



FINDING TIME FOR HEALTH .

BY MECHELLE MEADOWS

Even with 24 hours in a day, it can still seem like there isn't enough time to fit in everything that you want or need to do, especially when it comes to making time for your own health. But think of taking care of yourself as what drives your ability to do everything else that your day holds – your job, parenting, community involvement, and more.

Higher levels of well-being, including physical, mental, and emotional, allow you to make it through your day more effectively and to experience less stress while doing so.

Here are a few tips to fit health into your routine:

- **Make it a family affair.** Rather than feeling like you must choose between exercise or spending quality time with

your family, gather everyone to go on a walk, or play a friendly outdoor game while you catch up on each other's days.

- **Find a time that consistently works best for you.** Explore what time of the day is most feasible for you to exercise or complete another healthy activity, such as meditation or reading a book.
- **Prepare for healthy meals.** Plan for the week ahead. It could be as simple as chopping fruits and vegetables to have handy for snacks, or as involved as prepping full meals, saving you from poor nutrition choices when you are crunched for time.

IN THIS ISSUE

- 2 Improve Productivity at Work
- 3 Get Protected: Immunizations
- 4 Harvest of the Month: Spinach

Smart Facts

10 MINUTES

of exercise can have a positive effect on a person's mood.

14%

increase in cognitive performance after 10 minutes of exercise.

66 DAYS

is the amount of time it can take to make a new behavior a habit.



TIPS AND TRICKS TO IMPROVE PRODUCTIVITY AT WORK .

BY RACHEL SAVIEO

In today's world of competing priorities and distractions, it's important to use your time wisely. Keep the following tips in mind to help you stay on track, so you feel a sense of accomplishment at the end of the day:

- **Set a two-minute rule.** Make the most of small windows of time you have. If you know a task can be done in two minutes or less, do it immediately. It may take less time to do it now than to come back to it later.
- **Meetings, meetings, meetings.** The average worker spends over 31 hours monthly in meetings. Before booking your next meeting, ask yourself if the goals can be accomplished via email or phone.
- **Quit multi-tasking and take regular breaks.** It may seem counter-intuitive, but staying focused on one task at a time and taking scheduled breaks improves concentration and helps maintain a high level of performance. Studies also show that using work time to exercise improves productivity, so don't hesitate to take a walk during the day to clear your head.
- **Turn off notifications and minimize interruptions.** Block time to check email and other messages during work hours. This will help you plan how your day is spent, rather than immediately reacting to emails and phone calls. If other interruptions are a problem, consider finding a place away from the office where you can focus.



Stay on track so you feel a sense of accomplishment at the end of the day.

Technology can be a source of distraction too, but when used wisely, it can help improve efficiency. Here are a few apps that Fast Company recently highlighted as the best productivity apps for 2018:

- **Astro:** This email inbox assistant can be used to remove clutter, create follow-up reminders, and it highlights emails that may need your attention.
- **Things:** This app makes to-do lists more usable. It will divide tasks into multiple views such as 'today,' 'this evening,' and 'upcoming,' and breaks tasks into smaller parts with headings. It can also connect to-do lists with other apps.
- **Forest:** This app encourages you to put down your phone. Virtual trees grow when you're not using your phone for other things. If you switch away from the app while a tree is growing, it will wither. It also offers a friend system that only grows trees when everyone is staying focused.

Try using new strategies and tools to help you find ways to work smarter, which can help you avoid using long hours and increase the number of tasks you accomplish during the day.

Sources: Fast Company, <https://www.fastcompany.com/40537294/the-25-best-productivity-apps-for-2018>. Accessed 10 July 2018.
Inc. <https://www.inc.com/john-rampton/15-ways-to-increase-productivity-at-work.html>. Accessed 10 July 2018.

ENSURE IMMUNIZATIONS ARE CURRENT .

BY JOHN THOMAS

No one likes getting shots, but when the alternative is a nasty illness, a little stick in the arm seems like a pretty good deal. The challenge is remembering which immunizations you need and when you need them. The following information should help you stay on track.

- **Flu/Influenza:** Everyone, especially pregnant women, people with chronic illnesses, and people over 65 should get this vaccine every year, because it wears off and because the flu changes every year.
- **Shingles:** Anyone over age 50 should get this shot, even if they've already had chickenpox and/or shingles.
- **Chickenpox:** Anyone who hasn't gotten the vaccine should get this shot.
- **Tdap (tetanus, diphtheria, pertussis):** Everyone should get this vaccine as a child, but if you didn't, you can catch up. Also, adults should get a booster every 10 years, and women should get a shot during every pregnancy.
- **Hepatitis A and B:** Everyone should get this shot as a child, but if you didn't, you can catch up.
- **MMR (measles, mumps, rubella):** Everyone born in or after 1957 who has not already got the vaccine or had measles should get this vaccine. Because measles is on the rise, it's especially important for students, teachers, healthcare workers, and people traveling outside the U.S.
- **HPV (human papillomavirus):** Men and women in their teens and early 20s who did not receive this shot when they were younger should get this vaccine.
- **Pneumococcal:** Anyone over age 65 should get this vaccine. There are two types of pneumococcal vaccines. Your doctor can decide which you need and when you need it.
- **Meningococcal:** People with certain health risks or conditions should receive this vaccine. Talk to your doctor.



September is Fruits and Veggies – More Matters Month

This month, focus your attention on eating more fruits and vegetables. To keep it simple, remember two things: (1) Fill half your plate with fruits and veggies and (2) keep in mind that all forms, including fresh, frozen, canned, dried, and 100% juice, count toward your daily intake. Try a new fruit or vegetable this month!

Source: Produce for Better Health Foundation. <https://www.fruitsandveggiesmorematters.org/September+is+Fruits+%26+Veggies--More+Matters+Month>. Accessed 6 July 2018.

HARVEST OF THE MONTH: SPINACH

BY JENNA MEARS

Spinach is a superfood that's loaded with tons of nutrients. Dark leafy greens, like spinach, are great for skin, hair, and bone health. They also provide protein, iron, vitamins, and minerals. Health benefits of spinach include improving blood glucose, lowering the risk of cancer, and supplying minerals and vitamins that have a range of benefits. Spinach can easily be incorporated into any diet or meal as it is cheap and easy to prepare. A bonus? It's also a low-calorie food!

How to Select

When selecting spinach, look for crisp, fresh, and green leaves. You'll want to avoid any spinach that looks like it has insect damage or is wilted or soggy. Seasonally, spinach is best in the spring, summer, and fall.

How to Store

To keep spinach fresh, loosely wrap it in a damp paper towel and refrigerate in a plastic bag for up to five days.

How to Prepare

Before consuming spinach, it should be washed and spun dry



in a salad colander. You can also rinse it off and pat dry with a paper towel. Spinach can be sautéed on a stove top for just a few minutes with olive oil and spices or served raw in a salad. Spinach can also be cooked inside an egg frittata or stuffed chicken. Looking for a way to get more greens in your diet? Throw a handful of spinach in your smoothie!

Sources: Medical News Today. <https://www.medicalnewstoday.com/articles/270609.php>. Accessed 12 July 2018.
Spark People. https://www.sparkpeople.com/resource/perfect_prod_detail.asp?ppid=89. Accessed 12 July 2018.



Recipe: Ricotta and Spinach Frittata

Ingredients:

8 egg whites (about 1 cup)
1 large egg
1/3 cup skim milk
1 Tbsp olive oil
2 cloves garlic, minced
1 medium white onion, thinly sliced
4 cups baby spinach
1/4 tsp each sea salt and ground black pepper
Pinch ground nutmeg
2/3 cup low-fat ricotta cheese

Directions:

1. Preheat oven to 375°F.
2. In a medium bowl, whisk together egg whites, egg, and skim milk until frothy; set aside.
3. Heat oil in a 10-inch nonstick frying pan on medium. Add garlic and onion and sauté for 3 to 4 minutes, until softened. Add spinach to pan, in batches if necessary, and cook, stirring frequently, until wilted. Season with salt, pepper, and nutmeg.
4. Pour egg mixture into pan and drop ricotta by the tablespoon over top. Cook for 3 minutes, until eggs begin to set on the bottom. Transfer pan to oven and bake for 8 minutes or until eggs are firm. Cut frittata into 4 wedges and serve immediately.

Nutrition Information:

PER SERVING: 152 calories, 10g carbohydrates, 67mg cholesterol, 7g fat, 2g fiber, 15g protein, 2g saturated fat, 400mg sodium, 5g sugar, 1g polyunsaturated fat

Source: Clean Eating. <https://www.cleaneatingmag.com/recipes/ricotta-spinach-frittata>. Accessed 12 July 2018.