

# Interstate Today

Helpful Reminders from Interstate Printing Company

## Happy President's Day!

Until 1971, both February 12 and February 22 were observed as federal public holidays to honor the birthdays of Abraham Lincoln and George Washington. In 1971 President Richard Nixon proclaimed one single federal public holiday, the President's Day, to be observed on the 3rd Monday of February, honoring all past presidents of the United States of America. This year President's Day is February 21st.

## Where Germs Lurk

Germs live everywhere: on surfaces, on your body, on animals and in the air. Some germs are harmless, some strengthen your immune system and some are dangerous. Some of the germiest places are:

- Computer keyboard • Kitchen sink • Cell phone
- Vacuum • Sheets • Purses & briefcases

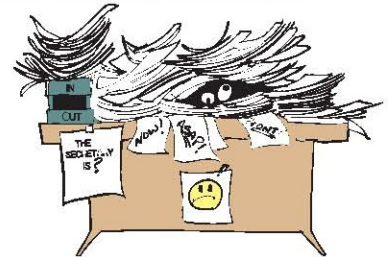
### Did you know?

- A virus can survive on surfaces for 2-8 hours after being deposited.
- It takes almost no time at all for an item to become contaminated with germs once it makes contact.
- Not all bacteria are bad: some are necessary to help the body use nutrients.

## Simplify: The Key to Smarter Working

Efficiency at work is more important than ever in these days of budget cutbacks and ever-growing productivity demands. One of the key elements of working smarter is simplifying the way you work, and where you work. Here are some tips:

- *Schedule routine tasks into four segments:* early morning, late morning, early afternoon and late afternoon. Decide which tasks you perform best at what time of day.
- *Organize your workspace.* Remove from your space anything that you don't need constant access to, like a stapler or three-hole punch. Keep papers in appropriate baskets: pending, action, active project or to be filed. Deal with paperwork when you do administrative work.
- *Keep a to-do list* to manage projects and activities. The list can help you maintain a focused list of priorities.



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