

Healthy Living Newsletter

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TAKE CONTROL OF YOUR HEALTH

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Tips for Reducing Job Stress

When workplace stress surrounds you, there are simple steps you can take to regain control over the situation.

- **Create a balanced schedule.** Analyze your responsibilities and daily tasks. Try to find a balance between work and family life, social activities and solitary pursuits, and daily responsibilities and downtime.
- **Do not overcommit yourself.** Avoid scheduling things back-to-back or trying to fit too much into one day. If you have too much on your plate, distinguish between the “shoulds” and the “musts.” Drop tasks that are not truly necessary to the bottom of the list, or eliminate them entirely.
- **Leave earlier in the morning.** Arriving 10 – 15 minutes early can make the difference between frantically rushing to your desk and having time to ease into your day. Don’t add to your stress level by arriving late.
- **Plan regular breaks.** Stepping away from work to briefly relax and recharge will help you become more productive.
- **Prioritize tasks.** Make a list of tasks you have to do and tackle them in order of importance.
- **Break projects into small steps.** If a project seems overwhelming, make a step-by-step plan to complete it.
- **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?

Source: www.helpguide.org

Fight Stress With Healthy Habits

Healthy habits can protect you from the harmful effects of stress. Here are some examples you may want to develop.

- **Talk with family and friends.** A daily dose of friendship is great medicine. Call or write your friends and family to share your feelings, hopes, and joys.
- **Get active.** Regular physical activity relieves mental and physical tension.
- **Remember to laugh.** Laughter makes you feel good. Do not be afraid to laugh out loud at a joke, a funny movie, or a comic strip, even when you are alone.
- **Give up the bad habits.** Too much alcohol, cigarettes, or caffeine can increase stress.
- **Slow down.** Try to “pace” instead of “race.” Plan ahead and allow enough time to get the most important things done.
- **Get enough sleep.** Try to get six to eight hours of sleep each night. If you have problems falling asleep, take steps to reduce stress and depression. Physical activity also can improve the quality of sleep.
- **Practice giving back.** Volunteer your time or return a favor to a friend. Helping others helps you.

Source: www.americanheart.org

What Causes Depression?

There is no single cause of depression. Here are just a few reasons why a person may become depressed.

- **Genetics.** A person with a family history of depression may be more at risk for developing it themselves. However, depression may also occur in a person who does not have a family history of depression.
- **Chemical imbalance.** The brain of a person with depression looks different compared to individuals who do not have depression. The parts of the brain that manage your mood, thoughts, sleep, appetite, and behavior do not have the right balance of chemicals.
- **Hormonal factors.** Menstrual cycle changes, pregnancy, miscarriage, postpartum period, and menopause may all cause a woman to develop depression.
- **Stress.** Stressful life events, such as trauma, loss of a loved one, work responsibilities, caring for children and/or aging parents, abuse, and poverty may trigger depression in some people.

Source: www.womenshealth.gov

Signs of Depression

The World Health Organization (WHO) estimates that, by 2020, depression will become the world’s second “most burdensome” illness. Signs of depression include:

- Feelings of sadness, anxiety or “emptiness” that persist
- Difficulty falling asleep, staying asleep, or sleeping more than usual
- Loss of appetite and weight, or increased appetite and weight gain
- Loss of pleasure and interest in once enjoyable activities
- Restlessness or irritability
- Difficulty concentrating at work or at school, or difficulty remembering things or making decisions
- Fatigue or loss of energy
- Feelings of guilt, hopelessness, or worthlessness
- Thoughts of suicide or death

If you experience five or more of these symptoms for two weeks or longer, you may have depression. Seek help from a doctor or mental health professional right away.

Source: [UPS Roadmap to Health](#)



Stop the Spread of Germs!

- Cover your mouth and nose when you sneeze or cough.
- Clean your hands often. When available, wash your hands with soap and warm water, then rub your hands vigorously together, and scrub all surfaces. Wash for 15 to 20 seconds.

When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used.

- Avoid touching your eyes, nose or hands.
- Stay home when you are sick and check with a health care provider when needed.

Source: www.cdc.gov

Social Distancing

Here are some examples of social distancing practices that you can adopt at work to help halt the spread of germs.

1. **Avoid handshakes.** They enable virus transmission through skin-to-skin contact. Substitute something else.
2. **Avoid the lunchroom rush.** Eat earlier or later than the crowd, or eat with just a few people in a conference room.
3. **Substitute teleconferences for face-to-face meetings.** Reducing the number and duration of in-person meetings reduces the opportunity for virus transmission.
4. **Use larger conference rooms.** Larger rooms have better ventilation, and there's more room to spread out.
5. **Avoid the commuter rush periods.** If you commute via public transportation, take advantage of your employer's flex time policy, if available.

Source: *UPS Roadmap to Health*



How to Alter Your Eating Habits

You can break your bad eating habits, one step at a time. Here are some helpful solutions.

- **Don't munch on the run.** Your brain may feel deprived if you are not mindful of the food you are eating. Make a point to eat breakfast, lunch, and dinner at a table as often as possible.
- **Slow down.** Eat slowly, allowing your brain to relay the message to your body that you're full.
- **Avoid nosing in the car.** You can quickly get into a habit of eating whenever you're behind the wheel. Plus, it's harder to keep track of what you're eating if you're driving and munching.
- **Have a healthy snack, such as fruits and veggies, 30 minutes before you eat a meal.** It can take as long as half an hour for fullness signals to travel from the stomach to the brain. The sooner you start eating, the sooner your stomach will get the message that you've had enough food.
- **Downsize your dishes.** Often, you may feel cheated unless your plate is full, as if you haven't eaten enough. Instead, use a dessert plate for your entrée.
- **Bust your eating triggers.** If watching your favorite reality show triggers cravings for bowlfuls of your favorite snack, give up eating in front of the TV.
- **Avoid bingeing.** When foods are low in fiber and high in sugar, salt and/or partially hydrogenated trans-fats, the tendency is to overconsume. Bingeing on refined processed foods is probably the greatest cause of obesity in America.
- **Know what you eat.** You may not pay much attention to how many low-fiber calories and how much bad fat you consume daily, especially if you eat often in restaurants. These excess calories get stored as fat.
- **Keep track of the foods you eat.** Note how much, where, and why you eat. A simple notebook can serve as your food "diary" to help you identify patterns and triggers.
- **Drink plenty of water.** Water is crucial for your brain cells and every organ in your body (including your skin) to work properly. To burn fat, your body needs at least eight glasses of pure water daily. Water not only satisfies your thirst, it also reduces hunger and flushes out toxins.
- **Just say no.** Practice saying "no thanks" to second helpings and offers of high-calorie foods.

Source: www.fitnessmagazine.com, www.bellybytes.com & *UPS Roadmap to Health*



Why Should You Get Proper Rest and Sleep?

Research recognizes that, in order to live a long and active life, you should get at least seven to eight hours of sleep per day. Here are some ways to help you achieve this goal.

- Do not eat right before bedtime. Your body needs three to five hours to digest food. Your active digestive system can, prevent restful sleep.
- Reduce your stress. Stress increases activity in your nervous system and makes chemicals that prevent your body from shutting down.
- Keep your bedroom well-ventilated and the temperature comfortable. Be sure to turn off the phone.

Source: *UPS Roadmap to Health*