



CAPITAL AREA
STAFFING SOLUTIONS



BANGOR AREA
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May 2025

Current Job Openings

Augusta Area

PT Bookkeeper - *Augusta*
Outbound Appointment Setter - *Augusta*
Construction Analyst - *Augusta*
Board Clerk - *Augusta*
Benefit Specialist - *Benton*
Optometric Asst. - *Farmingdale*
PT Staff Accountant - *Augusta*
Legal Secretary- *Waterville*
Janitor - *Rockland*

Bangor Area

Congratulations

Please join us in Congratulating the following Field Employees, who were hired on with our Clients in April!

~ Erin Wilcox
~ Michelle Blackmore
~ Anne Johnson
~ Ann O'Donal
~ Miquela Majewski

FIELD EMPLOYEES IMPORTANT TIMECARD NOTICE

Please remember to submit your time card no later than Friday afternoon. If you are working a weekend shift, please submit **no later than** 8am Monday morning.

Painter/Property Maintenance - Bangor

Client Service Associate - Bangor

Physical Therapist Assistant - Bangor

Front Desk/Admin Asst - Bangor

Inventory Clerk - Bangor

Manufacturing Assembly - Bangor

Cleaning/Restoration Tech - Hampden

Overnight Forklift - Old Town

Manufacturing Associates - Old Town

Senior Accountant - Old Town

FT & PT Evening Cleaning - Various

Not looking for a new job right now, but know someone that is? Please feel free to send them our way!



Blackberry Lemonade

Ingredients:

- 1 cup fresh blackberries
- 1 cup freshly squeezed lemon juice
- 1 cup sugar
- 4 cups water, divided
- 1 tablespoon grated lemon zest

Directions:

1. In a large saucepan, bring 2 cups water and sugar to a boil. Boil for 2 minutes, stirring occasionally.
2. Remove from the heat. Stir in the lemon juice, zest and remaining water, letting the mixture cool slightly.
3. In a blender, combine 1 cup of lemon mixture and the blackberries.
4. Cover and process until blended.
5. Strain and discard seeds.

CASS & BASS offices will be closed on Monday, May 26th for the Memorial Day holiday.

If you have upcoming plans that require time off from work:

Please be sure to notify us as soon as possible! The sooner we know, the better we (and our Clients) will be able to prepare for your absence.



Work-Life Balance: Maintaining Harmony in a Busy World

In today's fast-paced world, balancing work and personal life can feel challenging. However, achieving harmony is essential for personal well-being and long-term productivity. Here are some practical strategies to help maintain work-life balance.

1. Set Clear Boundaries

Create distinct lines between work and personal time. Set specific work hours, and designate a dedicated workspace if you work from home.

2. Prioritize Your Tasks

Avoid feeling overwhelmed by focusing on what's most important. Use tools like the Eisenhower Matrix to organize tasks by urgency and importance. Don't be afraid to delegate or say no to tasks that aren't essential.

3. Embrace Flexibility

Balance doesn't always mean rigid separation. Adapt to changing circumstances, whether it's adjusting work hours or taking regular breaks. The flexibility to manage both work and personal needs is key to

6. Pour blackberry mixture and remaining lemon mixture into a pitcher.
7. Stir well. Refrigerate until chilled.
8. Serve in chilled glasses over ice and enjoy!



Dates and Fun Facts for May

- May 1 is May Day. It's also Lei Day in Hawaii.
- May 3 is Kentucky Derby Day - this year is the 151st running.
- May 5 is Cinco de Mayo.
- May 11 is Mother's Day - don't forget to plan something with your mother!
- May 17 is Armed Forces Day.
- May 26 is Memorial Day.

May's birthstone is the Emerald and its flowers are the Hawthorn and Lily-of-the-valley.

maintaining balance.

4. Make Time for Yourself

Prioritize self-care to avoid burnout. Schedule “me time” for activities like exercise, reading, or hobbies. Regular physical activity and quality sleep can boost your energy and reduce stress.

5. Communicate Effectively

Be open with both your employer and family about your boundaries and needs. Clear communication helps set expectations and prevents misunderstandings, ensuring that you're supported at work and home.

6. Learn to Unplug

Unplug from work during your personal time. Resist the urge to check emails or work messages after hours. Setting boundaries around technology helps you truly disconnect and recharge.

7. Seek Support When Needed

Don't hesitate to reach out for help, whether it's a colleague, mentor, or professional support. Asking for guidance or assistance can alleviate stress and help maintain balance.

Conclusion

Work-life balance is an ongoing process of managing boundaries, priorities, and self-care. By setting boundaries, prioritizing tasks, and taking time for yourself, you can improve both your productivity and well-being. Achieving balance doesn't mean perfection—it's about managing your time and energy in a way that allows you to thrive both at work and in your personal life.



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