

Your Free Monthly Newsletter From Your Friendly Shredding Company
Helping You Stay Informed, Engaged & Protected



Your Free Monthly Shred News! Dec 2017

Your Monthly News & Updates

As the leader in information management and destruction, we continue to set ourselves apart from the competition by offering our clients piece of mind combined with the very best service.

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Year End Special!

Make Room for 2018!



**Gather your shredding now and save 15%
on a shredding purge!***

How long do you really have to keep those documents?

[Click Here for Record Retention Schedules](#)

Did you know All Points can handle your **Medical Waste Disposal and On-line OSHA, HIPAA Compliance Training needs too?**

**Call Now:
772.222.3266**

[Click Here For More Information About Our Current Special](#)

* Minimum of \$500 purge before discount to qualify for promotion. Must be booked and performed by December 31, 2017.

Protect Yourself at the Pump This Holiday Season

Many people travel during the holidays to see family and friends. The U.S. Department of Transportation reports that about 91 percent of long distance holiday travel is by car. Taking precautions against holiday scams is essential.



Here are five tips to avoid card skimmers, which are electronic devices that capture information from the magnetic strip on credit or debit cards swiped at the pump:

1. Chose to pay inside with cash or a credit card. Avoid using debit cards.
2. If you pay at the pump, use a pre-paid cash card.
3. Check to see if the pump looks like it's been tampered with and avoid ones that look as if they have been.
4. Use pumps closest to the front of the station, as scammers usually place skimmers in pumps furthest out of sight.
5. Monitor your credit card and bank accounts for unauthorized activity and report it immediately.

Source: Florida Department of Agriculture and Consumer Services

7 Rules for Retirement Success

Knowing the right choices to make, and which ones to avoid, is a critical part of a successful retirement plan. The hardest part is convincing yourself to follow through on what you know you *should* do. Delayed gratification is not part of our DNA's.



Here are 7 tips to retirement success:

1. Aim to put at least 10% of your salary into retirement accounts
2. Then make it a goal to get to 15%
3. Let your employer help (if they contribute, always put in enough to earn the match)
4. Never take a loan from or cash out your 401(k)
5. Live within your needs but below your means to save more for the future
6. Talk positively about your wealth because it influences what you do. Try saying things like:
 - o "I can increase my savings rate"
 - o "I am making sure I invest in the lowest cost fund options"
 - o "I do finally feel in control of my retirement planning"
7. Consider putting birthday and or holiday cash into your retirement account.

Source: Money Magazine

Want Success? Write it Down!

Why do so many of us have a hard time committing important goals, ideas and to-do's onto paper? Writing actually "stimulates a bunch of cells at the base of the brain called the reticular activating system (RAS)," reports LifeHacker.com



"Once you write down a goal, your brain will be working overtime to see you get it," according to Henriette Anne Klauser author of *Write it Down, Make it Happen*.

Additional research shows that the use of a pen is far superior than using a

computer or other electronic device to memorialize important things. There is a connection between handwriting and our cognitive abilities.

Here's so simple tips to help you complete and accomplish your to-do's and goals:

1. **Plan Tomorrow Today** - Take a few minutes the night before to write down your goals for the following day so you can start the day off right.
2. **Be Realistic** - Only include items on your list that you can and will accomplish. Have a separate list for long term to-do's or goals.
3. **Assign Deadlines** - Give each of your tasks or goals deadlines. Estimate how long it will take and then specify a plan of action working backward to make it a reality.

Global Leadership Summit

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