

WORK • LIFE • EXCEL

Work • Life Tips

▶ Good news about running as an exercise: A new study released by the American College of Rheumatology's Annual Meeting in Boston shows that running as a habitual exercise at any age will not increase your risk for arthritis in your knees and, in fact, will help prevent it. As with any exercise activity, learn about precautions. With running, remember that the "terrible toos"—doing too much, too soon, too fast—are the number one causes of running injuries. Wear proper footwear, and let your body have time to adapt to increases in mileage or speed. Get your doctor's permission before starting any exercise program. Source: <http://www.acrannualmeeting.org> (see "press kit")

▶ Influenza can lead to hospitalization, even death. Each year, on average 35,000 people die from flu in the U.S. The majority are over 65. Being healthy as an ox won't make you resistant to it. So the U.S. Centers for Disease Control and Prevention recommends getting vaccinated. Concerned about the vaccine's risk, safety, makeup, and side effects? Learn more at www.cdc.gov/flu/protect/vaccine/general.htm. Flu virus strains change, but did you know the most infective strain hit in 1918-19? It killed 40 million people rivaling the Black Death of Europe in the 14th century!

▶ Holiday drinking and driving don't mix. On average, a drunk driver will drive 80 times under the influence before his or her first arrest. One person in the U.S. is killed in a drunk-driving incident approximately every 35 minutes—about 40 people a day. Ninety percent of all drunk drivers had someone sober nearby who could have intervened to help prevent their getting behind the wheel. Fifty to seventy-five percent of people who have their license suspended due to drunken driving drive anyway. Source: National Council on Alcohol and Drug Dependence

Helping Children Learn "Giving Back"



Will you be using the holiday season to help a child learn about charity or volunteerism? The goal, of course, is helping a child grow into an adult who values the importance of helping others who are less fortunate. Your community is sure to have many opportunities, but even a simple craft gift made by a child can brighten the day of someone in need. Tip: Try discussing with the youngster the positive feelings of doing something beneficial for others. This small exercise in self-awareness will reinforce the experience, help the child understand the concept of gratitude, and create feelings of positive self-esteem in a way

that only sharing one's resources or personal efforts to help others can produce.

Cook and Eat Healthier at Home

It's easy to skip cooking at home when you face long work days, aggravating commutes, day-care drops, and errands. Unfortunately, you're likely to be consuming more calories from carbohydrates, sugar, frozen meals, and instant foods when you're on the go. To get healthier, gain less weight, and reduce the hassle of cooking at home, think pasta, casseroles, stews, curries, soups, risottos, stir-fries, and salads. With planning, you can easily stock up for two weeks with fresh, frozen, canned, and dried goods to cook fast and fresh meals. Research shows those who cook at home also eat less when they do eat out. Consider this book with the best reviews: "Cooking Light's Fresh Food Fast: Over 280 Incredibly Flavorful 5-Ingredient 15-Minute Recipes." Buy it gently used online for one cent (Amazon.com) plus shipping.



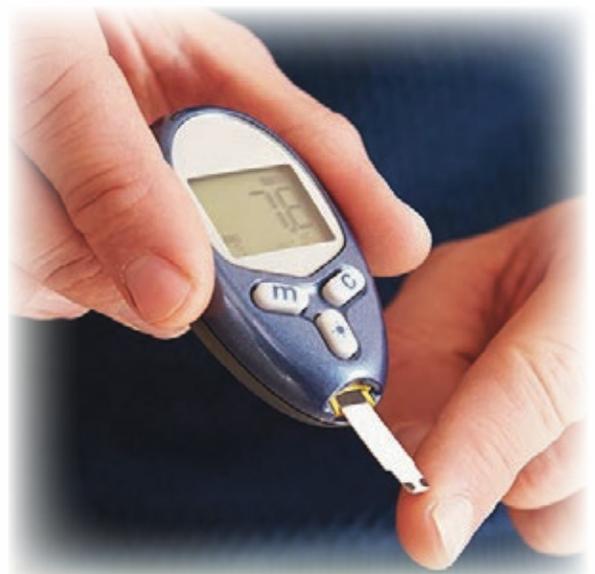
Cost of Incivility at Work

Incivility at work is tit-for-tat exchanges, slights, verbal jabs, condescension, and discourteous interactions many employees give and get. Different from bullying, which is a form of workplace aggression and mistreatment, incivility is lower key. It's more ambiguous, but it's still harmful. Many researchers have shown that employees spend hours after an uncivil act thinking about it, processing it with a friend, and planning how to avoid the next incident. All this eats into productivity and has an economic cost. Incivility can be a factor in burnout, too, prompting workers to do less and call in sick more and continuing a cycle of morale problems.

Manage Stress, Don't Let It Manage You

Most of us spend less effort preventing stress than coping with it. When we feel its impact, only then do we think to intervene. Although this is a natural process, you can be proactive and fight stress upstream. Since unmanaged distress can contribute to ill health, being proactive makes good sense. Understand three key areas of stress: physical, emotional, and work-related stress. Physical stress ensues from your interacting with the environment. Example: sitting in a chair for 10 hours a day or improper diet. Emotional stress ensues from responding with worry, fear, guilt, and panic as you interact with others and your environment. Work stress ensues from people conflicts, customer aggression, work criticism, job pressures, and

deadlines. Participate in activities that target each sphere—physical activity or exercise, leisure and relaxation, and the third—be proactive in identifying problems in relationships at work. Pay attention to the small voice in your head that says it's time to take initiative and resolve a concern early on.



Holiday Tips for Diabetics

When January rolls around, will you be satisfied and proud that you did not let your diet get out of control? Here are a few time-tested tips from the American Association of Diabetes Educators to help you manage seasonal stress and the holiday food parade. (1) Decide that you will enjoy the fun but still be healthy this season. Spend a few quiet moments planning out this goal. (2) Make a written contract with yourself—literally, in writing, and sign it to help you stay motivated. (3) Plan your plates to increase the veggies and reduce the starches, and choose the lean, nonfat meats on party trays that come your way. (4) Alcohol—it's everywhere. If your doctor says you can drink alcohol, remember it can interfere with some medications and insulin. Go with the light drinks—spritzers. Avoid the mixed drinks. (5) Keep moving and stick with your exercise routine. After a meal, steer clear of the couch or lounge—take a walk instead. (6) Consider a volunteer activity during the season. It will keep you moving, and the payback is comradeship while helping others and inspiring positivity and gratitude. (7) Purposely plan time to unwind. Stress can wind you up like a clock spring. If you're traveling, plan your diabetic supplies (double up) to prevent problems with travel delays and disease management mishaps. Source: <http://www.diabeteseducator.org> (search "holidays")

Use Effective Eye Contact in Public Speaking

Acceptance and believability are the foundation of success in public speaking, and they begin with eye contact. Begin making eye contact with members of your audience before you present and you will reduce anxiety dramatically, appear less mysterious, and build trust faster to have them engage with you more. Crowd behavior is contagious, so positive interactions resulting from this warm-up step can rub off on others. When speaking, don't speak to "the masses." Instead, continue making eye contact with individuals to enhance your authenticity. And here's a tip: When speaking, "smile with your eyes." This practice engages your whole face and makes it light up. You will appear more inviting from the podium and draw your audience emotionally toward you. The technique of smiling with your eyes is easier than "remembering to smile," which can create an off-putting forced grin. Test this notion with a friend and you'll adopt it as a personal secret to a great presentation.



Avoid Ageism at Work

Ageism is stereotyping of and prejudice against older persons. It's a growing area of concern for the workplace because people are working longer into their senior years and their numbers are growing because of aging baby boomers. As with reducing racism and sexism, reducing prejudice is about understanding and being aware of your biases (we all possess a few) and then choosing to eliminate their influence on your interactions on the job. What are your beliefs about older people? What about old age? How about the aging process? These are all areas to examine in order to tease out your biases. Each plays its part in how you demonstrate tolerance and positively interact with older workers. Gain awareness of these attitudes and you empower yourself to eliminate ageist behaviors at work.

