

LIFESTYLE



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Your Employee Assistance Provider

Timely Information for Personal Success

Focus Rather than Multi-Task!

While some people would have you believe that we need to continually be doing more than one thing at any one time in today's 24/7 society, others disagree.

According to one clinical study, our IQ drops by at least 10% when we do more than one thing at one time. If true, what works better in workplaces that demand so much of us today? *Try focusing instead of multi-tasking.*

Here's why: According to another study, when we are interrupted on a work-related task that can be expected to take, for example, 10 minutes; it'll take the typical worker 20 minutes — or *twice* the time — to get back on task to complete it, if we get back to it at all! That's hardly efficient.

Consequently, one recommendation is for workers to remain focused on one task before moving on to the next one. If you want to get a cup of coffee, finish what you're working on *first* — and *then* get your cup of Joe.

If the assignment is something that'll take awhile to complete, break it down into various steps, or stages, and finish *one* step before taking a break. In that way, you'll be better able to know where you left off when you get back to work.

That's but one example — there are scores of others. Another tip to save time and increase productivity is to limit checking your emails to once an hour. Exceptions can be made if you're expecting a truly important message — but in many cases checking them often keeps us from focusing the way we should. Another thought about email: Prioritize messages so they're easier to find. Some programs allow



users to create conversation threads so a user can list them to follow what the person in charge said.

It's true, we can't put a halt to interruptions in the workplace — but that's no excuse to not reduce or eliminate at least the ones we can CAN control. Make being more time efficient a goal to pursue in the new year. ❖

The Points of a Good Attitude

Do YOU have a good attitude toward work, and life in general? Read these points from Steve Siemens, the People Builder, and see where you stand out — *and* where you may need to improve.

1. Your attitude at the *beginning* of a task will affect the successful outcome more than anything else.
2. Your attitude toward *life* determines life's attitude toward *you*.
3. Before you can *achieve* you must think, act, walk and talk it.
4. The higher you go in an organization of value, the *better attitudes* you will find.
5. Hold successful, *positive* thoughts in your mind. Always help people feel *important, needed, and accepted*.

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CLIP-N-SAVE!

www.foodfit.com

Healthy Recipe: Tomato & Basil Stuffed Chicken Breasts

INGREDIENTS:

- 4 boneless, skinless chicken breasts, about 4 to 6 ounces each
- 8 sun-dried tomatoes, drained
- 1/2 bunch basil
- 1-1/2 Tablespoons olive oil
- 1/4 cup balsamic vinegar
- 3/4 cup chicken stock

NUTRITIONAL INFORMATION:

- Calories per serving: 228
- Protein: 34 g.
- Carbohydrates: 5 g.
- Sodium: 200 mg.
- Fat: 7 g.; Saturated fat: 1 g.
- Fiber: 1 g.

Serving size: 1 chicken breast



DIRECTIONS:

- 1 Cut a deep horizontal pocket in the side of each chicken breast similar to a taco. Make the pocket as large as possible without piercing the top or bottom of the breast. Place 2 slices of tomato and about 4 basil leaves in the pocket of each breast. Secure pocket with toothpicks to close.
- 2 Heat oil in heavy, oven-proof skillet until it smokes. Cook each side of chicken until golden brown.
- 3 Add vinegar and chicken stock and bring to a boil. Lower heat, gently simmer chicken for 2 or 3 minutes per side until cooked through.
- 4 Remove chicken breasts from skillet and keep warm. Continue to cook the sauce until it is reduced to a thick syrup.
- 5 Taste sauce and season with salt and pepper. Spoon sauce over each chicken breast.

LifestyleTIPS®

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6. Look for the *best in new ideas*, and look for them *everywhere*.
7. Look for the *best* in everyone.
8. Don't talk about your *health* unless it's good!
9. *Radiate* an attitude of confidence as a person who knows where he or she is going.
10. Treat *everyone* you come in contact with as the *most important* person on Earth.

For Managers:

➤ **Keep doors open.** If you want employees to have a good attitude, you need to be as accessible as possible. Speaking behind closed doors and in hushed tones can breed negativity among even positive people.

➤ **Pick out bad apples.** If there's a single employee who's affecting attitudes by spreading rumors, etc., quickly address the issue with that person.

➤ **Lead by example.** If you want employees to have a good attitude, you must be positive as well. ❖

Additional source: The Creative Group (www.creativegroup.com). For more information about Steve Siemens visit www.thepeoplebuilder.com.

Getting Employees to Wash Their Hands

Regardless of the impact of the H1N1 influenza virus this flu season, one thing IS for sure: washing one's hands regularly will help in reducing the spread of germs of ANY disease, regardless if it's H1N1 or any other illness. However, while it's easy to say to children "wash your hands," the truth is, adults often don't practice what they preach. One in five adults don't wash their hands after using the restroom, and three out of four adults don't wash their hands before eating. The following are tips to improve handwashing in *your* workplace:



❑ **MOTIVATE** employees by helping them understand the cost of sick days to the company's bottom line. Demonstrate how these costs not only impact their individual roles, but also their paycheck.

❑ **TEACH** employees where germs live. Bring in an expert who can swab employees' keyboards, phones, and desks to see where germs are growing and are most likely to cause infection.

❑ **HARNESS PEER PRESSURE.** Hold each other accountable. If your colleague has flu symptoms or complains of not feeling well, encourage him or her to go home to avoid infecting others.

❑ **REMAND** employees by posting signs on refrigerators or in restrooms. Devise daily email alerts or tasks that remind employees to wash hands at least once a day.

❑ **REWARD RATHER THAN PUNISH.** Allow sick employees to work from home without forfeiting pay. In addition, thank them for their vigilance to everyone's health.

❑ **EQUIP** each employee's office, meeting rooms, kitchens, and bathrooms with hand sanitizers. Place disinfecting wipes around the office so employees can clean their desk spaces. ❖

Source: Joseph Grenny, co-author of "Influencer: The Power to Change Anything."