OC
ORION CONSORTIUM

NEWSLETTER

"Good luck is when opportunity meets preparation, while bad luck is when lack of preparation meets reality." – Eliyahu Goldratt

Happy March! Friday, March 6th is Employee Appreciation Day! Keep an eye on your inbox this Friday for a token of appreciation from Orion!

In the spirit of St. Patrick's Day, let's focus on making our own luck - read on for tips to improve your productivity this month!

Upcoming Holidays

Friday, March 6th - Employee Appreciation Day

Tuesday, March 17th - St. Patrick's Day
Friendly reminder that this is not considered a Federal Holiday recognized by Orion but you are more than welcome to celebrate after work! :)

Timekeeping/Payroll

Friendly reminder to submit your weekly timesheet by COB every Friday!

Payroll timesheets must be submitted by COB on the 15th and last day of each month.

Your pay will be deposited no later than the 7th and the 21st of every month, which is inclusive of the hours worked on the 15th and the last day of the month.

REFERRAL BONUS

✦ **You could earn a bonus of $500-$1500!**

Current openings can now be found on our website at orionconsortium.com/join-the-team/. If you know someone who you think would be a good fit for Orion, please reach out to Shelbye, our Director of Workforce Development at sschlange@orionconsorium.com or apply online!

Reminder: Online Employee Knowledge Center is Live!

The Employee Knowledge Center is meant to be a tool for all employees to access the following information 24/7:

- Timesheet
- Pay
- Insurance
- Benefits
- Professional Education
- Newsletters
- The Employee Handbook
- Dropbox Folder
- Admin Contact Information
- FAQs

All employees should now have access to the Employee Knowledge Center on the new Orion website.

Your username, password and instructions for accessing the site were emailed to you.

If you did not receive this email please contact Jess at jstandiford@orionconsortium.com

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8 Tips To Improve Your Productivity

1. MAKE A TO-DO LIST THE DAY BEFORE.
A sleepless night won't lead to a productive day. And that is why Jayson DeMers, CEO of productivity analytics app EmailAnalytics, recommends writing out a to-do list for tomorrow before you go to bed tonight. "It's a great way to shut off your brain when you feel like your head's spinning with to-do list items," he says. "And when you make a list of all the things you want to accomplish tomorrow, you'll instantly reduce your anxiety, enabling you to get a better night's sleep, which will further increase your productivity." (In fact, one study revealed that insomnia costs workers about 11 days' worth of productivity each year.)

2. LEARN TO SAY NO.
DeMers says that a major productivity pitfall is taking on too many tasks—especially those that belong to other people. "Seemingly simple requests from colleagues can quickly add up, and once someone thinks they can offload tasks to you once, they'll almost certainly try to do it again," he says. "Employees are less productive when they feel overloaded." He recommends sticking to your own to-do list, and steering clear of others' responsibilities.

3. CUT OUT IRRELEVANT DETAILS.
Sharing too much information can stop productivity in its tracks, McCormack says. Instead of giving everyone *every* detail, he recommends that you "speak in headlines" by communicating the most important information first and removing superfluous information. "Cutting out irrelevant detail saves time and ensures you do not create unintended work or needless confusion," McCormack explains. (If you have trouble editing yourself, then consider using an email app like Hemingway, which suggests where to shorten your sentences.)

4. EMPLOY THE TWO-MINUTE RULE.
The two-minute rule is this: "If it takes less than two minutes, do it now," says DeMers. "This one's simple, but it really works. Do something right now if you know it'll take less than two minutes, and you'll be amazed at how much more you get done."

5. DON'T ASSUME OTHERS' KNOWLEDGE.
In your field, there may be some jargon that you consider common knowledge. But, "speaking in technical terms and acronyms to the wrong audience may mean losing people entirely and wasting valuable time and attention," McCormack warns. To keep things on track, he recommends using common, colloquial terms whenever it's possible.

6. TAKE UNNECESSARY DEVICES OUT OF THE PICTURE.

Research suggests that merely having a phone near you while you work—even if it's turned off—can cut down your productivity. For this reason alone, "it's not enough to just turn off your notifications," says DeMers. "You need to physically put your phone in another room while you work." Or consider leaving it at home.
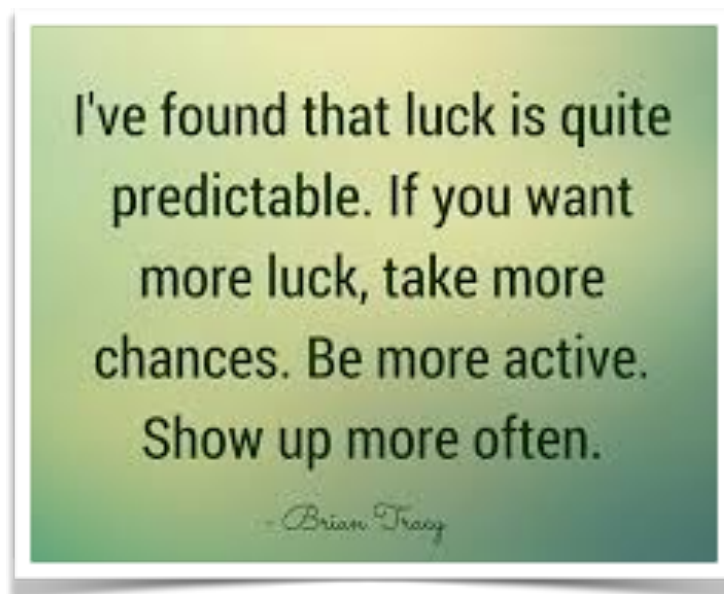
7. SET DEADLINES FOR YOURSELF.

There's something called Parkinson's Law that dictates that work expands so as to fill the time available for its completion. In other words, we'll often take from now until our deadline to complete a task—even if that task should take much less time to finish. But we can use that law to our advantage, DeMers says: Simply "set shorter deadlines and you'll complete more tasks in less time," he advises.

8. DO YOUR MOST DIFFICULT TASKS FIRST.

Aside from tasks that take two minutes or less to do, DeMers says that you should prioritize difficult tasks or simple ones. Here's why: Difficult tasks are the "ones that require the most mental energy and willpower," DeMers says. "Willpower and mental energy decrease throughout the day, so you'll have a better chance of getting tough things done if you do them earlier in the day." Save your easiest, most menial tasks for the afternoon, he says.

Source: https://news.clearancejobs.com/2020/01/28/8-tips-to-improve-your-productivity/

I've found that luck is quite predictable. If you want more luck, take more chances. Be more active. Show up more often.

— Brian Tracy

PUZZLE PERIODICAL

Problem

48 ounces of coffee was divided between four mathematicians: Albert, Bianca, Carl, and Dmitri. Albert looked at the amounts in his colleagues' mugs and said, "I feel bad about taking this much coffee, as I've already had several cups today." Albert then poured an equal amount of coffee into each of the other three mugs until he had none left.

Bianca cried, "Now I have the same amount you did! This is too much for me - I'm trying to cut back, anyway." She then divided all of the coffee in her mug equally between the other three mugs.

Carl said, "Well now I have what Albert started with. There's no way I'm going to finish all of this." Then Carl shared all of his coffee equally among everyone else.

Dmitri, not wanting to seem greedy, shrugged and performed the same action. When Dmitri was finished, everyone was amazed to see they all had the same amount of coffee in their mug that they started with!

How much coffee did each mathematician have at the beginning?

GO TO THE NEXT PAGE TO SEE THE ANSWER!

PUZZLE PERIODICAL

Solution

Let *A*, *B*, *C*, and *D* represent how many ounces of coffee Albert, Bianca, Carl, and Dmitri had at the beginning.

We know that *A*+*B*+*C*+*D* = 48 ounces. We also know that since Dmitri ended with an empty mug, then that's what he started with, *D* = 0.

At the start, Albert gives *A*÷3 to each of the others. Thus Bianca now has *B*+(*A*÷3) ounces, and we know this is as much coffee as Albert started with. Thus *B*+(*A*÷3) = *A*, which tells us that *B* = 2*A*÷3.

At this point, Carl has *C*+(*A*÷3) ounces and Dmitri has *A*÷3. Bianca then gives one third of her current total, which is *A*, to the others. So Albert now has *A*÷3, Bianca has 0, Carl has *C*+(*A*÷3)+(*A*÷3) = *C*+(2*A*÷3), and Dmitri has (*A*÷3)+(*A*÷3) = 2*A*÷3. We are told that Carl now has what Albert started with. This implies that *C*+(2*A*÷3) = *A*, or *C* = *A*÷3.

Albert, Bianca, Carl, and Dmitri now have *A*÷3, 0, *A*, and 2*A*÷3 ounces, respectively. Since the total amount hasn't changed, this implies that *A*+(2*A*÷3)+(*A*÷3) = 48. It follows that *A* = 24. We then conclude *B* = 16 and *C* = 8.

The amount of coffee in each mathematician's cup at the beginning was:

- **Albert = 24 ounces**
- **Bianca = 16 ounces**
- **Carl = 8 ounces**
- **Dmitri = 0 ounces**

*As a check, we can track the amount of coffee in ounces after each stage:

- Start (*A*, *B*, *C*, *D*) = (24, 16, 8, 0 ounces).
- After step 1: (Albert, Bianca, Carl, Dmitri) = (0, 24, 16, 8)
- After step 2: (Albert, Bianca, Carl, Dmitri) = (8, 0, 24, 16)
- After step 3: (Albert, Bianca, Carl, Dmitri) = (16, 8, 0, 24)
- After step 4: (Albert, Bianca, Carl, Dmitri) = (24, 16, 8, 0)

Source: https://www.nsa.gov/News-Features/News-Stories/Article-View/Article/1624711/june-2018-puzzle-periodical-mug-math/