



## Timely Information for Personal Success

### Swine Flu Resources for EAPs

The World Health Organization has called the spreading swine flu (H1N1) outbreak a “public health emergency of international concern.” Education is always a good way to separate fact from rumor. The following are among key resources:

\* **Centers for Disease Control and Prevention (CDC)** — [www.cdc.gov/swineflu](http://www.cdc.gov/swineflu); information phone line: 1-800-232-4636

\* **Department of Health and Human Services** — [www.pandemicflu.gov](http://www.pandemicflu.gov)

\* **Federal Emergency Management Agency (FEMA)** — [www.fema.gov/government/grant/pa/9523\\_17.shtm](http://www.fema.gov/government/grant/pa/9523_17.shtm)

\* **Guidance on Workplace Stockpiling of Respirators & Facemasks for Pandemic Influenza** — [www.osha.gov/guidance/stockpiling-facemasks-respirators.html](http://www.osha.gov/guidance/stockpiling-facemasks-respirators.html)

\* **Guidance for Swine Flu: Taking Care of a Sick Person in Your Home** — [www.cdc.gov/swineflu/guidance\\_homecare.htm](http://www.cdc.gov/swineflu/guidance_homecare.htm)

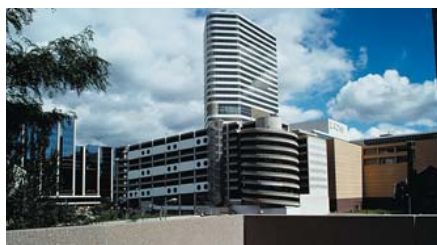
\* **State-by-State Pandemic Planning and Status** — [www.pandemicflu.gov/plan/states/index.html#stateplans](http://www.pandemicflu.gov/plan/states/index.html#stateplans)

\* **World Health Organization** —

Swine flu info: [www.who.int/csr/disease/swineflu/en/index.html](http://www.who.int/csr/disease/swineflu/en/index.html)

Swine flu FAQs: [www.who.int/csr/disease/swineflu/faq/en/index.html](http://www.who.int/csr/disease/swineflu/faq/en/index.html)

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### Effectively Managing Your Day

By Michael Guld

Due to budget cutbacks and corporate downsizing, fewer people are being asked to do more — which strains employees’ time and drains their energy, which leads to frustration and stress. While you may not be able to control what’s being thrown *at you*, or asked *of you*, there ARE ways to effectively manage your day. First, you must acknowledge these three truths:

1. **You’ll never get it all done.** Even if you work 24/7, there will still be unfinished business: people to see, reports to prepare, and emails to read, etc.

2. **Your day won’t always go as planned.** Your success at the end of the day shouldn’t be based on whether the schedule you set was followed, or whether X,Y, and Z on a to-do list got done, but on how productive you were pertaining to your work goals. We must all re-prioritize tasks to adjust to changing conditions.

3. **Everything takes longer than you think it will.** If you do quality, not sloppy work, and chances are you do, a given task might take a little longer to get done than you anticipated. It’s important to do the best

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CLIP-N-SAVE!

[www.foodfit.com](http://www.foodfit.com)

## Healthy Recipe: Summer Fruit Salad

### INGREDIENTS:

- 1/4 cup mixed berries
- 1/4 mango - peeled, pitted, and cubed
- 1/4 nectarine - pitted, and sliced
- 1/2 tablespoon orange juice

### NUTRITIONAL INFORMATION:

- Calories per serving: 68
- Protein: 1 g.
- Carbohydrates: 17 g.
- Sodium: 2 mg.
- Saturated fat: 0 g.
- Fat: 0 g.
- Fiber: 3 g.

### DIRECTIONS:

1. Mix the fruit in a bowl. Sprinkle with the orange juice.

2. Serve for breakfast over yogurt, as a side dish with lunch or dinner, or for dessert over sorbet or low-fat yogurt.

**Serving size:** about 2/3 cup



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## Live Better on the Money You Make!

With the current economy, who *doesn't* need some dollar-stretching tips? The following are some ideas:

\* **Broken appliances** — When I have a problem with an appliance like a washing machine, I save a service call and go to a search engine and type in the appliance name and the symptoms. Sometimes I find that it's a common problem and people offer simple instructions on how to fix it. Occasionally, I can't find any help, but since it only takes a minute and doesn't cost anything, I'm not any worse off for trying it!

\* **Dinner "in"** — Instead of going to a restaurant, we pile in the car and drive to a grocery store. We each pick a frozen dinner, and while the dinners are heating, we play a board game. It's much cheaper than dining out, clean up is a breeze, and we spend some quality time together.

\* **Local savings** — Check out [www.citiesonthecheap.com](http://www.citiesonthecheap.com). This is a network of bloggers who post deals, discounts, and free and cheap events — available both locally and nationwide. There's no need to sit home when there are plenty of free and inexpensive travel experiences.

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you can; even if it means you can't get to everything else on your plate. Focus on what you've accomplished, not on what you didn't get done. If you dwell too much on the latter; you'll never feel like you're doing a good job. Effectively managing your day involves the following:

### 1. Effectively manage your goals.

Before deciding what to *work on*, you need to know what you're *working toward*. How do you spend your workdays, and do they lead you toward your goals?

**2. Effectively manage your priorities.** Life is about choices. In choosing what to work on, you need to distinguish between the "urgent" and the "important." Work on the "urgent" before the deadline approaches.

### 3. Effectively manage your focus.

Everyone wants a piece of your time, but not everyone is *entitled* to it! Schedule time for interruptions, but *manage* the time spent on them. Learn to block things that steal your time and attention. Ask yourself if the interruption is going to make money, save time, or provide a clear benefit. If not, ignore it.

**4. Effectively manage conversations.** Don't be so quick to say, "yes." It's when we agree to multiple projects over and over that

overwhelming, stressed-out feelings start.

### 5. Effectively manage expectations.

Stress can be reduced when expectations are more realistic. If your workload has you overwhelmed, determine the most important priorities to complete, and reset the deadlines with your other tasks.

### 6. Effectively manage technology.

Do you manage technology or does it manage you? People may expect replies to emails and texts, but you needn't always make a detailed response right away. Say something like, "*let me get back to you later when I have more time.*"

### 7. Effectively manage organization.

Some people are more naturally organized, while others have to work at it. But organization is worth the effort. Being disorganized can lead to feeling stressed and busier than you actually are.

### 8. Effectively manage your emotions.

Instead of worrying, consider what's *causing* you to worry. Then, take positive steps to fix what you can, and don't worry about those things you can't change. ❖

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