



# Tri-Star Tribune November 2011



## Character Quality

### Availability:

Making my own schedule and priorities secondary to the wishes of those I serve.

The opposite of availability is self-centeredness.

## Happy Birthday!

Don Baker	11/4
Terry Case	11/4
Manuel Martinez	11/8
Phil Copeland	11/10



## Five Keys to Building Availability

### 1. Be productive

It is easier to turn a ship when is already moving, and it is easier to make time in your schedule when you have a schedule to keep. Manage your time and resources so that you will have the flexibility to see needs and explore opportunities.

### 2. Develop Useful Skills

Thinking and learning are lifelong disciplines. Consider how you can improve family and workplace relationships. Keep up with the changing demands of your industry and your life.

### 3. Find a Way to Help

Understand your job description at work and consider how you can best address particular needs. You might not have the authority to give a pay raise, but you can publicly praise a coworker for character. Discern what a person needs, and consider how you can best help.

### 4. Communicate With Others

Have an open-door policy, or let others know when you can best help them. Communicate with supervisors before agreeing to help someone outside your immediate area of responsibility.

### 5. Serve Cheerfully

You will have to do things you would rather avoid. Wholeheartedly tackle each step in the process. Look past the difficulty, and find ways to proceed. The sooner you start, the sooner you can finish the job.

## Recognition

Tri-Con would like to recognize Manuel Martinez and Johnathan Donaldson. They always make themselves available whenever we need them, they do what needs to be done, they cooperate with others, and they finish what they start. Great job guys!



Tri-Con will be offering Flu Shots at Noon on Thursday the 3<sup>rd</sup>.

Daylight Saving Time ends on the 6<sup>th</sup>, don't forget to fall backwards one hour.

Veterans Day is on the 11<sup>th</sup>.

The Tri-Con Office will be closed on the 24<sup>th</sup> and 25<sup>th</sup> for Thanksgiving.