

# Choice Biz Chronicle

www.choicebiz.com

## I Know Now...

that physical activity is a must for a long, healthy life. It's hard work though, so you have to be committed and keep re-motivating yourself.

Try starting with something small like parking your car further away from the entrance door or drinking more

water throughout the day. After consistently doing something for 21 days, it often turns into a habit as natural as brushing your teeth everyday. I also find that it helps to tell a friend, so you're held accountable. Good luck with all your fitness goals. I'll be rooting for you.

~ Deb

*"A journey of a thousand miles starts with one step."*



## Get Physical

How often do you come home from a hard day, only to plop down in front of the TV? You're not alone.

Americans of all ages need to incorporate more movement into their daily lives. Adults need at least 30 minutes of activity 5 days each week. This can be done by choosing to bike or walk instead of driving, taking stairs instead of elevators, or pushing a lawnmower instead of riding one.

Twenty minutes of vigorous physical activity 3 times a week has added health benefits. It's also important to understand that you don't need to sweat in a gym or run a marathon to reap the health benefits of daily physical activity. Even 30 minutes a day, broken up into shorter increments of 10 or 15 minutes, can greatly improve your health.

Always remember to keep an open mind and remain flexible when

starting exercise routines. At times you may find it necessary to change your routine slightly. If you're willing to try new things and set reasonable expectations, you'll reap the rewards of your fitness program and successfully achieve your associated goals.



## On The Town

### Walk for Life

May 3 at 10am

Join this 3 mile walk at Lawrence Park in Zeeland. Registration begins at 9:30am and the walk takes place at 10am. Prizes will be offered to participants. For more information, visit [www.rtlofholland.com](http://www.rtlofholland.com)

### Cardio Kick Fit

9am-9:45am

Check out this fun workout every Wednesday using combinations of kicks and punches. Modifications are given and all levels welcome. \$12. For more info, visit [www.lauraarmenta.com](http://www.lauraarmenta.com)

### Salsa Dance

9pm-12am

Meet with friends and dance to Latin beats every Saturday night. Classes for beginners start at 9pm. Cost is \$10. For more info, visit [www.nayagr.com](http://www.nayagr.com)

## Choice Executive Suites

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### Mark Your Calendar

May 11

Mother's Day

*National Physical Fitness & Sports Month*



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## Hot Tip from Tech Support



Microsoft provides a number of shortcut keys for their Office and Windows products, but did you know they do this for Internet Explorer as well? Here are a few to help you navigate online:

**F1** --> Opens Help

**F3** --> Opens the search window

**F5** --> Refreshes the webpage

**Alt+Print Screen** --> Captures image

**Ctrl+I** --> Opens list of Favorites

**Ctrl+4** --> Closes active window

## Virtual Assistance

Ever feel like there just isn't enough time in the day to get everything done, including 30 minutes of exercise?

Let our team of skilled administrative professionals help with the things loading you down, without being physically present in your office. You can save

money on employee taxes and benefits, while only paying for the time needed to complete a task.

Our areas of expertise include word processing, data entry, phone answering, accounts payable, appointment scheduling, calendar maintenance,

and most any other need for which you can provide training.

Visit our website at [www.choicebiz.com](http://www.choicebiz.com) to learn more about this service.

## Quick Hits

### Saving Energy

Don't forget to turn off your office lights and computer when you leave at night. One flip of the switch can help so much.



### Think Green

Use both sides of the paper when taking notes, or even better, write directly in a word processing program or email message.



### Business Etiquette

Perfume, cologne, and aftershave should always be applied sparingly, evoking a subtle scent. Cheap or overpowering ones can be offensive to business associates and are therefore inappropriate for a business venue.



## Tenant Spotlight



### Liesl Fuller

Choice Business Services  
Business Support Center

Liesl has been a Choice Business Services employee for the past 3 and a half years. She manages the redesign and/or development, design and creation of promotional campaigns and Web sites while supporting clients with computer and administrative needs.

In the past year, she has completely redesigned and expanded Choice's Web

site, which has drastically improved the company's ranking on search engines.

Liesl has two cats, Buffy and Furball, and two dogs, Wesley and Connor. She also mentors two sisters, Tyfanny and Karina, through the Big Brother Big Sister program.

Her favorite quote is by Xander on *Buffy the Vampire Slayer*: "I laugh in the face of danger, then run and hide until it goes away."

## Did You Know...

To estimate how much daily energy you spend, multiply your weight in pounds by the amount given below for one of three lifestyles. For example, a sedentary 140 pound woman:  $140 \times 12.5 = 1,750$  calories per day.

**Sedentary Lifestyle:** You don't move

around much, and tend to take an elevator instead of the stairs. Men multiply by 14-15; women 12-13.

**Moderately Active:** You exercise for one hour 2-3 times per week, or walk about 2 miles each day. Men multiply by 16-17; women 14-15.

**Very Active:** You run, swim, or do high-energy exercise every day. Men multiply by 18; women 16.

**Source:** *American Institute for Cancer Research Newsletter, Winter 2007.*