



# COMMUNITY NEWS

SEPTEMBER 2017

1882 E. 104th Ave | Thornton | CO 80233 | 720-644-4360 | avenaapts.com

## MOTIVATE YOURSELF AT WORK



Here are a few little things you can do to stay motivated at work. First of all, it's really important to have a good work environment. Natural daylight is a great mood-lifter. A comfortable desk and chair are also indispensable. Make sure you're surrounded by things that make you

feel joyful, like pictures of your family, a favorite print or art object, or a well-kept plant. Lastly, don't forget to treat yourself every time you finish a project. You deserve it!

### MEET THE STAFF

Community Manager Melissa  
Financial Manager Sarah  
Leasing Agents Angelica & Jamie  
Maint. Supervisor Brian  
Maint. Techs Jason & Zack  
Groundskeeper Norton

### QUOTE

"The world is a dangerous place to live; not because of the people who are evil, but because of the people who don't do anything about it."  
—Albert Einstein

## MAKING LISTS FOR BETTER TIME MANAGEMENT

Some days, it feels like you wake up, immediately get to work and don't have a minute to yourself until lunchtime. But how much did you really get done? We tend to waste time on projects that aren't going anywhere, instead of focusing on tasks that will actually yield results. To avoid this, try making a list of the things you absolutely need to get done that day. Then make another list of things to focus on after the priority list is completed. You can make these lists first thing in the morning or even the night before. This way, you'll prioritize instead of taking up tasks impulsively.

### HOW TO REVAMP YOUR WARDROBE

Everyone should revamp their wardrobe at least once a year. Here are a few tips:

- o Throw out anything that doesn't fit or looks very worn.
- o Only buy new things that you truly love!
- o Try clothes on before you buy when possible.
- o Be daring. Try on a new style every time you go shopping.

### HAVE YOU LAUGHED TODAY?

Researchers have found that laughter might just be the best medicine. Laughing reduces stress, lowers blood pressure, and boosts your immune system. It can even improve relationships. Take some moments each day to look at the lighter side of things and your mood and health will benefit.

# SEPTEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				PAY RENT ON-LINE!!	1 RENT DUE	2
3 RENT IS LATE AFTER 5:00PM	4 LABOR DAY	5	6	7	8	9
10 GRANDPARENTS DAY	11	12	13	14	15	16
17	18	19	20	21	22 AUTUMN BEGINS	23
24	25	26	27	28	29	30

Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing. —Abraham Lincoln

## RELIEVE STRESS WITH THESE FUN AND EASY



### IDEAS

There are many small ways to improve how you handle daily stress and increase your well-being. Light some candles. Get a glass of wine. Take a hot bath. You can also try some yoga or any other form of exercise that makes you feel good. Meditate or explore breathing exercises. Listen to a guided meditation or download a mindfulness app to get started. Try some of these ideas and you are likely to hit upon something that will help you relax.

### RENT

Rent is due by the first day of the month, so please pay your rent on time. Rent paid after the third of the month will be assessed a daily late fee. Please contact the office immediately if you anticipate difficulty with payment.