

SEPTEMBER | 2023

THE BUZZ



THE OFFICIAL NEWSLETTER OF SKG



A MESSAGE FROM OUR CEO

“Everyone has a purpose in life and a unique talent to give to others. And when we blend this unique talent with service to others, we experience the ecstasy and exultation of own spirit, which is the ultimate goal of all goals.”

- Kallam Anji Reddy

Understand the why, then the how, and lastly the what. Leading with ‘what’ is transactional and busy work. Real impact - both personally and professionally - starts with understanding purpose.

- BETH GOFF-MCMILLAN



PURPOSE

SKG Value of the Month!

Eye on the Why Purpose

- We will dig and deliver
- Active listening and taking action
- We're solving for people's why
- Both our collective why and our clients' why
- Learning goals and kicking ass
- Focused on our customers' futures
- The why moves the needle
- Vision
- Objective
- Intention
- Passion



At SKG, we take pride in being part of the culture in our community as well as being part of a culture within SKG!



The SKG logo is rendered in a white, serif font. The letters 'S', 'K', and 'G' are large and connected, with a small 'x' positioned between the 'K' and 'G'.

SKG IS PROUD TO PARTNER WITH LIRIOS PEDIATRICS CENTER, THE ONLY HEALTHCARE FACILITY PROVIDING FREE HEALTHCARE TO UNINSURED KIDS AGES 0-18 IN THE GREATER AUSTIN AND SAN ANTONIO COMMUNITIES.

OUR EFFORTS WITH LIRIOS

- WE EXCEEDED OUR GOAL IN THE EAMES CHAIR RAFFLE FUNDRAISER! THANK YOU EVERYONE!
- CUSTOM MURAL COMING SOON (DONATED BY LOCAL ARTIST WILEY ROSS)
- FURNITURE DESIGN IS IN PROGRESS
- FURNITURE DONATIONS BEING COORDINATED

REMEMBER TO RECORD YOUR VOLUNTEER HOURS!



All Company Updates

Culture Club News & Updates

UP & COMING EVENTS FOR September

- **Berco Designs L&L: September 20**
- **Ellie Mental Health L&L: October 11**
- **Halloween Party + Costume Contest + October Bday Celebration: 10/31, 3:30-5pm**
- **Annual Blood Drive: 11/30, 9am-1pm**

Send your feedback to
skgfeedback@skgtexas.com

GIVE BACK, KICKBACK

For every hour volunteered, you'll get one raffle ticket for a chance to win \$1,000 worth of furniture. Upload a picture volunteering in SKG gear and you'll get one additional ticket thrown in the raffle.

We'll draw a lucky winner every quarter.

UNLEASH THE KNOWLEDGE!



THESE TIPS WILL SAVE ON CLARIFICATIONS, EMAILS, TIME AND \$\$

- Please include Purchasing when making changes to orders so that we are aware of upcoming revised acknowledgements and we can make sure that Core is updated with the ship date, ship to address, & cost changes.
- Copying SO's may save time... but does it really??



Questions? Tip suggestions? Send them to the Purchasing Team!



DON'T FORGET

- **Process Trainings every Monday**
 - **Next 3 topics:**
 - **S: Drive Training**
 - **Hubspot Training**
 - **Order Entry Training**



MILLERKNOLL UNIVERSITY CONTENT:



August MillerKnoll University Review:

- Merging Omni & Knoll.com+ portals to Omni
- Cove Collection by Knoll presell tools available (Omni page and more!)
- HM Canvas vs Dividends Horizon

MillerKnoll *Reminders*

- NEXT MKU September 27
- Portals merging to Omni by the end of 2023
- Cove Collection by Knoll launch Dec 18



SKGer of the Month



Jeff Bischoff

SKGer on the Move!



Guy Smith

GSA & SA Account Executive

HR Updates

RECRUITING:

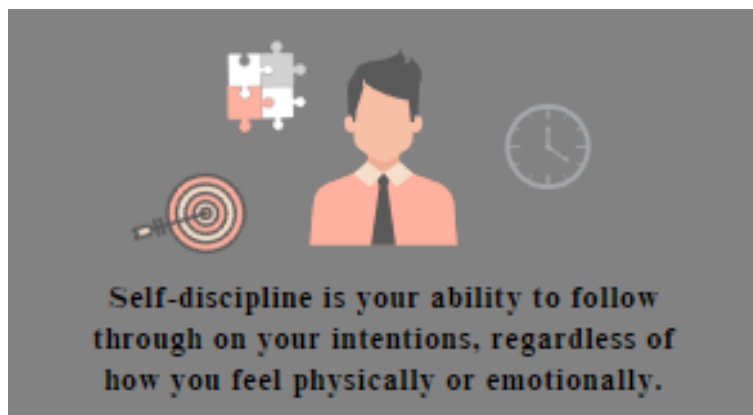
- ▶ Account Executive - Enterprise (Austin)
- ▶ Designer (Austin or San Antonio)
- ▶ Architectural Products Seller (Austin or San Antonio)
- ▶ Support Services Specialist (San Antonio)

PLEASE SEND REFERRALS TO LUCIA WOOD.

A FEW WORDS FROM OUR FRIENDS AT G&A PARTNERS...

Improving Your Self-Discipline

Self-discipline is an important skill that can enable you to reach personal and professional goals. Developing self-discipline is like strengthening muscles; it can be improved with practice. This skill can help make difficult tasks seem more manageable as you achieve your goals.



Self-discipline is your ability to focus on a task or goal to accomplish something. Self-disciplined individuals are generally consistent, responsible, persistent and ambitious. They may have a strong work ethic and can successfully finish tasks that must be completed even when they find it difficult.

In the workplace, self-discipline can take many forms. Generally, self-disciplined workers will complete both stimulating and monotonous tasks on time. They are also likely to have a productive mindset that enables them to consistently meet goals and reach milestones.

Like any skill, self-discipline can be refined with practice, and you may only sometimes be successful. Persevering even when you fail is crucial to reaching your goals. Consider these simple habits to improve your self-discipline:

- Start with small goals and outline a strategy or plan to achieve them.
- Put your goals in a place where you can see them every day.
- Remind yourself why you started on this journey if you feel discouraged.
- Challenge your mindset to accomplish more; thought patterns often hold people back.
- Practice prioritization and eliminate distractions or temptations that may take you off course.
- Understand your weaknesses so you can plan ways to overcome them.
- Hold yourself accountable—or enlist the help of others to do so.

Self-discipline allows you to remain focused on your goals and stay in control of yourself and your reactions. Building self-discipline is a journey, but talk to a licensed therapy provider if you need immediate help.

How Much Caffeine Is Too Much?

Most (80%) Americans consume coffee or other caffeinated beverages daily, according to the U.S. Food and Drug Administration (FDA). Although popular, caffeine is actually a drug—a stimulant. Caffeine stimulates the central nervous system, resulting in a feeling of alertness around an hour after being ingested.

The FDA recommends that most healthy adults should limit their caffeine intake to no more than 400 milligrams per day. The recommended amount can vary depending on personal factors, such as pregnancy status, age and heart health. While it may feel natural to reach for a caffeinated beverage first thing in the morning or during an afternoon slump, consider these alternative habits to help you feel energized without caffeine:

- Exercise regularly.
- Stay hydrated.
- Prioritize quality sleep.
- Eat a midday snack that balances protein, complex carbohydrates and healthy fats.

If you have caffeine consumption concerns, talk to your doctor.

Caffeine Content by Drink

Caffeine content is affected by the type of drink, preparation and serving size.

- Coffee: 8-100 mg/8 oz.
- Decaf coffee: 2-15 mg/8 oz.
- Espresso: 63 mg/1 oz.
- Green or black tea: 30-50 mg/8 oz.
- Soda: 30-40 mg/12 oz.
- Energy drinks: 40-250 mg/8 oz.



Source: FDA

CUCUMBER SALAD WITH TOMATOES

Makes: 4 servings

Ingredients

- 2 cups cucumber (diced)
- 1 cup tomato (seeded and diced)
- ¼ cup sweet onion (chopped)
- 2 cups couscous or rice (cooked)
- 2 tsp. dill weed (chopped)
- ½ cup low-fat Italian salad dressing

Preparations

1. Combine the cucumbers, tomatoes, onions, couscous (or rice), dill and salad dressing.
2. Chill for one hour.
3. Serve.

Nutritional Information (per serving)

Total calories	331
Total fat	1 g
Protein	11 g
Sodium	344 mg
Carbohydrate	68 g
Dietary fiber	5 g
Saturated fat	0 g
Total sugars	5 g

Source: MyPlate

LIVE WELL, WORK WELL