ChemStation®

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INSIGHTS

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Under the Clutter?

Is clutter on your desk impeding your work, reducing your effectiveness and making you crazy? Learn to declutter your office and keep things organized by following this advice:

Remember this acronym: RAFT (R=Refer to someone else; A=Act on this immediately; F=File it; T=Toss it). Have an in-box for each type of document. Whenever you receive mail or other paperwork put it in its appropriate box. Then, as time permits, deal with each box of documents.

When you cannot make a decision about what to do with a document, put it aside for several weeks. If you still haven't used or thought about it, file it.

Finally, remember that the key to staying organized is consistency. Schedule a little bit of time every day for creating order in your office, and you'll be a more effective worker. ■

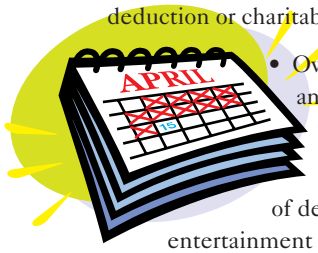
Beware the Tax Man

No one wants to hear from the Internal Revenue Service, not even with its new, self-described "taxpayer-friendly" attitude. Yet despite the fear, some citizens persist in trying to pull the wool over Uncle Sam's all-knowing eyes, which is why we have audits.

The IRS declines to divulge its formula for selecting returns for review, but some telltale flags can be:

- When you claim a large amount of itemized deduction or charitable contributions.
- Owning your own business and primarily dealing in cash transactions.
- Having large amounts of deductible travel and entertainment expenses.
- Taking a deduction for your home office.
- Reporting large business losses for several years in a row.
- Being noticed by an IRS agent. Maybe he or she's your neighbor, and took note that you and your spouse just bought two fancy sports cars. Or he reads a newspaper article about your new business.
- Not reporting all of your income. If you received a 1099 form for your mutual-fund account or your second job, a copy was also sent to the IRS to match up with your tax return. ■

Source: www.smartmoney.com



March at a Glance

Among other things, March is National Noodle Month and Irish-American Heritage Month. The fourth week is American Chocolate Week. It doesn't get any better than that! On March 1, 1961, President John F. Kennedy established the Peace Corps. This year, Mardi Gras falls on March 4 (Fat Tuesday). March 5 is Ash Wednesday, the beginning of Lent. March 8 shows up on the calendar as Panic Day, a day designated for running around in a panic and telling everyone you can't take it anymore. On March 10, 1862, the first issue of U.S. government paper money occurred as $5, $10, and $20 bills began circulation. And finally, Monday, March 17 is the day to commemorate the patron saint of Ireland… St. Patrick's Day.



Common Sense Approach

At ChemStation, we use the common sense approach and "lean concept" in the development of our water-based, biodegradable cleaning compounds. You won't find any "one-size-fits-all" solutions on our shelves. As a matter of fact, you won't find any products on our shelves. We custom blend your product hours before it's delivered.



When customers come to us with a specific cleaning problem, our team of chemists (with over 120 years of experience in the chemical industry) identify the formula necessary to solve the problem, run appropriate tests, and apply a final product number. Then your product is custom blended and delivered to you, fresh.

Our System becomes your Solution in the form of a guaranteed product, filled into an environmentally friendly tank with safe proportioning and dispensing. ■

Hazmat Handling Guidelines

Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.

When you wear gloves, wash them before you remove them using cold water and a normal hand washing motion, and always wash after you remove the gloves, as well.

Before using a chemical exhaust hood, flip the fan motor switch to "on."



Do not use chemicals from unlabeled or unmarked containers.

Do not drag containers that are labeled "Flammable."

Do not perform work such as welding, metal grinding, or other spark-producing operations within 50 feet of containers marked "Flammable" or "Combustible."

Only dispense a liquid labeled "Flammable" from its bulk container in an area clearly marked "Flammable Liquid Storage." ■

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Queasy Rider

Do you get sick if you try to read while riding as a passenger in a car? Many people try to make long drives more enjoyable by reading a good book but end up feeling nauseated.

According to an ear surgeon who has helped pilots deal with motion sickness, you can overcome the problem and learn to read while you ride. Here are his tips:

- Sit in the front passenger seat, not the back.
- Hold whatever you're reading at eye level.
- Glance up every five minutes to get a fix on the horizon.
- To block out objects whirling by your peripheral vision, wear wraparound sunglasses. This will help keep your balance from getting out of whack.
- Drink plenty of water.
- Frequently pump your legs to keep your blood circulating. ■





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