



CALENDAR OF EVENTS

November 2006

- Wednesday, November 1
County-Wide Policy Council Executive Board Meeting
- Thursday, November 2
EOC Employee Appreciation Day
- Monday, November 6
EOC New Hire Orientation
- Friday, November 10
EOC Holiday Veterans Day
- Wednesday, November 15
County-Wide Policy Council Meeting
- Thursday, November 16
EOC Management Training CD/TD Meeting
- Monday, November 20
EOC New Hire Orientation
- Monday, November 20
No Class Day—Program Service Area Training
- Tuesday, November 21
No Class Day—Program Service Area Training
- Wednesday, November 22
No Class Day
- Thursday/Friday November 23-24
EOC Holidays Thanksgiving Day and The Day After



A Special Thanks

To All Head Start & Early Head Start Employees



*Naomi Quiring-Mizumoto,
Assistant Executive Director*

One of the joys of Thanksgiving is wishing you a happy Holiday Season. I want to take a moment and extend a special greeting and to express to you my sincere appreciation for your confidence in the Head Start and Early Head Start programs, your diligence, hard work and loyalty to Fresno County EOC. I am profoundly thankful and offer to you and your families my best wishes for a healthy and happy Thanksgiving Day holiday.

Employee Appreciation Day



Employees at EOC's Central Office are served warm cinnamon rolls & hot coffee or tea on Employee Appreciation Day, November 2, 2006.

What better way to say, "I appreciate you and the hard work you do for the Agency," than with a warm cinnamon roll and a hot cup of coffee or tea? That is exactly what happened on Thursday, November 2, 2006. The Agency provided freshly baked cinnamon rolls that were delivered to all our Head Start/Early Head Start locations as a way to say "Thank You" for your service to the Agency.

Head Start Cheetah Gals Take 1st Place



Congratulations to our Head Start Secretarial staff, who took first place in EOC's Employee Halloween Costume Contest on Tuesday. *L to R: Juana Herrera, Margarita Farias, Cynthia Pierzina, Rose Puente, May Her, Delia Canal and Esther Lepe.* To check out the other winners go to our intranet at www2.fresnoeoc.org.

The Four D's of Effective Paper Management

By Maria Garcia

A recent article that I came across in the Wall Street Journal reported that the average U.S. executive loses six weeks per year retrieving misplaced information from messy desks and files.

The cost in salary and lost productivity is enormous.

Paperwork has been voted the biggest burden for businesses. Time spent mishandling paper detracts from the company's ability to service customers, increase sales and improve the bottom line.

It shouldn't even take you more than 5 seconds to find a piece of paper you need. If it does, then your office and file organization needs an overhaul.

Start with the 4 D's of Effective Paper Management:

1. **Do it.** This means that you perform the necessary items on this piece of paper today. Once you've completed these items, the paper should be filed, re-routed to someone else or discarded.
2. **Delay it.** This means that further action needs to be taken on this paper, but not right now. File it in a Reminder file or in your file cabinet. If necessary, write a date and time on your calendar when you'll be retrieving this paper for further action.
3. **Delegate it.** This means that you immediately give this paper to someone else, whether this person is someone in your company, a client, vendor or someone else you outsource to.
4. **Dump it.** This is the greatest one of them all. It's probably safe to say that a huge percentage of the paper that enters your office can be immediately discarded.

By Maria Garcia—Get Organized Now!

Want to get organized? Get your FREE Get Organized Now! Idea-Pak, filled with tips and ideas to help you organize your home, your office and your life, at the Get Organized Now! Website.



If you would like to contribute articles to Head Start HeadsUp, contact Mike Garcia in the Head Start Human Resources Office 263-1224 , 263-1287 fax, mike.garcia@fresnoeoc.org