

Programs and Events **Reducing Job Stress**

For more details, visit www.muohio.edu/ehwb or contact Employee Health & Well-Being!

Frozen Fitness Fridays

Fridays between October 30 and February 26
12:00pm-12:50pm at Goggin Ice Center - \$3

Veteran's Day

Wednesday, November 11
Fitness Room closed and no Group Fitness Classes

Ballroom Dancing Classes

Thursdays, November 12 - December 17
7:40pm at the Oxford Community Art Center - \$55

Great American Smokeout

Thursday, November 19

Happy Thanksgiving!

November 25, 26 & 27
Fitness Room closed and no Group Fitness Classes

Mobile Mammography

Thursday, December 10
9:00am-4:00pm on the Oxford Campus

Tuesday, January 26
12:00-3:00pm on the Hamilton Campus

Thursday, January 28
8:00am-11:00am on the Middletown Campus

When job and workplace stress surrounds you, you can't ignore it, but there are simple steps you can take to regain control over yourself and the situation. Here are some suggestions for reducing job stress by prioritizing and organizing your responsibilities.

Time Management Tips

Create a balanced schedule. All work and no play is a recipe for burnout. Try to find a balance between work and family life, social activities and solitary pursuits, daily responsibilities and down time.

Don't over-commit yourself. Avoid scheduling things back-to-back or trying to fit too much into one day. All too often, we underestimate how long things will take. If you've got too much on your plate, distinguish between the "should" and the "musts."

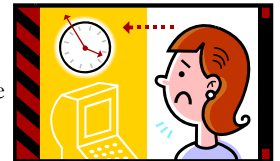
Plan regular breaks. Make sure to take short breaks throughout the day to sit back and clear your mind. Stepping away from work to briefly relax and recharge will help you be more, not less productive.

Task Management Tips

Prioritize tasks. Make a list of tasks you have to do, and tackle them in order of importance. If you have something particularly unpleasant to do, get it over with early.

Break projects into small steps. If a large project seems overwhelming, make a step-by-step plan. Focus on one manageable step at a time.

Delegate responsibility. You don't have to do it all yourself, whether at home, school, or on the job. If other people can take care of the task, why not let them?



Excerpted with permission from *Stress at Work*.

Visit http://www.helpguide.org/mental/work_stress_management.htm to see the full article with links to related articles. © Helpguide.org. All Rights Reserved.

Start! Eating Healthy

Start! Eating Healthy was created by the American Heart Association to raise awareness for the importance of good nutrition and making the best eating decisions.

Five Ways that you can Start! Eating Healthy:

1. Try a new Healthy snack - you might like it!
2. Bring your lunch with you to work, that way you can control what you eat and save money.
3. Find a healthy recipe and prepare it for your family or friends; it's great to get your loved ones involved in a healthier lifestyle.
4. Sip on water throughout the day instead of sodas.
5. Eat heart-healthy foods like fruits, vegetables, lean meat, and whole grains



Source: American Heart Association

Great American Smokeout

November 19, 2009

Every year on the third Thursday in November, smokers across the nation are encouraged to take part in the American Cancer Society's Great American Smokeout® by smoking less or quitting for the day. The event challenges people to stop using tobacco and helps raise awareness about the many tools available to help you quit for good.

Research suggests that smokers are most successful in kicking the habit when they have some means of support. Using two or more of the following measures to help you quit works better than using any one of them alone.

- Nicotine replacement therapy
- Counseling
- Stop-smoking groups
- Telephone smoking cessation hotlines
- Prescription medicine to lessen cravings
- Support from friends and family members

EHWB will provide employees with additional information and resources throughout November about smoking cessation. Also, EHWB interns will bring Blow Pops to employees on November 19 to celebrate our "Blow Bubbles, Not Smoke!" Campaign and Miami University's smoke-free campus.

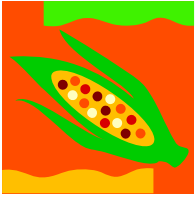
Source: American Cancer Society



Eco-friendly Thanksgiving

You can go Greener and be Healthier this Thanksgiving

Prepare and eat less food. Tradition does not dictate that we overeat on Thanksgiving Day! Cutting back on the amount of food you purchase, cook, and eat is not only good for your waistline – it's better for the environment.



Buy and eat locally grown food. Locally grown food often tastes better than food that is grown and packaged for maximum shelf life, and it requires less fuel to reach store shelves. The Oxford Farmers Market Uptown is open weekly through Thanksgiving. You'll find many local options for your feast.

Avoid using disposable plates and cups. If you don't have enough dishes, ask each guest to bring their own.

Use your dishwasher. A study from the University of Bonn, Germany found that dishwashing machines use half the energy and one sixth the water than that expended during manual dishwashing.

Use cloth napkins. If you choose paper napkins, purchase those made with post-consumer recycled paper.

Store and share leftovers in eco-friendly ways. Plastic wrap and bags are often made from materials that can have harmful health effects, and are not recyclable or biodegradable. Instead use glass storage containers that can be reused often.

Decorate with natural items. Collect acorns, pinecones, seed pods, sticks or branches, and even dried grasses instead of purchasing new decorations. Compost these natural items when you are done with them.

Compiled by Miami's Center for Environmental Education/
Hefner Zoology Museum www.EnvironmentalEducationOhio.org

World Kindness Day

November 13, 2009

People who perform acts of kindness generally agree that doing a kind deed for someone else makes them "feel good." But apart from sheer niceness, why should people be encouraged to commit acts of kindness?

A number of scientific studies show that acts of kindness result in significant health benefits, both physical and mental, for those who perform them. Here are some key points:

- Helping contributes to the maintenance of good health, and it can diminish the effect of diseases and disorders serious and minor, psychological and physical.
 - Helping can enhance our feelings of joyfulness, emotional resilience, vigor, and can reduce the unhealthy sense of isolation.
 - A decrease in both the intensity and awareness of physical pain can occur.
 - The health benefits and sense of well-being return for hours or even days whenever the helping act is remembered.
- An increase in sense of self-worth, greater happiness, and optimism, as well as a decrease in feelings of helplessness and depression.
- Regular club attendance, volunteering, entertaining, or faith group attendance is the happiness equivalent of getting a college degree or more than doubling your income.



Source: [The Random Acts of Kindness Foundation](http://www.randomacts.org)

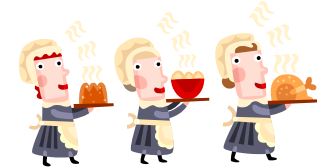
Holiday Health Tips

With a few simple changes, the weight gain many people think is inevitable during the holidays can be prevented. Parties, sweets, late night shopping, and alcohol can make it difficult to be healthy around the holidays, but there are some simple ways to make healthier choices in these situations. All you need is an action plan like the one below!

Don't go to a party hungry: we often eat faster and more when we are hungry - therefore eat a wholesome breakfast and lunch during the day to avoid overeating at the party.

Watch your portion: treat yourself to a nice drink, dessert, chocolate or sweets without guilt, but always watch your portion. Go for small portions. This way you can sample all the different foods.

Limit high fat items: high fat food items can be found in fried food, cream-based soup, cheese-filled casseroles, pies, processed foods, some pastries and baked goods.



Limit alcohol consumption: calories from alcohol tend to be stored in the abdomen. People who are overweight actually gain weight more easily when they consume alcohol. If you drink, limit your alcohol intake to no more than two drinks per day for men and one drink per day for women. One drink equals a 12-ounce beer, a 5-ounce glass of wine, or 1.5 ounces of 80-proof liquor.

Physical activity: take nice brisk walks with your loved ones and enjoy their company during the holiday season.

Source: www.healthcastle.com

American Diabetes Month

November 2009

Diabetes can cause your blood sugar to rise to dangerous levels. Most of the food we eat is turned into glucose, or sugar, for our bodies to use for energy. The pancreas, an organ near the stomach, makes a hormone called insulin to help glucose get into our bodies cells.

The Two Types of Diabetes

Type 2 diabetes is the most common form of diabetes. It appears most often in middle-aged adults. Today, however, adolescents and young adults are developing type 2 diabetes at an alarming rate. It develops when your body doesn't make enough insulin or develops "insulin resistance" and cannot make efficient use of insulin it makes.

Type 1 diabetes usually occurs in children and young adults. In type 1, the pancreas makes little or no insulin. Without daily injections of insulin, people with type 1 diabetes will not survive.

Diabetes is a major risk factor for stroke and coronary heart disease. People with diabetes may avoid or delay heart and blood vessel disease by controlling other risk factors. It's especially important to control weight and blood cholesterol with a low-saturated-fat, low cholesterol diet and regular physical activity. It's also important to lower high blood pressure and to not smoke.

Source: [American Heart Association](http://www.heart.org)

Miami has removed the financial barriers to diabetes by covering diabetes medications and supplies with \$0 copayment for those covered under either of MU's Humana plans.

Visit <http://www.units.muohio.edu/prs/Benefits/index.htm> for a detailed list.



CROSSWORD

Exercise your brain by completing the crossword puzzle. The questions come from the content of this issue of Healthy Highlights. Answers to the puzzle can be found on the “Communications” page of the EHWP website.

ACROSS

1. To be ecofriendly, store leftovers in _____ containers.
3. Watching your _____ can help you prevent weight gain.
6. _____ can be beneficial if you are living with diabetes.
8. You should create a _____ schedule to help manage your time.
9. Avoid using _____ plates and cups this Thanksgiving.
11. _____ from friends and family members can help people quit smoking.

DOWN

2. Diabetes is a major risk factor for this.
4. Kindness can result in _____ benefits.
5. _____ is a better alternative to sip on instead of sodas.
7. You can break projects down into _____ steps to make tasks manageable.
8. Blow _____, Not Smoke is our campaign for Great American Smokeout.
10. Bringing your lunch to work can help you save _____.

