

# Wellness and Safety News

Monthly Newsletter for the Employee

## GIVE YOURSELF A BREAK

Source: <http://www.sheknows.com/living/articles/840801/5-no-fail-tips-for-finding-a-work-life-balance>

### SCHEDULE DOWNTIME

**1** The first step in achieving a work-life balance is to actually schedule downtime, which means putting it on your already chaotic to-do list. We know it sounds crazy, but if you're one of those people who can't seem to stop despite feeling run-down or overworked, the first step toward reclaiming your time and sanity is to force yourself to relax by making it part of your to-do list.

*Instead of eating at your desk* (while checking email), go for a walk on your lunch hour. Even 15 minutes will help you feel more alert and less like you're chained to your cubicle.

*Before you start dinner*, allow yourself at least 15 to 20 minutes to just sit. No cleaning, no yelling at the kids for tracking mud into the house, no putting a pot on the stove. Just you, a chair and your feet up.

*Pick one weekend day* to do something you've been meaning to do. It can be reading, watching a movie, calling a friend or going for a hike – the point is to schedule it and make sure it gets just as much weight as laundry, grocery shopping or cleaning.

### EDIT YOUR TO DO LIST

**2** We know you want to do it all, and you've managed to stay (relatively) sane so far with the enormous pile of work you've taken on, but it's time for a reality check. Take a look at your to-do list (if you don't have a physical list you can refer to, write down everything you think you need to get done this week), sharpen your pencil and start crossing things off your list. Once you start losing a grip on your downtime, the amount of tasks you expect yourself to handle can grow exponentially, so to give yourself a break you need to start trimming your task list. Here's how: Separate your weekly tasks into must-dos and want-to-dos. Must-dos are things you absolutely have to get done, like that client presentation or typing up the meeting notes for your boss. Want-to-dos are things like helping someone down the hall with a proposal (while it's very nice of you, you also need to sleep – and eat), organizing the company picnic

or baking cookies for your assistant's birthday (just buy her flowers). Shave off the extras you don't really need to be doing it to give yourself some breathing room.

### MAKE TIME TO MOVE

**3** Working out – whether it's hitting the gym, going for a walk or spending some quality time with your yoga mat – is a very important factor in both your physical and mental health. Even if you only have time for a 20-minute walk after dinner or, as mentioned above, during your lunch break, make moving a priority. It will help minimize stress, boost your energy and allow you time to recharge while not staring at a computer screen, dealing with clients or organizing a meeting.

### TAKE MINI-BREAKS

**4** Finding a work-life balance doesn't have to mean taking extended breaks or having endless hours of alone time. You can also recharge and de-stress with shorter breaks. Get up from your desk and spend five minutes stretching, walk to a co-worker's desk instead of emailing her or treat yourself to a midday coffee (from the place outside of the office) – anything to carve a little bit of time and space that's just for you.

### LEAVE WORK-AT WORK

**5** It can be so tempting to continue working once you're at home – we all do it, but that doesn't mean it's right. If the scales are tilted heavily towards work, leaving you no time for that all-important "life" part, taking work home with you will only cause more anxiety. If you absolutely have to check email at home, put a time limit on post-work tech time. Give yourself 30 minutes before or after dinner (never right before bed) to check and respond to any important messages and then call it quits – get your husband to hide your BlackBerry if that's what it takes. You deserve your downtime, but you're the only one who can make sure you get it.



## COPD

(CHRONIC OBSTRUCTIVE PULMONARY DISEASE)  
**AWARENESS MONTH**

*Did you know that COPD is the fourth leading cause of death in the U.S.? Or that it affects more than 12 million Americans?*

*COPD cannot be cured, but with early detection and diagnosis it can be treated and successfully managed.*



### QUICK FACTS:

- COPD, is a serious lung disease that robs people of their ability to breathe.
- Both types of COPD – chronic bronchitis and emphysema – make it harder to breathe because less air is able to flow in and out of the lungs.
- COPD kills more people each year than breast cancer and diabetes combined.

### IMPORTANCE OF SCREENING AND EARLY DIAGNOSIS

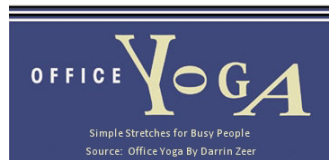
- Lung function can decline slowly due to COPD and worsen over time without people even realizing it.
- Many patients are not diagnosed until they have lost half of their lung function.
- Lung damage is not reversible, but it is treatable when managed with a doctor.

### SOCIAL & EMOTIONAL IMPACT

- Many people with COPD avoid activities that they used to enjoy because they become short of breath more easily, which can keep them isolated and patients can feel depressed.
- COPD changes not only the life of the diagnosed person, but also of surrounding family and friends.

COPD can be managed with the help of a healthcare professional and lifestyle changes and respiratory rehabilitation programs.

## The World's Easiest Diet



You'll feel better if you eat well.

Snack on fruit or nuts whenever you're hungry.

Order a salad with your meal.

Once in a while, eat light.

Skip the quick fixes like sugar and caffeine.

Drink Herbal tea.



Whenever you feel tired, drink lots of water. Fatigue is a common symptom of dehydration.

## Facts About Diabetes

With nearly 26 million children and adults in America living with diabetes, and another 79 million at high risk for developing type 2 diabetes, the disease is taking a devastating physical, emotional and financial toll on our country. Yet, most Americans don't consider diabetes a serious matter. They feel it is someone else's responsibility; someone else's problem.

Recent numbers by the Centers for Disease Control and Prevention paint a desperate situation of where we are at, and where we are headed:

- Every 17 seconds, someone is diagnosed with diabetes.
- Diabetes kills more people each year than breast cancer and AIDS combined.
- Recent estimates project that as many as 1 in 3 American adults will have diabetes in 2050 unless we take steps to Stop Diabetes.

### To get involved:

- Attend an American Diabetes Month event in your area by visiting [www.diabetes.org](http://www.diabetes.org) or [www.stopdiabetes.com](http://www.stopdiabetes.com)!



## November is American Diabetes Month

The American Diabetes Association is recognizing people who are fighting against diabetes and making an impact across the country, as well as in your local communities. Who do you know that is making a difference?

**Type 1 diabetes** is usually diagnosed in children and young adults, and was previously known as juvenile diabetes. In type 1 diabetes, the body does not produce insulin.



**Type 2 diabetes** is the most common form of diabetes. Millions of Americans have been diagnosed with type 2 diabetes, and many more are unaware they are at high risk. Some groups have a higher risk for developing type 2 diabetes than others. Type 2 diabetes is more common in African Americans, Latinos, Native Americans, and Asian Americans, Native Hawaiians and other Pacific Islanders, as well as the aged population.

**Gestational Diabetes** - During pregnancy -- usually around the 24th week -- many women develop gestational diabetes. A diagnosis of gestational diabetes doesn't mean that you had diabetes before you conceived, or that you will have diabetes after giving birth. But it's important to follow your doctor's advice regarding blood glucose (blood sugar) levels while you're planning your pregnancy, so you and your baby both remain healthy.



## THE GREAT AMERICAN SMOKEOUT 2011

The American Cancer Society is marking the 36th Great American Smokeout on November 17 by encouraging smokers to use the date to make a plan to quit, or to plan in advance and quit smoking that day. By doing so, smokers will be taking an important step towards a healthier life -- one that can lead to reducing cancer risk. Quitting smoking is not easy, but it can be done. To have the best chance of quitting successfully, you need to know what you're up against, what your options are, and where to go for help.

For information on how to quit smoking visit [www.becomeanex.org](http://www.becomeanex.org)

