

Tea Break

Recognising how hard people work, LOC8 wants to provide some business free, easy reading for that all important Tea-Break moment. We hope you enjoy this production and find it interesting.

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Sweet dreams: Get a better rest with this advice.

Sweet dreams: Get a better rest with this advice

Most people need seven to eight hours of sleep a night (though children and teens need more and older adults frequently sleep less).

So when you sleep poorly—or not at all—you'll suffer from the effects. We all have trouble falling asleep occasionally, but you should talk to your doctor if you start exhibiting these symptoms of insomnia:

- Trouble falling asleep when you need to
- Waking up during the night more than once
- Waking up earlier than you want to
- Difficulty getting out of bed once you wake up
- Extreme drowsiness during the daytime hours
- Falling asleep at inappropriate moments
- Physical sensations keeping you awake at night (pain, the need to urinate, etc.)
- Nightmares or stress keeping you awake at night. Medication is one option for better sleep, but before going that route, try some of these behavioral tips:
 1. Go to bed at the same time every night, and get up at the same hour in the morning.
 2. Reserve your bed for sleep and relaxation; don't eat or do work in it.
 3. Relax before bedtime; avoid any strenuous physical activity for two hours before going to sleep.
 4. Don't drink caffeine or sugared beverages in the evening. Alcohol can actually interfere with your ability to get a restful sleep. And don't eat any heavy meals for two hours or more before bedtime.

Don't Overdo the Salt!

A famous episode of the original Star Trek series featured a monster that sucked salt from people's bodies, killing them. It's true that your body needs a certain amount of salt to maintain the proper balance of fluids; too much salt causes increased blood volume, which forces your heart to work harder. Congestive heart failure, cirrhosis, and kidney failure can be the result.

People need between 1,500 and 2,400 milligrams of salt a day to be healthy; 2,400 milligrams is about one teaspoon. About 11 percent of our average daily salt intake comes from the salt we add to food. The majority of it—77 percent—comes from processed food.

- **Check labels carefully.** Salt can come in many different forms: monosodium glutamate, baking soda, and disodium phosphate, to name a few. Choose foods that are low in any kind of sodium (and pay attention to the serving size listed).
- **Avoid processed foods.** Stick to fresh vegetables and unprocessed meat, chicken, and fish. Many prepared foods are loaded with much more sodium than you need. Rinse canned foods before serving to wash off some of the salt.
- **Eliminate salt from your recipes.** Instead of adding salt to the food you prepare, try different herbs and spices. You can usually leave salt out completely without sacrificing taste—when you're cooking pasta, for example. Pay attention to the condiments and sauces you use, too, and look for alternatives.



No more excuses! Get Started with your Exercise Program

We all know we should exercise, and most of us have what seem like pretty good reasons to avoid it. Here are some of the most common, along with some common-sense responses:

- **"I don't have any spare time."** The truth is that we make time for what's important to us. Schedule exercise into your day like any other appointment.
- **"Exercise is boring."** The key is finding something you like. Look for team sports, group activities, or interesting surroundings to keep your mind as well as your body occupied.
- **"I'm too out of shape."** Just don't overdo it at first. Check with your doctor for suggestions, and start with low-impact activities such as swimming or bike riding.
- **"I'm not fat."** Good, but exercise is about more than losing weight. You want to maintain your health, and also control cholesterol and prevent heart disease—both benefits of regular exercise.
- **"I don't like going to gyms."** If the gym scene isn't for you—or it's too expensive—look for an exercise routine that doesn't call for a lot of equipment, like running or lifting a few weights at home. A brisk walk helps, too.

Yes, you can say no!

When you're feeling pulled in too many directions at once, one obvious solution is to stop saying "yes" to every request you receive. But it can be tough, especially if you've built your reputation on being a "can-do" sort of worker.

Here's how to break the cycle without compromising your career prospects:

- **Examine your attitude.**

What are you afraid of when you say no? The answer will help you understand what drives you: the approval of others, the desire to prove yourself, the need for control, or whatever. Once that's clear in your mind, you'll be able to set priorities more effectively. What kind of control do you really have, if you're too busy to get things done?

- **Discipline yourself.**

As with any other habit, resisting the urge to say yes calls for self-discipline and control. Teach yourself to pause before answering a request. Remember that you have other responsibilities. Think through the implications of a positive response before committing yourself.

- **Offer an alternative.**

Instead of saying no outright, make some kind of counteroffer: "I can't lead that task force, but I'd be happy to look at the final report before you submit it." This lets you contribute without tying your hands.

- **Negotiate.**

See whether you can delegate or eliminate something from your to-do list in exchange for saying yes. You'll free up some time, and the other person will realize just how much you've got on your plate.



Establish your new office without wasting money

When you're setting up an office for any reason—telecommuting, expansion, etc.—you don't have to spend a lot of money. You can also do your part to conserve the environment by making careful choices. Consider these options:

- **Used furniture.** "Used" doesn't have to mean damaged or dirty. Look for an office liquidation center that offers pre-owned furniture in good condition for a fraction of the cost of new stuff.
- **Refurbished computers.** You can save significantly on computers that have been refurbished, and dealers often offer warranties similar to those on new models.
- **All-in-one printer.** Instead of buying a printer, scanner, and fax machine separately, buy a model that incorporate all three functions to save on supplies and money.

The changing face of retirement calls for new strategies

The traditional concept of whiling away your retirement days playing golf just doesn't appeal to lots of people anymore—or it isn't an option in an age of economic turmoil.

If you're looking for a new career instead of retiring, be prepared:

- **Update your technical skills.** The rapid pace of technological change may require that you get additional training for the career you're thinking of pursuing. Check out your options with government, nonprofit, and corporate technology training programs.
- **Evaluate your talents and values.** Talk to people you know well, both professionally and personally, and find out what they think your strengths are. Have a good handle on your talents and values so your new career matches them.
- **Do a little research.** If a particular career appeals to you, investigate it. Talk to people already in the field, and find out what they like and don't like about their work.
- **Don't ignore the financial implications of the new career.** Make sure the new career will provide the income you need to live comfortably.
- **Enjoy the work.** Do something you love, and let yourself enjoy the work. If, for example, you tended to be a workaholic in your former career, don't let yourself make the same mistake in your new pursuit.

Proven techniques for persuading all kinds of people.

Persuasion is a skill you need every day, whether you're negotiating a big business deal or telling your children to eat their vegetables. Try these techniques for influencing people of any age in any situation:



- **Speak their language.** Listen to how people express themselves, particularly when it comes to sensory words. Some people will see things ("I don't see what you mean"); others will hear ("That doesn't sound like fun"); and others will feel ("I don't feel good about that.") Use their preferred mode of expression back to them ("I see your point . . . I hear what you're saying . . .") and they'll accept your point more readily.
- **Use their names.** People love to hear the sound of their own name. Just don't overdo it. For a new acquaintance, make sure you're pronouncing it right, and don't use it before you've established some sort of rapport.
- **Use action words.** You've got to ask for the response you want. Don't ask someone to "try to" do something, or to "think about doing" it, if you need him or her to do it now. Be direct without being pushy.
- **Get your foot in the door.** You don't have to lead off with your main point. First get the other person's attention, and then apply some persuasive techniques: offering an additional benefit, changing your request to what you really want, or letting them turn you down now so he or she will be obligated to agree later.

Build a strong bridge with good questions.

Good questions help you build rapport with other people. In addition, they can motivate others to listen to what you have to say. For a good Q&A in any circumstances, remember these guidelines:

- **Don't be afraid.** Many of us avoid asking questions because we don't want to reveal our ignorance. Remember that most people are happy to talk about what interests them. Don't pretend you know more than you do. Be sincere about wanting to learn.
- **Explain why you're asking.** Don't confuse people about your agenda. You may just be curious, or you may have something specific in mind. Let them know what you want, and why, so they can respond honestly.
- **Phrase your questions carefully.** You probably know about open versus closed questions. Closed questions seek a yes-or-no answer; open questions are more exploratory. Beyond that, think about whether you want facts or opinions, and ask questions designed to elicit the right answer.
- **Be careful with "why?"** When you're just seeking information, "why" can be a good question to ask. But if the situation is likely to become emotional, be careful. "Why did you do that?" can backfire if the other person already feels defensive.
- **Follow up.** Don't let answers just hang there. Two of the best follow-up responses you can pose are, "What do you mean by that?" and "Give me some examples."

What to know about a person before committing.

Successful relationships are built on a foundation of honest, thoughtful communication. Whether you're contemplating a business partnership or marriage, here are some questions to ask before entering into a long-term commitment with another person:

- What makes him/her angry? How does the person deal with anger?
- How does the person react in a crisis?
- How does he or she handle money?
- What does the other person expect from you? What might happen if those expectations aren't met?
- What are the other person's goals? What are three things he/she would like to accomplish in the immediate future, and in the long term?

Encourage employees to innovate.

These days you need all employees to be thinking creatively. Here's how to let your people know that you're open to their innovative ideas:

- **Create a culture that's diverse and interactive.** Innovation thrives in an environment of people with different perspectives, all working together toward a common objective.
- **Learn to tolerate risk.** Failures are part of the process. Be sure you and all your employees recognize them as learning experiences.
- **Reward people.** Show your appreciation, both to individuals and to the group as a whole. Praise them for taking chances and thinking creatively. Share in the financial benefits of success.
- **Support learning and development.** Every employee—even you—should continually learn more about your products, services, processes, customers, technologies, and industry. Only a fully informed and educated workforce can innovate successfully.
- **Never stop innovating.** Innovation doesn't really have a beginning and end. It requires constant dedication and renewal. Work with your people to sustain a constant effort toward improvement.

Get meetings to move along.

Want to make your meetings more effective so employees stop thinking of them as disorganized time-wasters? Here are five tips:

1. **Set an agenda.** Write it down and give it to participants in advance. This lets everyone know the parameters of the meeting and helps people stick to the point.
2. **Restrict the number of participants.** The more people in the meeting, the more likelihood of chaos. It may be better to have two smaller meetings than one large one.
3. **Always start on time.** Get going even when some people are running late. When people know they won't wait for you, they'll make more of an effort to be on time.
4. **Set a time limit.** Let everyone know how long you expect the meeting to take, and stick to your limit. Otherwise, there'll be no end to the meeting.
5. **Schedule meetings for late in the day.** Almost everyone is eager to get out of the office at a reasonable time, so scheduling a meeting about an hour before the end of the regular workday cuts down the chances that a meeting will drag on.



Show employees what they're really worth!

Few employees ever sit down and calculate how much the company pays to keep them on board. Here are a few suggestions for giving employees a clearer picture of their worth:

- **Itemize benefits.** Attach a benefits sheet to each employee's annual performance review. Break down the annual cost of health insurance, paid vacation and sick days, worker's comp, FICA contributions, and perks like bonuses.
- **List the costs that have increased.** Compare the salary and benefit figures from the previous year with the present increases.
- **Spell out the costs of running the workplace.** Things such as plant-care expenses, electricity, and office supplies all add up. Let employees know where money is going to keep the workplace running smoothly—and encourage them to find ways to keep waste at a minimum.

Teach your children to think creatively...

We all want our children to be creative, imaginative, outside-the-box thinkers. You can stimulate their minds with enjoyable exercises such as these:

- **Story time.** Have your child cut out some pictures from a magazine or newspaper. Paste the pictures to a poster board, and then ask the child to tell you a story based on what happens in the pictures.
- **Music drawing.** Put some music on your CD player. Give children some paper, crayons, and colored pens or pencils. Ask them to draw a picture of the music—how it makes them feel, what story it tells, what they think of when listening to it.
- **“What am I?”** Ask your child to pretend to be an animal or an object—a bear, a construction crane, a snowflake—and act it out without using any words. Try to guess what he or she is.
- **“What is it?”** Pick some common items from around your house—a broom, a hotpad, table utensils, or whatever is handy. Ask your child to come up with two or three different uses for the item, something it could be used for aside from its intended purpose. Enjoy the creative ideas they generate.



What's your excuse?

Some people get a little too creative when explaining why they were late to work. From one survey carried out several years ago come these mind-bending excuses for tardiness:

- “The dog was asleep behind the car, and I couldn’t back out of the driveway.”
- “A helicopter landed in the street, and I couldn’t get around it.”
- “My garage door was frozen shut.”
- “My car keys fell into the toilet.”
- “The line at Starbucks was out the door.”
- “The wind was blowing against me.”

Two more interesting strategies were found in an online forum:

- One employee used to make up nonexistent ethnic holidays: “It’s the Festival of Pfn’eh, and I’m not doing well with this fasting stuff.”
- Another employee called in sick on a Monday, telling her boss that she’d gotten a bad sunburn over the weekend. The problem was that she’d made plans to go to the beach with her sister on Monday—which meant she had to get a sunburn in order to make her story good. Ouch!



You think you’re so smart?

What does an IQ score say about you? To answer that, you need to understand what IQ scores mean. Here’s a breakdown of the numbers:

- Above 140: Genius level intelligence
- 120–140: Very superior intelligence
- 110–119: Superior intelligence level
- 90–109: Average intelligence

Most of us are somewhere in the middle: 95 percent of all IQ scores fall between 70 and 130.

But a high score doesn’t necessarily lead to a high-paying, glamorous career: One of the smartest people in the world is Kim Ung-Yong, a physicist with a confirmed IQ of 210.

Close behind him is Christopher Michael Langan, with a score of 195. He’s been a bouncer at a bar for more than 20 years.

Information on IQ testing can be found at <http://www.mensa.org/>

Don't let depression control your life...

Everyone feels “down” from time to time, but major, clinical depression can be a deadly disease that can lead to physical health problems and even suicide.

- If you or someone you know has been feeling depressed for a while, check this list of symptoms before it's too late:
- Lack of interest in normal daily activities—work, recreation, family, sex, etc.
- Problems sleeping—insomnia, or sleeping too much.
- Difficulty concentrating or making decisions—tasks that were once easy now seem overwhelming.
- Feelings of sadness or hopelessness—you feel worthless and unable to believe that things will ever get better.
- Unexplained weight gain or loss—more than 5 percent of your body weight in a month.
- Fatigue—lack of energy for no apparent reason.
- Irritability—you become easily annoyed at things that didn't formerly bother you.
- Unexplained physical pain—backaches, headaches, etc, for no obvious reason.
- Thoughts of suicide—or a plan to end your life if it gets to be too much.



If you're experiencing most of the symptoms on this list—especially the final one—contact your doctor without delay. Medication and therapy can often improve matters significantly.

Meditate: Relax your body, and refresh your mind...

Meditation clears and relaxes your mind, which can have a significant impact on your physical health. There are many different schools and techniques, but the practice of meditation doesn't require any special equipment or clothing, just an open mind.

Classic sitting meditation takes place in a quiet environment free of distractions. You can sit cross-legged on a mat or pillow, or in a recliner chair if that's more comfortable.

Remove your shoes and socks. Keep a light on so you won't fall asleep. While sitting in a relaxed state, clear your mind. Try to be conscious of only your breathing. Don't direct your thoughts in any particular direction; let them drift freely and fade away.

Avoid chants or mantras: Repetition can dull your mind and lead you into a light sleep state that doesn't have meditation's full restorative effects. How long you meditate is up to you, but try to do it consistently for a half-hour or so.

Another technique, called the “Breath of Fire,” is said to fill you with positive energy. Sit or stand in a relaxed posture. Breathe normally, and relax your throat and jaw. Draw in one breath through your nose, then push your diaphragm and exhale in a short, sharp breath.

Do this in a rhythm for 20 breaths, then breathe normally for a while. Then do another 20 cycles. Meditation guides say that this exercise can increase your physical energy and your creativity.

Positive activities to promote positive thinking.

Positive thinking isn't all mental. Here are a few simple physical activities you can do to improve your outlook:

- **Keep your back straight.** Good posture makes you appear stronger and more confident, and when you're perceived that way by others, your self-image will improve.
- **Smile.** You'll look more attractive, and the mere act of smiling can often lift a person's mood and spirits.
- **Exercise.** You'll relieve physical stress, release endorphins, and enjoy the positive effects of being in shape.

Avoid dwelling on conditions beyond your control.

Psychologist Robert Brooks shared a story on his Web site about the time he was consulting with a group of teachers. They were stressed out and close to quitting. Brooks tried asking the group what they thought they could do on their own to make their jobs less stressful.

Their answers were: "If the students came from less dysfunctional families ... If the parents placed a higher value on education ... If the student experienced more discipline at home ... If the students would develop a more responsible attitude toward school ..."



Brooks said nothing. After a moment of silence, one of the teachers finally realized the contradiction: They were still concentrating on factors they had no control over.

Brooks made light of the situation by suggesting that the teachers place newspaper advertisements:

"I am a teacher looking to work in a school that only has students from functional families who are already motivated to learn, have already developed self-discipline, and place a very high value on education and respecting teachers."

After a good laugh, the teachers went on to start focusing on what they could do to create a more successful classroom environment.

Find a recipe for success.

A sixth-grade girl was running for the post of secretary of her elementary school class. A major part of her campaign was a speech to be given to her classmates, but she had no idea what to say. So she asked her mother for ideas.

"Well, you love to cook," her mom said. "Why don't you look in a cookbook?"

It was the stupidest idea she'd ever heard, but, desperate, the young girl followed her mother's advice. Then, flipping through the pages, it hit her: Why not write a recipe for what would make a good class secretary? Two cups of good handwriting, one cup of dependability, and so on.

Jan Bolick, now a management coach, won the election. But she also learned to look in unusual places for creative solutions.

The way the cookie crumbles.

Writer Douglas Adams, author of the bestselling book "The Hitchhiker's Guide to the Galaxy," liked to tell a story about not jumping to conclusions about people.

In April 1976, Adams was sitting in the waiting area of a railroad station, and he had placed a package of cookies and a newspaper on the table in front of him.

A stranger next to him suddenly reached across, opened Adams' bag of cookies, and started to eat them.

Adams said nothing. But he took a cookie from the bag as well. Soon the bag was empty, as both men ate from it.

When the stranger left for his train, Adams picked up his newspaper—and found his bag of cookies underneath it. Rather than a stranger eating his cookies, he'd been eating someone else's!

The lesson: Look to yourself first before you assume anything of another person. "Otherwise, you'll wonder why it seems that someone else is eating your cookies," Adams said.



Taking more than a little license . . .

Two young men were fishing on the shore of an obscure lake in the middle of the woods one afternoon.

They were relaxing, enjoying themselves, when suddenly the bushes behind them began rustling. They turned just in time to see the local game warden appear.

Immediately one of the men dropped his fishing rod and took off into the woods, running as hard and fast as he could. The game warden followed.

After a half-mile chase, the young guy finally stopped and held his hands over his head while the warden caught up. "All right," the warden panted. "Let's see your fishing license."

The guy slowly pulled out his wallet to show the warden a valid fishing license he'd purchased that day.

"What's your problem?" the game warden demanded. "You don't have to run away if you've got a license!"

"Yes, sir," the young man said. "But my friend didn't."

Groan if you've heard these . . .

Who can resist a good pun—or a terrible one? Here are a few guaranteed to make you crack a smile, or someone's head:

- She was only a whisky maker, but he loved her still.
- What would you get if you threw a hand grenade into a French kitchen? Linoleum Blownapart.
- He wondered why the baseball kept getting bigger. Then it hit him.
- How does a backward poet write? Inverse.
- Don't join dangerous cults: Practice sa sects.

Humor on board.

Be safe when you're driving: Don't laugh yourself into an accident when you read these bumper stickers:

- EARTH FIRST! We'll strip-mine the ot planets later.
- The gene pool could use a little chlorir
- Make it idiot-proof—and someone will make a better idiot.
- Ambivalent? Well, yes and no....
- Don't bother me. I'm living happily eve after.
- I'm not driving fast—just flying low.
- If you can read this, I can hit my brakes and sue you.



Where the bills in your pocket came from?

You don't have to be a millionaire to know the value of a dollar. Here are some facts about paper money from the U.S. Bureau of Engraving and Printing Web site:



- The first \$1 bill was issued by the government in 1862 with a picture of Treasury Secretary Salmon P. Chase. George Washington's portrait first appeared on the \$1 note in 1869.
- Dollar bills account for approximately 45 percent of all U.S. currency production.
- The lifespan of a \$1 Reserve note is about 21 months. Other bills have different life expectancies.
- The first \$2 bill was issued in 1862 and featured a picture of Alexander Hamilton, the first Secretary of the Treasury.
- Thomas Jefferson's portrait was placed on the \$2 bill for the 1869 Federal Reserve note, with a drawing of Jefferson's Monticello home on the flip side. For the U.S. bicentennial, Jefferson's face remained, but Monticello was replaced with a depiction of the signing of the Declaration of Independence.
- The first \$100 bills were issued in 1862, with a picture of the American bald eagle. Benjamin Franklin's portrait first appeared on the Series 1914 Federal Reserve Note.
- The lifespan of the average \$100 note is 89 months.

Follow these smart tips for conserving your cash.

Saving money is smart in good times and bad.

With a little effort and planning, you can cut your personal costs by following some of these handy hints:

- **Unplug appliances.** Don't just turn your TV off—unplug it when you're not watching anything. Even switched off, most appliances such as TVs and computers consume some electricity. Pulling the plug saves on money and energy-related resources.
- **Drive less.** Cutting your car use in half can save you more than \$1,000 a year. Carpool, or use public transportation, to get to and from work. You'll save on gas, maintenance, and insurance.
- **Eat at home.** The average person spends more than \$2,200 a year eating at restaurants or fast-food establishments. Cook your own meals, and take your lunch to work instead of buying food every day.
- **Take advantage of customer reward programs.** Discount cards that save you a few dollars here and there can add up to major savings over time. For your convenience, set up an alternative e-mail account at Gmail or Yahoo and use it when you sign up for programs. You'll be better able to manage the promotional e-mails you receive from joining companies' mailing lists.
- **Wait before buying.** Implement a 24-hour rule before buying anything (and a 30-day rule for major purchases). Don't buy anything on impulse: Wait the required amount of time, and then decide how much you really need or want the item. You may be surprised by what you can live without.



Christopher Columbus: things you may not know?

Oct. 12 is Columbus Day, the date in 1492 that sea captain Christopher Columbus landed on the island of Guanahani, which he renamed San Salvador.

Columbus was probably born in Genoa, Italy in 1451—his exact birthday is unknown, and some scholars believe he was actually born elsewhere, possibly in Corsica. He claimed to have taken his first sea voyage age 10. Columbus mistakenly believed the Earth was smaller than it really is. No ship of his time could have carried enough food and water for a voyage from Europe to Asia, and so his plans for such a trip were met with skepticism from the European leaders he approached for funding.

Spain, though, had just ended a long and difficult war to expel Muslims from the Iberian peninsula, and its rulers were somewhat desperate to find any competitive advantage in trade over its neighboring European nations. Aside from financial support, the king and queen of Spain agreed to name Columbus “Admiral of the Ocean Sea,” appoint him governor of any new lands he discovered, and allow him to nominate three people to any office in newly discovered countries. The Spanish rulers may have agreed to these terms because they didn’t really expect Columbus to return from his journey.

But he did return, and made three more trips across the ocean. Columbus died in 1506, but his legacy endures.

Trick or treat! Halloween’s mystical origins.

The day we call Halloween has its origins in Samhain, a Celtic festival some 2,000 years old.

The Celts of Ireland, Britain, and northern France celebrated their new year on Nov. 1 and believed that the line between life and death blurred the night before.

The Celtic priests, called Druids, built large sacred bonfires and sacrificed animals to their deities and tried to gain mystical information from the dead for their prophecies concerning the coming year.

The Celts would place a skeleton in their window on Hallows’ Eve—the night before Samhain—to represent their dead. The jack-o’-lantern comes from an Irish legend about a farmer named Jack who tricked the devil and trapped him in a tree. The devil got revenge with a curse that forced Jack to wander the earth forever by the light of a candle inside a hollowed-out turnip.

The common practice of trick-or-treating on Halloween may have originated with the medieval tradition of “souling,” in which poor people would go door-to-door on All Souls’ Day asking for donations of food in exchange for prayers for the dead.

In North America, the first recorded practice of anything resembling modern trick-or-treating was in 1911, in Ontario. A newspaper reported on children in costumes visiting neighbors and shops, singing songs in exchange for candy and nuts.



“Courage is not simply one of the virtues, but the form of every virtue at the testing point.”

—C.S Lewis

“Just living is not enough. One must have sunshine, freedom, and a little flower.”

—Hans Christian Andersen

“Failure doesn’t mean you are a failure. It just means you haven’t succeeded yet.”

—Robert Schuller

“Life is what we make it; always has been, always will be.”

—Grandma Moses

“Grasp your opportunities, no matter how poor your health; nothing is worse for your health than boredom.”

—Mignon McLaughlin

“Courage is not the absence of fear, but rather the judgment that something else is more important than fear.”

—Ambrose Redmoon

“Education is what remains after one has forgotten what one has learned in school.”

—Albert Einstein

“Accomplishing the impossible means only that the boss will add it to your regular duties.”

—Doug Larson

“What is it that you like doing? If you don’t like it, get out of it, because you’ll be lousy at it.

—Lee Iacocca

“Don’t waste time learning the “tricks of the trade.”
Instead, learn the trade.”

– Unknown

“Life is a great big canvas, and you should throw all the
paint on it you can.”

–Danny Kaye

“Opportunity is often difficult to recognize; we usually
expect it to beckon us with beepers and billboards.”

–William Arthur Ward

“Time is dead as long as it is being clicked off by little
wheels; only when the clock stops does time come to
life.”

–William Faulkner

“Any truth is better than indefinite doubt. ”

–Sir Arthur Conan Doyle

“The purpose of life is a life of purpose. ”

–Robert Byrne

“As you seek new opportunity, keep in mind that the
sun does not usually reappear on the horizon where last
seen. ”

–Robert Brault

If you’re doing your best, you won’t have any time to
worry about failure.”

–Unknown

“The whole purpose of education is to turn mirrors into
windows. ”

–Sydney J. Harris

“Boy, take my advice, and never try to invent any thing—
but happiness.”

— Herman Melville

“If opportunity doesn’t knock, build a door.”

—Milton Berle

“Sometimes courage is the little voice at the end of the
day that says I’ll try again tomorrow.”

—Mary Anne Radmacher

“Education is an admirable thing, but it is well to
remember from time to time that nothing worth
knowing can be taught”

—Oscar Wilde

“He who has a why to live can bear almost any how.”

—Friedrich Nietzsche

“Happiness is generous. It does not subsist on
destruction. ”

—Albert Camus

Sudoku!

Sudoku is very simple to learn, it needs no calculations, and provides an amazing variety of logic situations. All that's required is brain power and concentration. Try this month our easy level. Enjoy!

	6				3		5	
8	3		5		9			
5				7		4	3	
9			6	3				
	4	8		5				3
		3	2			5	1	
3		9			2			
				1	8	3		5
		1	3					7

Word Search

PRESIDENT!

Here is the list of all the presidents of the United States. The first and last names will be broke fit into the word search. So try to find all the first and last names of all the presidents.



ABRAHAM
ADAMS
ANDREW
BUCHANAN
FRANKLIN
GEORGE
HARRISON
HENRY
JACKSON
JAMES

JEFFERSON
JOHN
JOHNSON
KNOX
MADISON
MARTIN
MILLARD
MONROE
PIERCE
POLK

QUINCY
TAYLOR
THOMAS
TYLER
VANBURAN
WASHINGTON
WILLIAM
ZACHARY

ACROSS

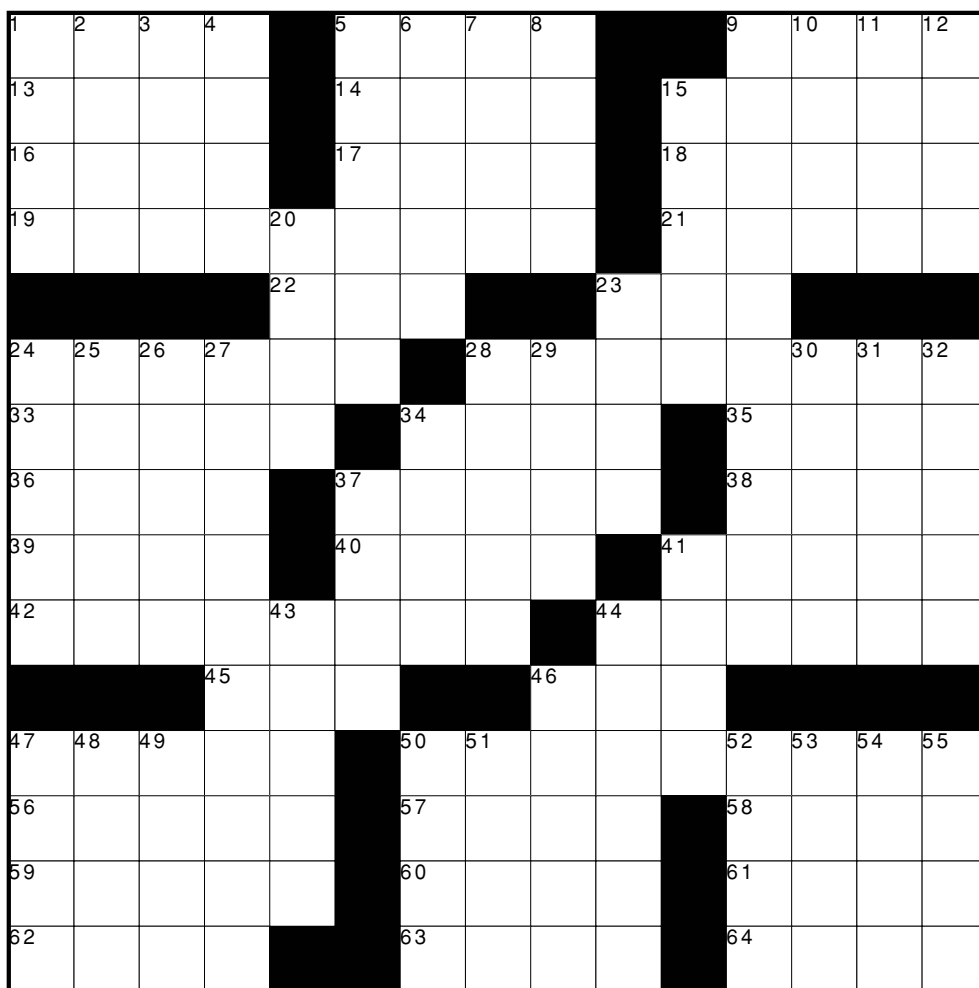
- 1 Facts
- 5 Prepare a present
- 9 Word of warning
- 13 Located above
- 14 Angel topper
- 15 Farm storage sites
- 16 Supreme Court count
- 17 Monkey relatives
- 18 Run out of
- 19 Found, as a new organization
- 21 Computer-desktop symbols
- 22 Was in first place
- 23 Numero ___
- 24 Puts on, as a play
- 28 Chinese antique
- 33 "I'm impressed!"
- 34 Fleming's spy
- 35 Greek vowels
- 36 Low in fat
- 37 Museum piece

- 38 Overwhelming victory
- 39 Pennsylvania port
- 40 Soft "Hey, you!"
- 41 Therefore
- 42 Make wedding plans
- 44 Late-night flight
- 45 Bro's sib
- 46 Wide shoe
- 47 Reckless speed
- 50 Lost, as one's eyeglasses
- 56 Paying attention
- 57 Otherwise
- 58 Spanish bull
- 59 Brainstorms
- 60 Narrow valley
- 61 Vocal
- 62 Lord's spouse
- 63 Helper: Abbr.
- 64 Annoying one

DOWN

- 1 Completed
- 2 Hertz competitor
- 3 Camper's shelter
- 4 Field of expertise
- 5 Largest mammals
- 6 Speedy
- 7 Pub quaffs
- 8 Luxurious
- 9 Found, as a new cure
- 10 Margarine
- 11 Word that can be pluralized
- 12 Recipe amts.
- 15 Taking to court
- 20 Erupted
- 23 Reverse, as an action
- 24 Shoe bottoms
- 25 Yonder
- 26 Look forward to
- 27 Lost, and needing directions
- 28 Telegrapher's ___ code
- 29 Monogram pt.

- 30 Make amends
- 31 Pert
- 32 Lauder of cosmetics
- 34 Boom alternative
- 37 IRS experts: Abbr.
- 41 Scoundrel
- 43 Food plans
- 44 Feel contrition
- 46 Curvy letters
- 47 Flag down
- 48 Alan of "M*A*S*H"
- 49 Flower starter
- 50 Prefix meaning "million"
- 51 Misfortunes
- 52 Located above
- 53 Apple center
- 54 Historical periods
- 55 Knucklehead



Intermediate Maze

Test your Skills!

How steady is your hand? Let's find out!

Try to reach the goal without touching the walls. Enjoy the game!

