

# Admin Appreciation

## Dear Tim:

I have a hard time finding good help, especially when it comes to my administrative staff. They're either good and they leave, or they're not good and they want to stay. I've finally found an office manager who's incredibly competent and seemingly happy. I'd like to do whatever I can to keep her. I know it's Administrative Professionals Day. What can I do to let her know how important she is to our company so that she'll want to stick around?

—Appreciative on Avalon

## Dear Appreciative:

Good help is hard to find. I know from experience. That's why we try to treat our hard-working team like gold. It's nice to know other businesses do the same. It's kind of cliché to take your secretary to lunch, but not many bosses throw them a party. Why not set aside an afternoon, host an office party in her honor and give her the rest of the day off? Recognition and personal time are two things most people don't get enough of, and this would combine both. We can take care of



## DEAR TIM

the catering for you and deliver the party eats, drinks and supplies right to your office door. That will give you more time to schmooze your office manager and convince her there's no place she'd rather be.

## Dear Tim:

It seems like I can't turn around these days without somebody somewhere telling me I need to start planning for retirement. Whether it's ads on TV, well-meaning relatives or unsolicited dinner-time phone callers, everyone's on me about this. I'm only 25, I just got my first real job and the only thing I

spend money on is buying drinks for attractive women in bars in hopes that they'll talk to me. Why would I possibly be thinking about retirement?

—Broke on Broadview

## Dear Broke:

Given where you are in your financial life, retirement talk may seem like idle chatter at this point. But all the evidence I've seen suggests that starting early pays big dividends. Even if you can only put a little aside now, it's worth doing. I'm no expert, but if there's a retirement plan at your new job, I'd get enrolled, put a little bit away automatically and let it start to grow. Chances are you won't even feel it. Retirement may seem like a long way away, but take it from someone who's a ways down the line – it comes at you fast. You'll be glad you made the effort. And speaking of making an effort, stop buying drinks for girls in bars. Buy a nice bottle of wine from our considerable selection in aisle 1, ask them out and make them dinner. You'll get a lot more for your drink-buying investment if you buy by the bottle.

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**Dear Tim** is presented as a public service by Tim Huffman, owner of Huffman's Market. Write to him in care of Huffman's Market, 2140 Tremont Center, Upper Arlington, Ohio, 43221, stop by and say hi, or visit [www.huffmansmarket.com](http://www.huffmansmarket.com).