



TIPS FOR SPRING CLEANING .

BY MEGAN MILLER

After being shut inside for the winter, who isn't ready for a little spring cleaning? It's time to open the windows, take a deep breath, and get to work! It makes sense that with budding life outdoors, we take a moment to give the same new life to our indoor surroundings. Consider starting with one or two of these tips, and work your way through the rest:

- **Washing Windows.** Try to wait for a cloudy day, as direct sun can dry the cleanser before you wipe it off.
- **Dusting....Everything.** Think about easily forgotten items. Toss drapes and curtains in the dryer for 15 minutes on the "air only" cycle, then rehang.

- **Degrease Kitchen Cabinets.** This is especially important if you don't run the exhaust hood when you cook.
- **Vacuum Tune-Up.** Replace the bag, clean the dust cup, and replace or wash the filters.
- **Dishwasher.** Remove any bits of food hiding, then run a specialty cleanser through that is made for your dishwasher.
- **Refrigerator.** Pull out the shelving and wash in warm, soapy water. Wipe down surfaces inside and outside the fridge before replacing.

Sources: Good Housekeeping. goodhousekeeping.com/home/cleaning/g3345/spring-cleaning-tips/. Accessed 20 February 2018.
House Beautiful. housebeautiful.com/lifestyle/cleaning-tips/advice/g601/spring-cleaning-tips/?slide=1. Accessed 20 February 2018.

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Smart Facts

25,000

germs per square inch are on a typical office phone.

2-5 DAYS

is how long it takes most people to finish a "deep clean."

1901

was the year the first motorized vacuum cleaner was invented.

Sources: Mental Floss. mentalfloss.com/article/78273/get-swept-away-these-8-facts-about-spring-cleaning. Accessed 12 February 2018.
Lonny. lonny.com/See+It+Now/articles/pQNF88LhioG/Spring+Cleaning+Facts+Will+Surprise. Accessed 12 February 2018.
Mop Up Your Mess. mopupyourmess.com/did-you-know-20-fun-cleaning-trivia-facts/. Accessed 12 February 2018.



ADD BALANCE, TAKE A BREAK .

BY JENNA MEARS

Do you ever wish you could fly to an island and forget the daily stress of work and home life? When you get busy with work and home demands, it's easy to forget to take breaks or claim you "don't have time." The truth is, taking breaks and making time for yourself will actually increase your productivity throughout the day. It's almost like treating your break as a reward for accomplishing your tasks. But how do you make time for that break and maximize the time?

To maximize your time and give your mind and body the recovery it needs, take breaks from your work (even chores or house work) every 50 to 90 minutes. The United States Army Research Institute discovered that ultradian rhythms have 90-minute cycles, meaning you could take a break every 90 minutes. If you struggle with 90-minute working stretches, try to break every 50 minutes. When you take a break, it should be for about 15 to 20 minutes. Frequency is the name of the game here, so find a schedule that works for you and try to stick to it. Even put it on your calendar as a reminder to yourself and your colleagues!

When you take a break, you should be doing anything but your regular work (again even if that work is house work or chores). Here are some ideas for good activities to do during break times:



To maximize your time and give your mind and body the recovery it needs, take breaks from your work every 50 to 90 minutes.

- **Move Your Body:** Taking a walk, stretching, and even participating in a 15-minute yoga video are great ways to move your body during a work break. Moving around gets your blood flowing and clears your mind. Moving outside is even better since you'll get a dose of vitamin D!
- **Be Social:** Research has found that strong social connections actually boost productivity and make employees more passionate about their work. Ask a co-worker to coffee or to take a walk with you, and make sure to talk about something other than that big project you're working on! This is a chance to get to know one another.
- **Take Regular Vacations:** While quick breaks during your day and a day off here and there are great, we all need time to truly disconnect and unwind. It is estimated that an average of 9.2 vacation days go unused each year, and 60% of Americans said they worked through their vacations. Disconnecting from work allows you to destress, improves your mood, and even helps you see the big picture.
- **Be Mindful:** Practicing mindfulness with deep breathing, meditation, and yoga can be very effective at relieving stress. Overtime, these practices can also boost your creativity and compassion!

Source: Huffington Post. huffingtonpost.com/2013/12/19/youve-been-taking-breaks-_n_4453448.html. Accessed 1 March 2018.

CHECK THOSE BILLS .

BY JOHN THOMAS

Think there's no reason to review your medical bills? Think again. Experts estimate that 40 to 80 percent of all medical bills contain errors. Here are some tips that can help you find and correct billing mistakes.

- **Know what you've got.** Understanding your coverage will help you know what to look for.
- **Get it in writing.** Don't assume you don't need to see your bills if your insurance company reviews them. Get copies of everything, especially for hospital stays and hospital pharmacy charges, and review them closely. Then compare them to any bills, EOBs (Explanation of Benefits), and other paperwork you get later.
- **Open that mail!** Don't throw bills or mail from your benefits provider in a file until later. Some insurers have a deadline for appealing charges. Open bills and EOBs right away, and call immediately if you see a problem.
- **Stay in-network.** In-network physicians, labs, hospitals, etc. not only give you the best prices, but they also typically communicate more reliably and efficiently with your insurer.
- **Talk to your doc.** Physicians don't always think about the cost of a test, medication, or procedure before ordering it, and they probably won't know which clinic, lab, or other provider is in your network. If a physician recommends an out-of-network provider, ask for an in-network option.
- **Break the code.** If you do talk to someone about problems with a bill, you might hear that the provided services were "coded" incorrectly. If that's the case, your best option is usually to ask your healthcare provider to help you get it corrected – regardless of who made the mistake.
- **Act fast.** Again, there's usually a deadline for appealing charges. Don't waste money by wasting time.
- **Get help.** If you're running into walls or find yourself confused by charges and bills, your employer's human resources team should be able to help you or connect you with someone who can.



April is Donate Life Month

Did you know that 95% of Americans are in favor of being a donor, but only 54% are actually registered? Donate Life America designates April as Donate Life Month. It reminds us that thousands of people are waiting for lifesaving transplants, and we can help! Find out more at www.donatelife.net.

Source: Donate life America. donatelife.net/. Accessed 1 March 2018.

HARVEST OF THE MONTH: PEAS

BY RACHEL SAVIEO

When you think of peas, you may think of an easy side dish or just a way to get some green on your plate, but did you know peas are a nutritional powerhouse with many health benefits? A cup of peas is high in protein, fiber, and micronutrients. They contain high amounts of a phytonutrient known to prevent stomach cancer, and are high in antioxidants, which promote a strong immune system, high energy, and anti-aging benefits. Peas also have strong anti-inflammatory properties, help with blood sugar regulation, prevent heart disease, and reduce bad cholesterol.

How to Select

Fresh peas are preferred over frozen, and they should be eaten as fresh as possible before the sugar content transforms into starch. Frozen peas retain their color, texture, and nutritional content better than canned peas.

How to Store

Store fresh peas in the refrigerator to slow their sugar content from turning into starch. Store them unwashed and unshelled in the refrigerator in a perforated bag or unsealed container that will allow air to circulate around them. They will keep for several days.

How to Prepare

Both canned and frozen peas have a significant amount of sodium, so be sure to rinse them well before using. For the best flavor, avoid boiling peas. Cook them in a skillet over medium heat with a small amount of butter and sugar for 5-7 minutes, stirring occasionally.



Sources: Real Food for Life. realfoodforlife.com/10-health-benefits-of-peas/. Accessed 22 February 2018.
Sharecare. sharecare.com/health/food-storage-health/how-can-store-peas. Accessed 22 February 2018.



Recipe: Italian Peas

Ingredients (makes 6 servings):

2 Tbsp olive oil
1 onion
2 cloves garlic, minced
16 oz frozen green peas
1 Tbsp chicken stock
Salt and pepper to taste

Directions:

1. Heat olive oil in a skillet over medium heat.
2. Stir in onion and garlic; cook about 5 minutes.
3. Add frozen peas and stir in the stock. Season with salt and pepper.
4. Cover and cook until peas are tender, about 10 minutes.

Nutrition Information:

PER SERVING: 106 calories, 4.8g fat, 0mg cholesterol, 85mg sodium, 12.3g carbohydrates, 4.2g protein

Source: Allrecipes. allrecipes.com/recipe/90209/italian-peas/. Accessed 22 February 2018.