

# Dan's Letter™

"Please...let me introduce you to my mind...one article at a time."



## FROM THE DESK OF DAN ANDERSON

### What Makes A Leader

Leadership calls for the right perspective on people. The website of the MIT Sloan School of Management shares these words of wisdom from top leaders on how to lead:

- **Carol Cohen, Cognizant:** "Your long-term success is not just determined by what you achieve alone, but also by how you empower, engage, support, and elevate your colleagues and teams in the ecosystem around you."

- **George Westerman, MIT Sloan:** "The ability to envision and drive change is just as important as the ability to work with technology. If you don't have both, you can't succeed in this world."

- **Craig Robinson, WeWork:** "Creating, aligning, and empowering diverse teams is one of the best ways to discover and develop new ideas."

- **Hal Gregersen, MIT Sloan:** "Most leaders excel at thinking, 'Oh, here are the tasks to be done,' but they often don't step back to consider how specific roles are changing and what that means for people experiencing a significant identity shift at work."

- **Piyanka Jain, Aryng:** "If you're not going to be able to be data-driven and [hold] your team accountable from the top, it's not going to flow down. Leadership is the key."

- **Doug Ready, MIT Sloan:** "Go out on the limb, that's where all the fruit is. Take a few risks—trust that your people will admire you for doing so. Leadership is a privilege. Embrace it as you build a community of leaders in this new economy."

- Dan A.



## USE TECHNOLOGY



### FOR A NEW BACK-TO-SCHOOL ROUTINE

(BPT) - Heading back to school is an exciting time for students, but after over a year of being flexible with home, hybrid and in-person study, your family might feel a bit overwhelmed at the idea of having an everyday routine again. Fortunately, there are some simple things you can do to help your crew have positive and productive school days - whether they happen at home or in the classroom.

Commissioned by Amazon Devices and conducted by OnePoll, a study found nearly two in three families (63%) have lost any sense of a morning routine during the pandemic. However, more than a third of all parents (33%) agree technology can be a helpful tool for morning routines.

"Introducing small changes and helpful tools, like technology, to everyday routines will help families start the school year strong and stay on track for months to come," said Kunal Patel, Head of Product, Alexa Proactive & Routines. "Everyone deserves a little time back in their day, so start planning now to establish an efficient routine in your own home before the back-to-school pandemonium begins!"

The technology tools you have in your home can help make the transition back to the classroom go smoothly and start your day on the right foot if learning from home. Consider these tips and tricks for using Amazon Devices, Amazon Kids+ and Alexa to help your family create an A+ routine.

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**1. Customize a morning routine.** Customize a morning routine that will get your kids' days off to a good start with an Alexa Routine. Routines are shortcuts for Alexa that group together actions so you don't have to ask for each one individually. Designed to make your day easier, Routines consist of a single trigger (such as a voice command, alarm, a scheduled time, geolocation and more) and are followed by actions. For example, kids can choose to be woken up by their favorite Disney character on Echo Dot Kids Edition, have the lights slowly turn on with Philips Hue Smart Bulbs and get reminded it's time to brush their teeth.

**2. Use reminders to never miss a beat.** Struggling to remember everything during the back-to-school season? Alexa Reminders can keep you on task and remind you of all the important things this fall and beyond. Just tell your device what you need to remember and you'll get a reminder to help keep you organized.

**3. Make memorable announcements.** Get the whole family out the door (or out of bed and at their virtual school desks at home) with an Alexa announcement with sound effects. With multiple Echo devices around the house, you can announce that it's time to get to school, just like a modern-day intercom. You can also use the Alexa app to make announcements on-the-go and add fun sound effects including a kiss or dinner bell. Just imagine "It's time to learn!" announced promptly at 8 a.m. followed by your favorite sound effect to catch your kids' attention.

**4. Learn beyond the school day.** Learn new skills, play educational games or take a study break by saying, "Alexa, help me with school." You can also access tons of educational content from National Geographic, Rabbids Coding, LEGO and more via Amazon Kids+ with the Fire HD 10 Kids tablet (for ages 3-7) or Fire HD 10 Kids Pro tablet (ages 6-12). The tablets come with a Learn First feature that allows parents to block access to games and cartoons until after educational goals are met.

**5. Remember to practice reading before bed.** Set a reminder to practice reading before bedtime in order to keep up the good summer reading habits into the school year. Reading Sidekick is a helpful feature that helps kids grow into confident readers by taking turns reading with Alexa on Echo Dot Kids Edition or another Echo device with Amazon Kids enabled (requires Amazon Kids+ subscription).

**6. Set up privacy for kids' devices.** Alexa and Echo devices feature multiple ways to manage privacy protection from microphone controls to the ability to view and delete your voice recordings, so parents can feel in control. Once Amazon Kids is enabled, Alexa will give kid-friendly responses, filter songs with explicit lyrics and give you access to the Amazon Parent Dashboard where easy-to-use parental controls let you review kids' activity and set time limits at no extra charge.

Discover more of what Alexa and Amazon Devices can do for you at [amazon.com/top-alexa-picks](https://amazon.com/top-alexa-picks).

## Treat Sunburn Quickly!

If you've been enjoying the great outdoors after a year of lockdown, chances are good you've been exposed to the sun, and that can cause sunburn if you're not careful. The Patience website shares these guidelines for treating sunburn effectively:

**Get out of the sun.** If your skin starts to feel hot or sore, get into the shade as quickly as possible to avoid further damage.

**Cool affected skin.** Use a cool, damp washcloth, or take a bath or shower. This may feel



uncomfortable, but it will help minimize the damage.

**Hydrate.** Drink lots of water. Sunburn is often associated with heatstroke and fatigue, so getting more fluids into your body helps heal you from the inside out.

**Take painkillers.** Try over-the-counter pain relief and anti-inflammatory medications like ibuprofen or paracetamol to relieve soreness.

**Moisturize.** Skin lotions can soothe pain and replace moisture lost by burning.

Look for more natural products that won't irritate your skin further.



# Master Relationships With Active Listening

Relationships are a key to success in your life and your career, and building them takes time. One essential skill to master when cultivating relationships is listening. If you don't actively listen to other people, you won't know what they want and you won't gain any wisdom from their insights. The Healthline website shares these tips for learning active listening:

## Give people your full attention.

Concentrate on their words to the exclusion of everything else. Don't plan your response while they're still speaking, and don't use a pause to change to another topic. If you really can't focus in the moment, ask to reconnect at a time when you can fully commit to the discussion.

## Use positive body language.

Your body communicates just as much as your words do, if not more. Make sure you're fully facing the other person. Relax your body, but lean in slightly to show interest in

what they're saying. Make eye contact. Nod to show you're listening and you understand.

## Don't interrupt.

You may be tempted to jump in with an idea or solution. Restrain the impulse. Instead, wait for the other person to start talking before asking questions or offering your point of view.



## TAKE A BREAK!

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## Grilled Zucchini Salad

### **For the Vegetables**

2 medium zucchinis, cut into ½-inch half-moons  
2 cups cherry tomatoes, halved  
2½ cups corn kernels  
2 tablespoons olive oil, divided  
salt and fresh ground pepper, to taste

### **For the Dressing**

3 tablespoons olive oil  
2 tablespoons lemon juice  
1 clove garlic, minced  
1 teaspoon dried oregano, or any other dried herbs  
salt and fresh ground pepper, to taste  
2 cups arugula  
1/2 cup crumbled goat or feta cheese

Preheat an outdoor Grill to medium-high; about 425°F. Brush grill grates with oil. Drizzle olive oil over slices of zucchini and season with salt and pepper. Grill zucchini for 2 to 3 minutes per side, or until tender and grill marks appear.

At the same time, grab a grill pan and combine tomatoes and corn inside the pan; drizzle with a tablespoon of olive oil and season with salt and pepper. Set grill pan on the grill and cook, stirring frequently, until tomatoes and corn are charred; about 2 to 3 minutes.

In a salad bowl, whisk together 3 tablespoons olive oil, lemon juice, garlic, oregano, salt and pepper. To the bowl, add zucchini, tomatoes, corn, and arugula; toss to coat with salad dressing. Top with crumbled cheese and serve!



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## Simple Tips For Saving Money

Saving money doesn't have to be complicated. Try these strategies from the CNBC website:

- **Go on a savings spree.** For one month, save a dollar amount on the day that corresponds to the date. On the first of the month, for example, save \$1; on the second, save \$2, and so on. By the end of the month, you'll have saved up close to \$500—and gotten into the habit of saving.
- **Match spending and saving.** For every dollar you spend, put another dollar into savings. This will help you curb your spending as you consider whether or not you want to commit the same amount to savings.
- **Increase your retirement savings by 1%.** Bump up your contribution to your 401(k) or whatever plan you have by just 1%. You won't miss the money, but in time it will add up to a sizable amount for your retirement.

