

# Choice Biz Chronicle

www.choicebiz.com

## I Know Now...

that it takes positive energy to make good things happen.

We all like being around positive, happy people. What about you? Are you a "glass half empty or half full" kind of person? Keep in mind that you are responsible for your own happiness in this life.

Start your day off right by passing positive energy to those you come in contact with. It

just takes a couple of minutes to say or do something kind. Don't miss your opportunity to give off some positive energy...every day!

~ Deb



*"If there is any kindness I can show, or any good thing I can do to any fellow being, let me do it now, and not deter or neglect it, as I shall not pass this way again."*

-William Penn



## Choice Executive Suites

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## Mark Your Calendar

January 21

*Martin Luther King, Jr. Day*



## Energy Saving

Choice Executive Suites would like to join in on the world-wide effort to save our precious resources...and you can help!

When you leave at night (if after 8:30pm) and on the weekends, make sure to turn off your office



lights and hallway lights in your area. Please remember to turn off your computer as well. This will help us in our goal of wasting as little energy as possible in the new year. We will keep you updated on other ways you can help.

## On The Town

### Blood Drive

Jan 11, 11:30a-5:30p

American Red Cross blood donors across Michigan will have a chance to win a trip for 4 to Walt Disney World. For more info, visit [www.redcrossmichigan.org](http://www.redcrossmichigan.org)

### Harlem Globetrotters

Jan 27, 2pm

Come see the amazing basketball skills and wizardry that will thrill every member of the family. There's also a chance to get a signed autograph at the end of the session. For more info, visit [www.vanandelarena.com](http://www.vanandelarena.com)

### Auto Show

Jan 31, 3-10pm

More than 35 car manufacturers from around the world will bring their finest displays with 300+ new vehicles. For more info, visit [www.devosplace.org](http://www.devosplace.org)

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## Hot Tip from Tech Support

Begin the New Year right by getting organized so you can stay that way throughout the year.

Go into Outlook and archive your email and label it by year. Then you can clean

out any old emails you no longer need. Your email box is now empty and ready for the new year ahead!

Next go in and clean up your files on your hard drive. Move old Clients or

Projects into a Closed Folder keeping only active files in your document folder.



## Interview Coaching Now Available

It's natural to feel intimidated or frightened by the idea of going to an interview, especially when a couple mistakes can cost you the job of your dreams. The great news is that we now have a Certified Employment Interview Consultant to help you

overcome your fear and strategically position yourself as the one to win the job.

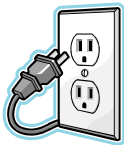
Topics include pre-interview preparation, researching the company, telephone interviews, developing

concrete answers to questions, creating an eye-catching portfolio, handling salary questions, asking questions, closing the interview, following up, and offer negotiation. Visit Katie in the Business Support Area to set up an appointment.

## Quick Hits

### Saving Energy in your Home

Unplug DVD players and TVs, or plug them all into a power strip you can switch off. Sixty to 80 percent of the electricity they use is consumed while they're idle, powering light displays and "instant on" features (such as the remote's ability to talk to the TV).



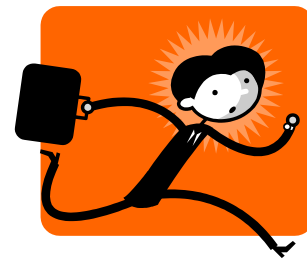
### Spanish to English

*Año nuevo*

(New year)

### Business Etiquette

Always arrive on time for an appointment. Never arrive late or more than 5 minutes early.



## Tenant Spotlight



**DAVE STUBE**  
JK Harris, Office 118

Dave is a Tax Consultant for the nation's largest tax resolution organization. Out of 220 employees, he is ranked in the top ten for helping clients settle IRS debts.

He has an 18-year-old daughter, Shana, who is completing courses at Baker College to become an RN. While

the recent addition of 4-month-old Malia is following in his footsteps of staying up all night.

If you see him in the hall, congratulate him on his engagement. They are planning a late summer wedding.

At this time of year, he likes to remind everyone to pay their taxes or they may end up as one of his clients.

## Did You Know...

The Romans named the first month of the year after Janus, the god of beginnings and the guardian of doors and entrances. He was always depicted with two faces, one on the front of his head and one on the back. Thus he could look backward and forward at the same time. At midnight on Decem-

ber 31, the Romans imagined Janus looking back at the old year and forward to the new. The Romans began a tradition of exchanging gifts on New Year's Eve by giving one another branches from sacred trees for good fortune.

