### Avoid daily gossip

Often the first daily office activity is slinging the sludge. The only thing worse than being the target is being thought of as an inconsiderate bully for spreading it. Foster a positive office environment by squashing gossip first thing. Set the example for how to build co-worker alliances, rather than tearing them down.

### Do your most important tasks first

It can be tempting to push off the hard stuff and get a bunch of little tasks done so you feel productive. But tackling the big stuff first will free your mind for bigger and better things. Since you have more energy in the morning, take advantage of it. Then you can coast through the small stuff in the afternoon while looking super productive.

### Make meetings efficient

Even if you are not the leader, you can still bring about improvement by having a list of objectives and solutions for possible problems ahead of time. If you send a summary to meeting leaders ahead of time, you find how short and efficient meetings become.



# Formaldehyde Laminate Flooring Warning/ Injuries on the Job

by Morici & Morici, LLP

## FORMALDEHYDE LAMINATE FLOORING

If your or a loved one has had formaldehyde laminate flooring installed in the last two years or has installed formaldehyde laminate flooring as a carpenter or in another trade, please read this carefully.

Recently, the Centers for Disease Control and Prevention (CDC) discovered that individuals exposed to certain types of Lumber Liquidators' laminate flooring made in China between 2012 and 2014 containing formaldehyde are three times more likely to get cancer than the agency previously predicted. In its original report, the CDC estimated the risk of cancer cases to be at two to nine cases per 100,000 people. In its amended report, the CDC estimated a higher risk of cancer cases, six to thirty cases per 100,000 people.

The center for disease control found that exposure to formaldehyde in the CPSC tested laminate flooring sold at Lumber Liquidators could cause irritation and breathing problems. In order to reduce exposure to formaldehyde emitted from flooring, the CDC recommends letting fresh air into the room for a few minutes every day. Researchers say that the amount of formaldehyde given off by new products ebbs over time, and that it is essentially non-existent in flooring that was installed more than two years ago.

## INJURIES ON THE JOB

Often, when an individual is injured on the job, they let the injury go unreported. However, most individuals are unaware that when injured on the job, legal claims may exist. It is extremely important to always report an injury to your employer, or Worker's Compensation insurance, no matter how minor or insignificant. Parties often miss out on claims for monetary compensation when they let their injuries go unreported.

In addition to reporting an injury to your employer or Worker's Compensation, it is very important to contact an attorney when you or a loved one has been injured on the job. Claims for personal injury have statutory limitations, and they often pass when individuals are unaware of their rights, leaving the injured party with no recourse for monetary compensation.

### Recent Settlements/ Verdicts

\$393,500 verdict was recovered for a 67 year old woman who sustained foot injuries in a motor vehicle accident.

\$2,300,000 verdict for a deliveryman whose vehicle was struck in the rear causing back injuries rendering him unable to work.

\$90,000 recovery for the estate of a victim of medical malpractice involving the failure to monitor.

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# Prevent Lyme Disease

Blacklegged Tick (*Ixodes scapularis*)



## Know where to expect ticks

Black legged ticks (that cause Lyme Disease) live in moist and humid environments, particularly in and near wooded or grassy areas. You may get a tick on you during outdoor activities around your home or when walking through leaves and bushes. To avoid ticks, walk in the center of trails and avoid walking through tall bushes or other vegetation.

## Use Insect Repellent

Use a repellent with DEET on skin and clothing or with Permethrin for clothing, boots and camping gear. Always follow the product instructions.

## Wear Protective Clothing

Wear light colored clothing, a long sleeved shirt, long pants, socks and shoes. Tuck your shirt into your pants and pant legs into your socks. Tie back long hair or wear a hat.

## Check your skin for ticks daily

Check your body for ticks after being outdoors, even in your own back yard or when you return from an area that may have ticks. Take special care to check these parts of your body and your child's body for ticks: under the arms, in and around the ears, inside the belly button, back of the knees, in and around all head and body hair, between the legs, and around the waist.

## Remove ticks quickly and correctly

Grab the tick as close to the skin as possible with a pair of fine tipped tweezers. Pull the tick upward in a steady motion away from the skin until the tick is removed. If a tick is attached to your skin for less than 24 hours, your chance of getting Lyme disease is extremely small.

## Learn the symptoms of Lyme Disease

People who have Lyme Disease often say they feel like they have the flu. Other symptoms can include fever, sleepiness, swollen glands, headache, skin rash, muscle or joint pain. Symptoms can start 3-30 days after the bite. See your healthcare provider if you have symptoms.

## Prevent ticks on animals

Prevent family pets from bringing ticks into the home by limiting their access to tick-infested areas and by using veterinarian prescribed tick collars or spot on treatment.

## Create tick safe zones in your yard

Keep patios, play areas, and playground equipment away from shrubs, bushes, and other vegetation. Regularly remove leaves, clear tall grasses and brush around your home, and place wood chips or gravel between lawns and wooded areas to keep ticks away from recreational areas. Effective tick control chemicals are available for homeowners to use, or a professional pest control expert can apply them. Deer are the main source of adult ticks. Keep deer away from your home by removing plants that attract deer and by constructing barriers such as a fence to discourage deer from entering your yard and bringing ticks with them.

Information compiled from The Center for Disease Control and Prevention



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