

# IN TOUCH

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## Hello!

This issue of *In Touch* is being sent to you courtesy of



It is our way of saying that you are important to us and we truly value your business. Please feel free to pass this newsletter on to friends and neighbors. Enjoy!



## Funny Bone

### The Value of a Sundae

A bear walked into an ice cream parlor, handed a \$10 bill to the clerk, and asked for a hot fudge sundae.

Though the clerk thought this scenario was completely surreal, he also wondered if the bear truly knew the value of money or if he was simply mimicking human behavior.

To test out this theory, he handed over a \$1 bill as change when he served the bear his ice cream.

“You know, we don’t get many bears around here buying sundaes,” said the clerk.

“Ya think?” replied the bear.  
“Since when do sundaes cost \$9?”

## Delegating Tips

If you are in a position such as manager, team leader or group leader, from time to time you will probably become overloaded with too much work. You will then have to ensure these tasks are carried out by their deadlines by delegating them to other employees. Task delegation is a vital skill for all managers and is not always easy but there are some tips that can be followed to ensure efficiency in delegation.



One crucial tip is to set priorities. All tasks need to be lined up depending on their level of importance, which will require an intricate knowledge of the whole project as well as deadlines. Team members can then be told to attend to certain tasks straight away, while others can wait until later.

Another important tip is to delegate those tasks to workers depending on their particular set of skills. Team leaders often delegate work depending on workload, which will not help the task to be completed efficiently. Tasks should be assigned based on the strengths and weaknesses of individual employees.

## Encouraging the Work/Life Balance

It is a good idea for organizations to encourage positive work-life balances for all employees to ensure that their lives are happy and healthy.

An office culture that is aligned with a healthy work-life balance benefits not only individual workers but the entire company. According to a recent ADP survey, two thirds of all employees in the United Kingdom are overworked, working an average of six hours unpaid overtime every week.



Overwork and lack of time off can result in serious physical and mental health issues and cause burnout, which benefits no one. Employers need to create an environment that allows workers to comfortably disconnect from work and take some time off to recharge every day. Employee engagement has been shown to increase employee retention but can also be used to promote a healthy work-life balance. These incentives can include the likes of tickets to events and discount gym memberships to encourage life activities away from work.

# What Our Customers Say

We are so fortunate to have the best customers in the world! Many of them write to tell us how much they appreciate how well we clean their homes. Here are just a few of the terrific comments that we've received.

*Matthew and his team saved my company from a firm that dropped the ball big time on a liability that caused financial strain on my company. With his knowledge and professionalism that is all behind us now and we look forward to a brighter and more secure future! [...]*

**Nick B.**  
Google Review

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*They also are responsive when we have questions regarding different business scenarios, and they help us troubleshoot and ideate approaches of how to address those issues. I definitely would recommend working with Matt and Mina if you are looking for a capable, responsive, and insightful team of lawyers.*

**Ryan H.**  
Google Review

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*He was solely concerned about me and the problem I was having. That is how I know he was the man for the job. His knowledge and responsiveness to the case was top notch. In fact we were so impressed with The Griffin group we have retained him for continued service.*

**Norris K.**  
Google Review

## Fast Food and Nutrition

It can be difficult for people to adopt a healthy eating lifestyle, especially for those who work long hours and have few options. However, eating fast food occasionally does not have to be unhealthy.



One way of making the healthier choice even when ordering fast food is to look at the whole menu and try and work out what it is lacking in nutrition.

It is a good idea to focus your attention on food group balance and although this can be tough with fast food, making small adjustments such as ordering a side salad can help to balance out what you are eating with the addition of fruits and vegetables.

Try and add ingredients that are dense with nutrition into meals, with a primary focus on vegetables to make sure you are getting enough nutrients and fiber and maintaining a healthy blood sugar balance.

Chicken salads can be a healthier option, but be sure to avoid add-ons such as extra bacon and cheese or the likes of dressing and mayonnaise, which only increase the amount of fats and calories you are consuming.

## Lab Management Tips

Laboratory managers have plenty to do, including managing staff members and workflows to the purchase and maintenance of equipment.



Malfunctioning equipment can ruin a lab manager's whole day, which is why it is so important to ensure equipment continues to run correctly.

The good news is there are a number of lab management tips that can ensure this happens.

Reading the operator's manual and doing what it recommends is a vital tip. Even most lab techs would rather not read an operator's manual but they are rarely overly technical and can be highly beneficial. These manuals are aimed at the end user and the trouble-shooting sections are invariably invaluable and will help lab managers to fix simple problems themselves.

If the laboratory is of a large enough scale with enough employees, it is a good idea to get some of them factory training when you purchase new equipment.

This will give these employees the knowledge they need to operate the equipment correctly, be comfortable using it and even be able to perform simple troubleshooting tasks.

# Study Less, More Often

Starting to study for exams as early as possible provides more time for ideas to be able to solidify within the mind.

One of the most effective methods for students to be able to remember what they have been learning is to practice just a little bit – but to do that little bit of practice frequently and over the course of a long period of time.

Even just fifteen minutes of revision or practice, done a few times per week, can not only assist the brain to form the necessary connections for learning, but can also kick off unconscious learning.

This means that your brain actually continues to learn the material even when you are not actively engaged in study, which will sound like a really great idea to most students.

One good tip to be able to engage in this kind of study is setting aside five minutes after the end of class to think about what you have just been taught. Reflect on what you have learned, how it fits into the bigger picture of the subject you are studying, and if you have any questions about the material.

Another good tip is to undertake small but frequent practice sessions via your smartphone, which are ideal for quick study opportunities.



## Cost-Cutting Wedding Tips

Weddings can be very expensive when you add up the cost of everything including the venue, catering and wedding dress, and that does not even include the cost of the engagement ring.

However, there are ways to cut down the costs of a wedding to make the event a little less exorbitant.

One good tip is to get married on a Friday.

The day most used for weddings is Saturday, and it is no coincidence that Saturday weddings are invariably also the most expensive.

A Friday wedding or even a morning or afternoon wedding on a Sunday can result in some serious savings for newlyweds.

Another great cost-cutting tip is to stage your wedding at home.

As much as 45% of the budget of most weddings goes just on the venue, which means that a home wedding can save a lot of money indeed.

Shopping for the best wedding dress can also be less costly if done online or by perusing thrift shops.

## About Our Firm

We believe that the traditional law firm model is flawed. It incentivizes lawyers to spend more time on matters (\*cough\* billable hours \*cough\*) and constantly focus on the next new client (“one off transactions” are the norm in most legal practices). Isn’t it time for a worthwhile, lifetime relationship with your lawyer?

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- ✓ Mergers & Acquisitions
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## Pickle Facts

Pickles are ubiquitous within the world of food, but have an array of fascinating trivia behind that remains completely unknown to most people. According to the US Department of Agriculture, 8.5 pounds of pickles are eaten by Americans each year. Pickles are an ancient foodstuff, dating back to at least 2400 BC in Mesopotamia, and possibly even earlier than that in 2030 BC. A pickle is not officially a pickle in Connecticut unless it is able to bounce. Most people know that vegetables have their flavor improved by being pickled, but they are also more easily digestible and nutritious by doing so. Vitamins are produced by bacteria during the process of fermentation while they are digesting vegetable matter. The manufacturing of sweet pickles, which are enormously popular in some areas of Mississippi, involves dill pickles being soaked in very strong Kool-Aid. Pickles are so prized that they even have their own day – National Pickle Day, which takes place on the 14th of November every year.



**From the desk of**

**Matthew Murillo**

*We have some great things in store for the year and can't wait to let you know about them, as appropriate! This month, we are participating in a couple of networking items that could be valuable for many small business owners in the area.*

*On **February 12, 2021**, we're participating in a virtual Open Business Networking event. In addition, if you or someone you know is looking for a Spanish-speaking referral networking group, I may have one for you!*

*If you'd like more info about either of these, let me know.*

### **Free 2021 Marketing Roadmap**

*Through a partnership with [Aftokrat Academy](#), our office will be offering **FREE 12-month marketing roadmaps** for your favorite entrepreneur! Get in touch for details! So far, entrepreneurs have been the roadmaps to receive an average of 109% revenue increase, and a 212% Profit increase in business!*

## Tips to Inspire Success

Positive motivation is a necessity if you want to achieve success in the journey, we call life. That positive perspective is also vital to finding inspiration.



The good news is there are a number of inspiration tips that can help you to feel more triumphant about your life. One important tip is to never be afraid to learn from the mistakes that we all make from time to time. It is not enough to face up to and own your mistakes; you also need to avoid repeating them.

Learning from experience is one of the most vital pieces of advice to inspire future success. Another good inspiration tip is to learn how to avoid fear.

Fear is often the result of inaction, and results only in further inaction. Fear can be overcome by just rolling up your sleeves and getting to work. Taking risks in your life is the only way to inspire success.