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BRIEF

APRIL 2020

An Exclusive Publication from [FIRM NAME]

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WORD SEARCH CONTEST:

Complete the word search on the back of this newsletter & mail it in to our office to be entered into our contest for a \$25 gift card!

See back page for word search puzzle.



FEATURED ARTICLE:
LEADERSHIP
ACTIVITIES THAT
WILL MAKE A
DIFFERENCE

ABOUT US



-ATTORNEY PHOTO HERE-

-ATTORNEY NAME HERE-

--A description goes here--

WORD SEARCH for April

B S U N D A Y L S R U P J P R U S S I A Z P O
K U T I U R F A H V Y B O G S E P O R U E K P
A X N K E J H M O B N R U E N A T I O N A L I
C M E V C N T P W I A E R V L D H N G Q G E H
I I M K N O L R E N M A N E U T R O N Y W G S
V M E Y A I E E R T R K E R T D D I I B T K R
A P G L M T A P S E E F Y G G L E T D E E R E
L O A I R A R A V R G A R R N M C A N M K E D
S R N L O C N R T E L S E E I D O R A I S R A
E T A A F I I A I S O T E E L E R B T T A O E
I A M L R N N T B T B A R N L S A E S G B L L
R N Z L E U G I B I M X A K I S T L R N B P V
R C S A P M N O A N Y E C J F E I E E I M X N
E E G C D M M N R G S S V H S R V C D R M E N
B N G T N O I T I D A R T X F T E B N P E L K
R F E I G C E D E L E W E J P A R K U S P Q Q

Find the following words in the puzzle.
Words are hidden and .

BASKET
BERRIES
BREAKFAST
CALLALILY
CAREER
CELEBRATION
COMMUNICATION
DECORATIVE
DESSERT

EGGS
EUROPE
EVERGREEN
EXPLORE
FILLING
FRUIT
GERMANY
IMPORTANCE
INTERESTING

JEWELLED
JOURNEY
LEADERSHIP
LEARNING
MANAGEMENT
NATIONAL
PARK
PERFORMANCE
PREPARATION

RABBIT
RUSSIA
SHOWERS
SLAVIC
SPRINGTIME
SUNDAY
SYMBOL
TRADITION
UNDERSTANDING



LEADERSHIP ACTIVITIES THAT WILL MAKE A DIFFERENCE

Being a leader is more of a journey than a destination, something to strive for continually instead of a goal to accomplish and then check off your to-do list. Here's a daily checklist that will help you get better and better at leadership:

- *Show up.* Yes, you're there in your office every day, but that's not enough. Show up where your employees are working. Talk to them, ask questions, and observe them at work. Offer your assistance, but don't interfere unless they ask or you need to step in to prevent a serious mistake.

- *Explain why tasks are important.* Any manager can tell people what to do. Your strength as a leader lies in telling them why they should do it. Everyone wants to be part of a good team doing worthwhile work. Let your people know how they're contributing to your organization's success and why they should feel good about that.

- *Keep the work interesting.* People get bored doing the same thing day after day. Vary their assignments; delegate tasks that stretch their skills; give them opportunities to learn and grow. Break up daily routine with some fun competition between employees or departments, or present a surprise reward that shows

you appreciate their efforts.

- *Rehearse.* Preparation is crucial to a leader's success. Try not to wing it with anything important. Mentally rehearse what you want to say or do ahead of time so you can avoid mistakes and plan for contingencies. You don't have to be perfect, but you'll present a stronger image if you show you've thought through your actions.

- *Foster understanding.* Communication is a big part of your job. The more you communicate and the better you do it, the more your people understand what you (and your organization) want, and why it's important. Ask questions that dig into employees' comprehension of what's going on so you can correct mistaken beliefs and add to their knowledge.

- *Manage performance.* Your primary job is to get the performance your organization needs from each and every person. Hold people accountable for the positive and negative results of their performance. If they succeed, praise and/or reward them. If they don't perform up to par, find out why and take whatever steps are necessary to ensure that poor performance doesn't become a regular event.

EASTER EGGS AROUND THE WORLD

Eggs were colored, blessed, exchanged, and eaten as part of the rites of spring long before Christian times. Even the earliest civilizations held springtime festivals to welcome the sun's rising from its long winter sleep, viewing the sun's return from darkness as an annual miracle and the egg as a symbol of the renewal of life. As Christianity spread, the egg was adopted as a reminder of resurrection. Here's how eggs have been celebrated at Easter in different countries:

- **Slavic countries.** Baskets of food including eggs are traditionally taken to church to be blessed on Holy Saturday or before the Easter midnight Mass, then taken home for a part of Easter breakfast.

- **Central European countries.** Polish, Slavic, and Ukrainian people create intricate designs on the eggs. They draw lines with a wax pencil or stylus, dip the egg in color, and repeat the process many times to make true works of art. Every dot and line in the pattern has a meaning.



Yugoslavian Easter eggs bear the initials XV for "Christ is Risen," a traditional Easter greeting.

- **Russia.** During the reign of the tsars, the Russian royal family carried the custom of decorative eggs to great lengths, giving exquisitely detailed jeweled eggs made by goldsmith Carl Faberge from the 1880s until 1917.

- **Germany.** Eggs that go into Easter foods are not broken, but emptied out. The empty shells are painted and decorated with bits of lace, cloth or ribbon, then hung with ribbons on an evergreen or small leafless tree.

ADVANCE YOUR CAREER WITH THESE TIPS

Putting in extra time at work doesn't automatically lead to a successful career. If you want to get ahead, try these career-enhancing tips from the recruiting firm Accountemps:

- **Get involved.** Join industry and professional associations. It's a good way to learn new skills, make contacts, and stay current on trends affecting your profession.

- **Volunteer.** Donate your time to a nonprofit organization. Again, you'll sharpen your skills, meet new people, and find opportunities to learn and grow.

- **Keep learning.** Earn an advanced degree or professional certification. This demonstrates to your employers that you're committed to mastering new skills, as well as solidifying your expertise in your field.

- **Master communication skills.** Learn to observe body language, make eye contact, and listen fully to what the other person is saying. When speaking to important audiences, rehearse what you're going to say. To work on your public speaking skills, consider joining a professional organization like Toastmasters.

- **Think long term.** Stay focused on the big picture. You'll be better able to make strategic decisions that will put you in a good position to get ahead.

NATIONAL PARK WEEK

APRIL 18-26. There are 61 national parks in the United States. Take time this week to explore one of these beautiful places. Park admissions are free on Saturday, April 18, 2020. To learn about the National Park System or to find a park near you at <https://www.nps.gov/>



Brighten up your morning or EVENING WITH THIS OPTION!

Whether for breakfast or dessert, these fresh crepes are sure to please!

This recipe is brought to you by [AllRecipes.com](https://www.allrecipes.com)

DESSERT CREPES



Prep 10 min • Cook 10 min • Ready in 20 min

INGREDIENTS

4 eggs, lightly beaten	1 cup all-purpose flour
1 1/3 cups milk	2 tablespoons granulated sugar
2 tablespoons butter, melted	1/2 teaspoon salt

DIRECTIONS

- In large bowl, whisk together eggs, milk, melted butter, flour sugar and salt until smooth.

- Heat a medium-sized skillet or crepe pan over **medium heat**. Grease pan with a small amount of butter or oil applied with a brush or paper towel.

- Using a serving spoon or small ladle, spoon about 3 tablespoons crepe batter into hot pan, tilting the pan so that bottom surface is evenly coated. **Cook over medium heat, 1 to 2 minutes on a side, or until golden brown.** Serve immediately.

Notes:

- *Mix and match filling ingredients to create your unique crepe: Cream cheese, yogurt, jam, fresh fruit, chocolate-hazelnut spread, whip cream, caramel sauce, etc.*

