



Sharpline Mission

To be the leader in the field of designing / developing / marketing and manufacturing graphic image products. Through team cooperation and superior service, build a safe, secure and profitable business for the benefit of all employees and customers.

Sharpline Quality Statement

Sharpline is committed to continuous quality improvement of product and process through the review of Sharpline goals, preventative actions and corrective actions. Management shall ensure that the importance of meeting customer, as well as regulatory and legal requirements, is effectively communicated to the organization.

Holiday Schedule

Labor Day

Sharpline will be closed on Monday, September 5th and will pay 8 holiday pay to all eligible employees.

2nd Shift employees who normally work 10 hour shifts will work 8 hours on Tuesday, September 6 – Friday, September 9th.

Weekend Shift will be off Sunday, September 4th and will work the normal scheduled shift on Friday, September 2nd and Saturday, September 3rd.

Birthdays

AUGUST

Ana Orellana	8/05
Debbie Fortin	8/05
Rosa Villasenor	8/10
Patricia Quezada	8/11
Digna Benavides	8/14
Cynthia Galaviz	8/15
Nick Briggs	8/15
Mark Evans	8/16
Ana Reyes	8/19
LaSonya Pike	8/19
Breland Freeman	8/21
Minh Trang Pham	8/22
Kristy Jackson	8/23
David Pham	8/23
Jake Kipers	8/25
Van Dang	8/25
Nora Manouphath	8/28
Brenda Correa-Lopez	8/28
Lisa Chapman	8/29
Rosa Silva	8/30
Debbie King	8/31

SEPTEMBER

Jeremy Russell	9/02
Patrick Lane	9/03

Safety Bingo

As of Tuesday, August 2nd, 1st shift has gone 34 working days without a reportable injury. 2nd, 3rd, and Weekend shift have gone 90 days.

Safety Bingo Winners:

1st Shift

Cheryl Spencer \$25.00

2nd Shift

Arselia Ramos \$125.00

Anniversaries

5 YEAR

Maricela Delgado 8/14

30 YEAR

Brian Brummett 8/24

35 YEAR

Joyce Lane 8/31

New Hires

2ND

Jose Cabral Roll Labels
Damian Garcia Viramontes TDC

Developing A Personalized Self-Care Plan

Self-care is personal. It involves all the big and little things you do to support your health and wellbeing, and it looks different for everyone. How you practice self-care depends on your individual needs, preferences, and resources.

In order to develop a personalized self-care plan, spend some time getting to know yourself on a deeper level. Here are some questions that can help you develop a personalized self-care plan of your own:

How do you want to feel?

Self-care is about making deliberate, positive lifestyle choices that address your specific needs. One easy way to better understand what you need is to answer this question: How do you want to feel?

- Energetic
- Focused
- Organized
- Calm
- Strong
- Positive
- Peaceful
- Confident
- Something else?

What makes you feel that way?

Because self-care is personal, you may need to do some experimenting with different forms of self-care to see which ones are most effective at producing the outcomes you are aiming for. Once you know how you want to feel, you can carefully select self-care strategies that produce that outcome. To choose self-care practices that align with your needs, ask this question: What makes you feel that way?

- Meditation
- Healthy Eating
- Physical Activity
- Sleep
- Social Connections
- Something else?

What can you do right now?

Next, assess which of the self-care activities you identified are realistic for you right now. Which strategies could you implement immediately? Which ones are a good match for your skills and resources? As you move forward and expand your self-care practice, repeat these steps. Over time, you will have a personalized list of strategies that you can turn to when you need support.

Everyone Needs Self-Care

To get the most out of your self-care practice, you must be able to recognize when you need it. It can take time to develop an effective practice that keeps you functioning at your best, but the more you invest in caring for your wellbeing, the more health benefits you will enjoy.

Telltale signs you may need more Self-Care

Disorganization - Do you have trouble finding what you need when you need it? Are you chronically late to appointments? Being disorganized may be a sign that you need more self-care.

Exhaustion - If you are not sleeping well, or get less than seven hours of sleep each day on a regular basis, you may need to examine your self-care practices. Running on fumes is not sustainable. Not giving your body sufficient time to recover from the demands you place on it could result in an unexpected illness that forces you to take time off.

Overwhelm - Feeling overwhelmed every now and then is normal, but if you feel that way on a regular basis, it may be a red flag that you are not managing stress well. Overwhelm reduces your creativity and productivity, which can take a toll on your health.

Anger - Do you have a short fuse? If you struggle to manage your emotions, or erupt frequently when facing stressful situations, it might mean that you need some self-care. Stress that has not been well-managed can damage relationships and lead to chronic health conditions.

Sharpline OTC	PAST 4 WEEKS			
OTC GOAL - 95%	96.31	89.06	91.69	95.29
AUTO BACKORDERS < 25	3	5	6	13
CM ORDERS % > 28 DAYS	86.6	84.5	95.8	93.8
CM ORDERS % > 42 DAYS	33.0	24.9	26.8	17.8
CM ON TIME GOAL: > 95%	92.67	93.88	94.44	94.49
YIELD GOAL: 97%	96.7	94.2	93.9	93.6

Self-care helps you recharge so you can manage all the pieces of your life more effectively. Learning how to recognize the signs that you need to recharge is part of the process of developing a solid self-care practice.