



Features

- 1 Time Management
- 1 Event Reminders
- 1 Calendar Items
- 2 Team Spotlights

November Birthdays

18- Shauna
19- Devonnice
23-Chantel
30- Alicia
30-Rachel F.

Cascade Connection

Newsletter Date: November 2017

Self Improvement Topic: Time Management

“Either run the day, or the day runs you”

With the holidays rapidly approaching, and November 1st being Stress Awareness Day. I thought a fitting topic for this month would be time management. Time is all we have, master your time and you master your life. I've collected a few resources to help us reduce our unnecessary stress and manage our time more wisely. We can divide our time into tasks according to two criteria: 1- How important they are 2- how urgent they are. Prioritize your goals and plan to spend time each day on “Important and Urgent” as well as “Important but not urgent” tasks.



- 1 .Know your goals: Make sure you are engaged in activities that support your goals both short term and long term, everything else is a potential time waster
2. Prioritize wisely: Write down your three or four “important and urgent” tasks that must be addressed today. As you complete each one, check it off your list. This will provide you with a sense of accomplishment and can motivate you to tackle less essential items.
3. Just say no: You're the boss, know your limits and respect them. Its okay to say no.
4. Take care of yourself: Be sure to get plenty of sleep and exercise. An alert mind is a high-functioning mind and one that's less tolerant of time-wasting activities.

...Continued on page 2....

Important upcoming dates:

Nov 23-24: Thanksgiving (Office's closed)
Nov 26: National Cookie Day
Dec. 1 : Payson Christmas Party @6:30 The Clarion
Dec. 6 : Springville Christmas Party @6:30 The Bell Room

Please RSVP to your respective office manager asap!

...continued Time management Tips

5. Eliminate distractions Track self-induced interruptions. Especially the social media variety. Your smartphone is extremely useful, but it's also addictive and among the greatest time-wasters.
 6. Delegate more often: Learn to let go, always include instructions and trust the delegated to accomplish the task given. I've been practicing this with my 4 yr old and I'm pleasantly surprised at how much she loves doing things for herself.
 7. Plan ahead: One of the worst things you can do is jump into the day with no clear idea about what needs to get done. The time you spend thinking ahead is invaluable compared to the time you lose jumping from one thing to the next (and rarely accomplishing anything). Spend 10 minutes at the end or beginning of each day writing your plan, and prioritizing your duties.
-



Team Spotlight:



McKenzie grew up in Ogden and moved to Spanish fork in 8th grade. She is married to Clay and has a baby girl who is turning 2 in December. She went to Snow college the graduated in Dental Hygiene at UCDH. When asked what is one goal she would like to accomplish in her lifetime it would be; to be a good mom. She wishes she knew more about growing flowers and gardening, She cant seem to make them flourish. There are several small things that make her day better, one of which is kind patients; the other is big kisses from her sweet daughter Maci. One thing McKenzie thinks everyone should do at least once in their lives is go on a big vacation. Her large vacation abroad is still pending but her dream destination would be New Zealand. McKenzie has a tender heart and says she would be the worst telemarketer if she had to select one job she'd be terrible at. She hates being yelled at and would probably cry a lot on the phone. The most annoying habit other people have is grinding their teeth, Maci just started this and its driving McKenzie nuts. If she didn't have to sleep, she would love spending her time building things or working on her quilt. (she's quite the seamstress!) Shes currently working on making floating shelves for a room in her home. As well as another queen size square quilt. Shes been a Cascade Family Member for 3 years this month and loves the flow and awesome coworkers. McKenzie is absolutely darling and everyone needs a friend like her!

Our dearest Courtney works in both offices and what a joy she is! When asked whats one thing she wants to accomplish in her adult lifetime, she said she just wants to be know for being a good, kind person. The small things that make her day better are hugs from her 3 boys. Mitch (16) Maddock (13) and Major (10, and trying to make someone else day just a little bit better. Courtney is a huge adventure buff and thinks everyone should do a polar plunge. She did one earlier this year up at Silver Lake. If you don't know what a Polar Plunge is, its time you do one for yourself; or come ask Courtney, she'll tell you all about it! One job she would be terrible at is an accountant, money is just not her thing. She'd rather be out shopping. The most annoying habit others have is lack of cell phone courtesy, she hates when people try to talk while their eyes are glued to a screen. Her biggest adrenaline rush was when she faced her fear of heights at a ropes course in Park City and jumped off a platform in a tree to catch a loop. She's terrified of heights, but loved facing her fears. The people who inspire her most are just everyday people being kind. and her sweet grandmother who was the most loving charitable and Christ-like person. .She's been a cascade family member for a year and half and loves her sweet coworkers.

We Work for our Families

We recognize that our families are most important. We work mostly to support them. We are empathetic to things coming up and expect everyone on our team to also help as a family would when needed. We love to see family members stop by at lunch time and during other breaks so we can get to know each other and our families better

Our Cascade Family is growing!

Kristen Due: Feb 2nd- Boy

Jessica Due: Jan 26 -Girl

Kinsey I. Due: April 13th-Boy

Sarah F. Due April 19th-Girl

Suzanna Due June 5th- Unknown



*In between goals
is a thing called
life; That has to be
lived and enjoyed
-Sid Caesar*

Completed Projects

New computer for Springville front desk
Set up Humana, GEHA, Delta Dental and EMI for EFT for both offices.
Changing much of Corporate logos and name to Cascade Services
Updated recall setup and cleaning times, and how to schedule recall
Fixed new pt form, double divorced line removed
Added to Recall, after 2yrs of no contact mark inactive
Update language on missed appointment fee (multiple cancellations are not \$100 total but \$40 each
Added training that when pt cancels, team member should add pt to Followup list or ASAP list
2687 new move in letters sent out
added no snap chat to computer and phone policy at office (See portal)
Updated limited exam fee, if no ins limited exam fee can go towards tx fee
Fixed email/text reminders so they are shortened and doesn't cut off any info.
paid for 3rd Team viewer license

We are always looking for additional content to add to our newsletter. Examples: Life events, delicious recipes, etc. please send anything you would like added to:

Chelsey@CascadeFamily.com

Fall Recipe: Pumpkin Gingerbread

3 C. Sugar	1 t. cloves
1 C. Vegetable oil	1 t. allspice
4 Eggs	3 ½ C. flour
2/3 C. Water	2 t. baking soda
1 (15 oz.) can Pumpkin puree	½ t. baking powder
2 t. ginger	
1 t. cinnamon	

1. Preheat oven to 350 degrees lightly grease two 9x5 inch loaf pans
2. In a large mixing bowl, combine sugar, oil and eggs beat until smooth. Add water blend well. Stir in pumpkin, ginger, allspice, cinnamon and clove
3. In medium bowl, combine flour, b. soda, salt and baking powder. Add dry ingredients to pumpkin mixture and blend just until mixed. Divide batter between prepared pans, bake in preheated oven until toothpick comes out clean, about 1 hour.

Much Love, Chelsey L.