



CAPITAL AREA
STAFFING SOLUTIONS



BANGOR AREA
STAFFING SOLUTIONS

SEPTEMBER 2017

Permanent Hires



CONGRATULATIONS

to the following Field Employees
who have been hired permanently
at our Client Companies!

Marney Macomber

Shannon Rosato

Sarah Sylvia

Thank you for representing
us so well!

Hot Jobs!!!

Ask us about the following jobs we
have available!!!

Augusta Area:

Janitorial Openings!

Vet Tech/Front Desk

Administrative Assistant

Proofreader

Data Entry/Accounting Assistant

Receptionist

IMPORTANT NOTICES!!!

Our offices will be closed Monday, September
4th for Labor Day

Please remember to submit your time card no
later than Friday afternoon, unless you are
working a weekend shift. In that case, please e-
mail/fax no later than 8am Monday morning.



Utility/Prep Clerk
Medical Records Clerk
Cataloging Assistant

Bangor Area:

Accounting–HR Admin
Maintenance Supervisor
Raw Materials Warehouse Lead
Fabricator
Tire Technician
Law Firm Receptionist
Account Manager – Belfast
Cleaning Associates
Production Line Supervisor
Office Assistant
Sanitation Technicians (2)
Inside Counter Sales
PT Wireless Consultants (2)
Dental Assistant
Temporary Reception Coverage

Please remember to visit
CapitalAreaStaffing.com or
BangorAreaStaffing.com each week
for all of our
HOT JOBS.



FUN FACTS FOR SEPTEMBER

SEPTEMBER is:



Tips To Help You Enjoy the Transition to Autumn
By: Alysha Findley

A new season is here and along with that inevitably comes change: a change in light, a change in weather, a change in lifestyle. Depending on where you live it can either be drastic or just a little blip; either way there are things you can do to make the transition easier.

Bring the Outdoors In: One of the things we tend to love about summer is all of the outdoor nature time. Well, just because you are going to be staying in more doesn't mean you have to shut the outdoors out. Start bringing in bright, cheery flower bouquets and new hearty plants. Look for indoor plants that work double duty, like English Ivy; they are not only beautiful and can make you happy but clean the air as well.

Purify the Air: Since I just mentioned cleaning the air with house plants let's take it a step farther. With windows shutting out the cold air, less circulation, and furniture off-gassing you're going to want to keep the air clean with an Air Purifier.

National Chicken Month
National Piano Month
National Hispanic Heritage Month

Birth Flower - Morning Glory
Birth Stone - Sapphire

Labor Day - September 4th
First Day of Fall - September 22nd



S'mores Muddy Buddies

Fall Cleaning: Spring shouldn't be the only season when your home gets a fresh new face. Before you go into cuddle-up-on-the-couch nesting mode, clean up all the nooks and crannies so you can hunker down in a squeaky clean space.

Get Cooking: Stews, soups, and pies are the smell of fall. If you love to cook this is surely something to look forward to. Stock up your pantry with new, fresh ingredients so you are ready on a whim to whip up your favorite fall recipes.

Brighten Up: Since you will be spending more time indoors this would be a good opportunity to add some bright and lively colors to your place. Get some new throw pillows, blankets, or accessories that will keep your home happy and energizing. If you are really daring, try painting an accent wall for the new season.

Bring Out The Faves: What are your favorite things about fall? Is it a great sweater, the best boots, a warm down comforter, a magnificent tea? Well, start to place them in your line of sight so you can get excited about their appearance back in your life in the not-too-distant future.

Get Moving: Don't let the natural slow down slow you down. Make sure you still move your body. If you will need to move your routine inside, you should start preparing for that now. Not only will it keep you in shape, but it will help your brain stay happy and positive through the coming months.

Be Social: It's easy to just get lost in your own world once it gets chilly and holiday seasons begin but don't let it. Make dates now for gatherings, dinner parties and holiday cheer so you are all scheduled and ready to go.

source: apartmenttherapy.com



INGREDIENTS

- 5 cups Golden Graham cereal, divided
- 3 cups Chex cereal
- 1 cup powdered sugar
- 1/2 cup peanut butter
- 1 1/2 cup chocolate chips, divided
- 1 3/4 cup mini marshmallows, divided

INSTRUCTIONS

1. Combine 4 cups Golden Graham cereal and 3 cups Chex cereal in a large bowl, and set aside.
2. Put 1 cup powdered sugar in a large gallon Ziplock bag and set aside.
3. Combine your peanut butter and 1 cup of your chocolate chips in a large microwave safe bowl. Microwave for 30 seconds, then stir. Repeat until creamy.
4. Add 1 cup mini marshmallows to your chocolate peanut butter and stir together so the



7 Simple Tips to Boost Your Productivity at Work

By Kristin Marquet

1. Set your schedule for the next day the night before you leave the office.

Prioritize which tasks need to be completed. Even if you are interrupted by unexpected assignments or emergencies, you'll know exactly what needs to be done when you return to your desk. Not only will a schedule help keep you organized and focused, you'll get the satisfaction of crossing items off your "to do" list once you complete them.

2. Take a five-to-10 minute break whenever you feel mentally fatigued.

Take a short walk down the hall to the water cooler, or even across the street for a cup of coffee. Brief interludes from work can actually increase your productivity by getting your blood flowing and allowing you to return to your work with fresh eyes.

3. Reduce your multi-tasking.

Although multi-tasking is currently in vogue, trying to accomplish more than one task at a time can actually be more harmful than helpful. Studies have shown that people who try to do two or more activities at once end up becoming distracted, and the quality of their work suffers. Focus on one task at

marshmallows melt a little.

5. Pour your chocolate peanut butter mixture over the cereal and stir together till cereal is completely coated.
6. Carefully scoop chocolate coated cereal into Ziplock with powdered sugar.
7. Shake the bag until the cereal is completely coated with powdered sugar.
8. Pour cereal into another large bowl and mix in remaining $\frac{1}{2}$ cup chocolate chips, $\frac{3}{4}$ cup mini marshmallows, and 1 cup Golden Graham cereal and serve.

FRIEND: SUMMER'S ENDING TOO QUICKLY!
ME:



a time, complete it properly and move on to the next project.

4. Eliminate potential distractions.

Although interruptions during the workday are inevitable, minimize them to the extent possible. If you have an office with a door, keep it closed. When a co-worker is looking to shoot the breeze, let him or her know that you're trying to finish a project, but would be happy to chat later. (Just be sure not to brush off any of your superiors.)

5. Impose deadlines on yourself, and stick to them.

As you would with a financial budget, budget your time to help you meet deadlines faster. Some people who thrive under deadlines even deliberately shorten their workday by 15 minutes to ensure optimum efficiency.

6. Avoid large, heavy lunches that will leave you feeling fatigued.


Instead, snack on foods high in protein, fiber and antioxidants throughout the day. Granola and berries will keep you full and focused. Sugary foods and energy drinks keep you going only for a short time, and the inevitable "crash" may turn you into a zombie and ruin your ability to work for the rest of the day.

7. Keep your workspace clean and clear of clutter.


As the old saying goes, "A cluttered desk is a symptom of a cluttered mind." The time you spend looking for misplaced papers each day is extra time you could be using to complete your work. Likewise, there are apps to assist you in categorizing and electronically organizing your email inbox. Imagine the time you could save by no longer searching for hard-to-find emails!

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