



Employee Newsletter

SO MUCH TO DO—SO LITTLE TIME

Source: Statista.com

Numerous distractions interfere with everyday work. Constant emails, to-dos, and competing needs of those with whom we must communicate grab at our attention. If you continually end the day having only skimmed the surface of your to-do list, you may be a victim of “reactionary workflow.”

Reactionary workflow is responding to what’s constantly in front of you and demanding your attention. This results in barely touching the most important work. Reactionary workflow is a problem of the modern workplace. Technology keeps a conveyor belt of information, issues, problems and needs coming at us full speed — personal and business related — 24/7.

To reduce reactionary workflow, try these four steps:

- ◆ Make a list of absolute-must-get-done items with the time needed to complete them each day.
- ◆ Schedule them.
- ◆ Add incoming urgent items to your list.
- ◆ Spend the last hour of your day responding to this list of items. This system is not a cure-all, but with practice, it can help turn the table on reactionary workflow.



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TRICK #1 FOR EATING WELL ON A BUDGET

Have a plan. Creating a meal plan will not only help save you money, but it will also reduce any stress associated with cooking or shopping — and keep you away from any bad choices! Write down what meals you are going to eat for breakfast, lunch, dinner, and snacks for a full week.



FAMILY DINNERS: DO THEY MAKE A DIFFERENCE?

Source: www.centeronaddiction.org

Regular family dinners can be tough to come by, but many research studies show that a family sit-down dinner a few days a week can have huge payoffs in reducing the risk of substance abuse among teens. This benefit appears to result from an increase in trust,

willingness for teens to bring problems to parents, improved communication skills such as learning to bring up delicate topics, the ability to identify changes in a child's behavior, resource sharing, and many other life skills.

“Providing opportunities for employees to develop healthier lifestyles and supporting an adoption of habits attitudes contributing to their positive well-being.” - Saline County Wellness Committee

SOFT SKILLS TO KNOW: BEING COURTEOUS

It's been said that courtesy is a quiet power. Having a door held open while carrying an armful of packages is a welcomed common courtesy. Extended courtesies are even more powerful because they are not expected. They show extra effort you expend to please someone like a customer, causing that person to feel valued and special. Extended courtesies to customers are also powerful because they benefit your employer's reputation. The more unexpected a courtesy, the more impact it has on the recipient. A handwritten thank-you note in the age of email is an example. A phone call to a customer after the purchase of a product is another. Cultivate a repertoire of courteous acts and use them to make the right impression. You will elevate your organization, and very likely your career.

2017 100 MILES IN 100 DAYS CHALLENGE

Bike, Walk, Jog or Run 100 Miles in 100 Days and you can earn 100 or more Wellness Points! This challenge Starts May 8, 2017 and ends August 15, 2017. (See Tracking Sheet on next page.)

Rules/Guidelines:

- You MUST complete a minimum of 100 Miles to earn 100 Wellness Points.
- Daily work related miles walked are not to be included in your mileage tally.
- If you are biking, 2 Miles on the bike is equal to 1 Mile to record.
- Did more than 100 Miles? AWESOME! Earn ONE extra point for EACH additional mile completed over 100!
- Record Double Miles on holidays & your birthday.
- Make sure to record your exercise for the challenge in your Wellness Booklet as well, to count for exercise completed for those days.
- Questions regarding the challenge can be directed to any wellness committee member.
- Remember you don't have to walk one mile each day, you just need to complete a total of 100 miles by August 15th.
- Turn in your completed challenge to any wellness member by August 21, 2017. If you do not turn in your challenge by the due date, you will not receive credit for completing the challenge!

SALINE COUNTY FITNESS CHALLENGE
“100 MILES IN 100 DAYS” –TRACKING SHEET

DATE	MILES	DATE	MILES	DATE	MILES	DATE	MILES
8-May		7-Jun		7-Jul		6-Aug	
9-May		8-Jun		8-Jul		7-Aug	
10-May		9-Jun		9-Jul		8-Aug	
11-May		10-Jun		10-Jul		9-Aug	
12-May		11-Jun		11-Jul		10-Aug	
13-May		12-Jun		12-Jul		11-Aug	
14-May		13-Jun		13-Jul		12-Aug	
15-May		14-Jun		14-Jul		13-Aug	
16-May		15-Jun		15-Jul		14-Aug	
17-May		16-Jun		16-Jul		15-Aug	
18-May		17-Jun		17-Jul			
19-May		18-Jun		18-Jul			
20-May		19-Jun		19-Jul			
21-May		20-Jun		20-Jul			
22-May		21-Jun		21-Jul			
23-May		22-Jun		22-Jul			
24-May		23-Jun		23-Jul			
25-May		24-Jun		24-Jul			
26-May		25-Jun		25-Jul			
27-May		26-Jun		26-Jul			
28-May		27-Jun		27-Jul			
29-May		28-Jun		28-Jul			
30-May		29-Jun		29-Jul			
31-May		30-Jun		30-Jul			
1-Jun		1-Jul		31-Jul			
2-Jun		2-Jul		1-Aug			
3-Jun		3-Jul		2-Aug			
4-Jun		4-Jul		3-Aug			
5-Jun		5-Jul		4-Aug			
6-Jun		6-Jul		5-Aug			
TOTAL		TOTAL		TOTAL		TOTAL	

16 TRICKS FOR EATING WELL ON A BUDGET

Eating on a tight budget is hard. Eating healthily on a tight budget is even harder. However, with a little bit of planning and some clever tricks up your sleeve, eating well on a budget is definitely achievable.

Here are 16 tricks to help you eat well without breaking the bank:

- 1) **Have a plan.** Creating a meal plan will not only help save you money, but it will also reduce any stress associated with cooking or shopping – and keep you away from any bad choices! Write down what meals you are going to eat for breakfast, lunch, dinner, and snacks for a full week.
- 2) **Make a grocery list.** There's really no better way to stay organized and avoid buying items you don't need. Build a habit of making a grocery list once a week or before each trip to the store. Use your eating plan to decide what ingredients you need to buy for the week, and what quantities you need.
- 3) **Eat what's in season.** Ever notice how expensive asparagus is in January? Produce that's in season will always be a lot less expensive. Learn which veggies and fruits are in season, and base your meals off of those choices to save some cash.
- 4) **Check for savings.** Coupon clipping is super helpful with savings. Better yet, download a grocery rebate app. Using a rebate app will give you some cash back after shopping. Cha-ching!
- 5) **Buy in bulk.** If you're buying groceries for a family, it might make sense to buy in bulk. Choose a store like Costco or Sam's Club to do your grocery shopping. While buying in bulk can be more expensive at the time, your groceries should last longer and save you money in the long-run.
- 6) **Buy from bulk bins.** Get your spices, grains, and seeds from the bulk bins. Bulk bins usually cost less per ounce than the packaged versions. You'll also be able to control how much you're buying, which will keep your cabinets clear of expired spices and grains.
- 7) **Switch to frozen.** Believe it or not, frozen fruits and veggies are still just as nutritious as their fresh counterparts. Plus, frozen produce isn't packed full of added sodium and sugars that canned fruit and veggies are. Frozen produce is also less expensive, making it an ultimate win/win for you.
- 8) **Eat less meat.** Eating less meat will save you money. It's often the most expensive part of your meal. However, getting the protein that you need is a necessity! Substitute beans and lentils instead of meat to get a filling, nutritious dose of protein – for a fraction of the price!
- 9) **Buy whole foods.** Buy blocks of cheese instead of shredded, packaged cheese. Buy your leafy greens separately instead of purchasing prepackaged salad kits. Although these products can be convenient, they can add some significant dollars to your grocery bill.
- 10) **Repurpose leftovers.** Leftovers are your best friend when you're on a budget. Repurposing leftovers also helps reduce food waste. Turn those leftover ingredients into healthy wraps, sandwiches, salads, or soups to bring to work the next day. Check out this article for some leftover recipe inspiration.
- 11) **Start a garden.** Grow your own herbs and veggies! Starting a small garden at your home won't take up nearly as much time or space as you would imagine. It's the cheapest – and most satisfying – way to get your greens.
- 12) **Keep food fresh.** Invest in proper Tupperware and storage utensils to help your food last longer. A vacuum-sealing tool such as FoodSaver is a great investment – especially if you find yourself throwing away spoiled food regularly.
- 13) **By generic brands.** No need for brand name products because generic brands are just as good! Generally, the ingredient lists will be nearly identical. Enjoy the same quality of food for a much lower price!
- 14) **Do your math.** Keep track of prices while you shop. Use the calculator on your phone to estimate how much you're spending to keep yourself from going over your budget. No one likes a surprise at the checkout line!
- 15) **Eat more whole grains and beans.** Whole grains and beans are fairly inexpensive healthy food staples. The meal possibilities are endless with foods like quinoa, brown rice, and black beans. Eating more of these foods will keep your body and wallet happy!
- 16) **Shop around.** Try different stores. You might be surprised what deals you can find at ethnic markets, farmers markets, and discount stores like Aldi. Don't be afraid to branch out from your local supermarket and go exploring for more variety and better prices.

Eating well doesn't have to cost you big bucks – it can actually help save you some money! Cooking a meal at home will generally always be less expensive than going out to eat at a restaurant. Not to mention, many healthy foods can be more filling and less expensive than junk food. Start using some of these tricks to keep yourself physically and financially healthy.

SALINE COUNTY NUTRITION CLASS

Date: May 10, 2017

Time: 5:30 p.m.

Place: Saline County Extension Room

Topic: Operating with Peak Energy

Presenter: Karen Rehm of Madonna Fit For Work

What's keeping you awake at night? Can't turn off the To-Do list? You are not alone! Thankfully, help is on the way. Stop by for this presentation class and learn how to become more efficient and productive at home and at work. Identify your stumbling blocks and time wasters. Soon you will feel energized and more efficient.

WELLNESS QUESTION OF THE MONTH

Recent studies are suggesting that intense workouts increase levels of...?

- A) ADHD
- B) BDNF
- C) CPHD
- D) DOPA

BONUS: 25 WELLNESS POINTS for correct answer

**Answer to the April Question: "Chocolate Easter Bunny"*

Email your name and correct answer to: salinewellness@gmail.com

**All answers submitted for the Question of the Month must be received prior to the subsequent month's newsletter distribution.*

DEVELOP A STRESS MANAGEMENT PLAN

Develop a personal stress management plan by monitoring what causes you stress for a week and record it. Then experiment with stress management techniques. A jog around the block may offer relief from the aftermath of a distasteful conflict at work today, but would a discussion with a good friend be better? There are many techniques for managing stress — physical exercise, leisure pursuits, creative writing, a massage, or even new beliefs

about the nature of a problem that give you a more resilient attitude about it. Find a practical list of strategies online or reach out to Continuum for assistance.



Find your best relief for managing stress!

UP YOUR SELF-DISCIPLINE

Improve self-discipline by practicing empowering behaviors that become reflexes to drive you in a more rapid pursuit of your goals.

1. Start with avoiding criticism for falling short of your ideal self.
2. Recognize self-discipline is a learned skill, not a personality trait.
3. Practice improving self-discipline at multiple points during the day, from completing a chore to starting a new large project you have postponed.
4. Find the big "why" to stir your motivation.

HOW TO INSPIRE OTHERS

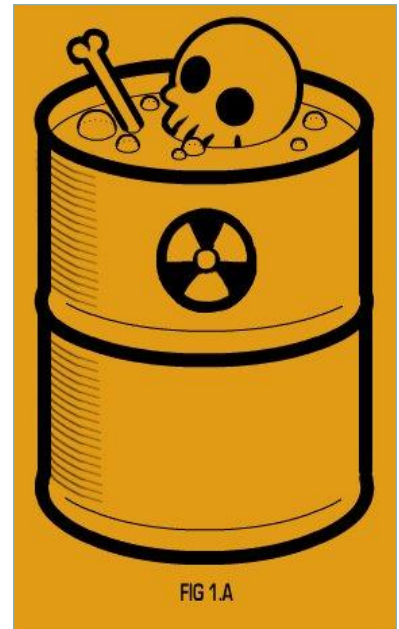
Inspiration is a tool for motivating others to accept and act on shared goals. To become inspirational, think consciously in conversations with others about how you are making a positive impact on them. This doesn't mean agreeing with everything they say, but instead means practicing genuine praise for their accomplishments, listening, caring, recognizing their value, encouraging them, and asking for their contribution to projects and ideas. Numerous positive interactions are what build inspirational capacity. Be passionate and practice what you preach, and you have the right formula for inspiring others when you present your ideas.

OVERCOMING A TOXIC WORK ENVIRONMENT

Take steps to avoid contributing to a toxic workplace. A toxic workplace typically has informal or unspoken rules or practices that inhibit communication, build distrustful relationships, and provoke unhealthy competition. They also undermine or inhibit attempts to practice healthier forms of communication or cooperation between employees, and they perpetuate primarily through fear.

Employees struggle to be happy, healthy and productive in toxic work environments, but developing a personal strategy can help.

- **Detach:** Identify facets of toxicity and ways to detach. Is gossip common? Stop participating, and discourage others from doing so.
- **Build community:** If your work unit is part of the whole, build a micro work culture with traditions that reduce toxicity regarding communication, information sharing and mutual support.
- **Seek healthy inputs:** Make friends with coworkers who seek supportive relationships. Talk with Continuum EAP to help manage stress.
- **Lead:** If you have a leadership position, advocate for performance reviews that measure both performance and treatment of others.



“Employees struggle to be happy, healthy and productive in toxic work environments, but developing a personal strategy can help.”

WHY YOU SHOULD NEVER DIET AGAIN

By Robert Ulrich—inShare

There are a lot of diet trends that promise to slim you down, give you energy, and positively change your life forever. Unfortunately, that’s usually just not the case. Whether it’s juicing or eliminating carbs, a diet simply will not yield long-term, healthy results. They are unsuccessful for many reasons, and they’re not beneficial for someone who is looking to lead a healthy lifestyle.

Dieting is a craze that doesn’t seem to be going away anytime soon. In fact, more and more fad diets and “weight-loss” supplements pop up every year. For someone who is trying to lose some weight or just get in better shape, it can be hard to know what really is healthy and how to safely achieve nutritional goals.

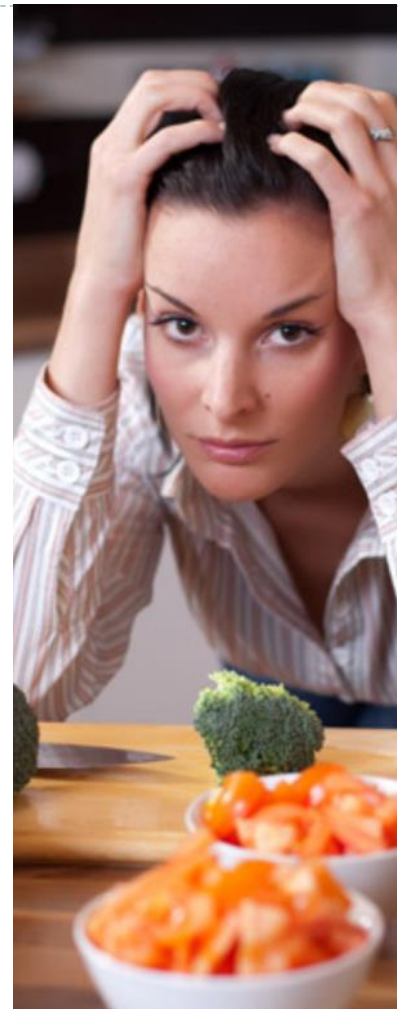
We want to help you understand why dieting isn’t the best answer to your health goals. Here are four main reasons why you should never diet again:

Diets are stressful – for both the body and mind.

Many different diets recommend eating as little as 1,000 - 1,200 calories per day. While this will lead to initial weight loss, it’s not healthy weight loss – and it won’t last. Abruptly cutting back a significant amount of calories will leave you with an energy deficit, which causes your body to release stress hormones to cope with the energy shortage. Not to mention, diets can also wreak havoc on your metabolism. You can read more about the physical stressors of dieting here.

Dieting not only induces biological stress on your body but psychological stress as well. Dieting can lead to obsessive behaviors and feelings of guilt if you “cheat” on the rules of your diet. Diets can also cause you to lose self-confidence if you feel as though you’re not strong enough to follow through with the diet plan. Keeping strict tabs on what you’re eating and what you can’t eat all day long can cause you to feel anxious and mentally drain you.

Continued on last page...



Exercise for Better Mental Health

by Robyn Whalen

We all know that exercise can transform your body and physical appearance. It lowers blood pressure, melts off excessive pounds, and builds muscle. But did you know that regular exercise also improves your brain function and mental health?

As we get older, our brains begin losing neurons and eventually our brain tissue starts shrinking. Physical activity can help combat the effects of an aging brain and keep it sharper longer. As for mental and emotional health, exercise releases certain chemicals in your brain that help boost feelings of happiness and wellbeing.

While there are many reasons to regularly exercise and live an active lifestyle, the positive effects that exercise has on the brain and mental health might just be enough reason to get up and get moving today. Read on to learn just how beneficial exercise is to your brain and mental health:

Exercise and Brain Function

Regular exercise improves brain function in a variety of ways:

- *Promotes brain cell growth.* Exercise creates new brain cells in the hippocampus (the part of your brain that's responsible for memory and learning) which helps improve overall cognitive function and keep your brain healthier for longer.
- *Maintains coordination.* Exercise helps to improve and maintain your coordination because it forms neuromuscular pathways to allow your muscular system to coordinate with joint movements more smoothly and efficiently.
- *Helps prevent dementia and Alzheimer's.* Because exercise prevents cognitive decline and degeneration of the brain, a person who exercises regularly can lower their risk of dementia and Alzheimer's. Exercise is also sometimes used in dementia and Alzheimer's patients as a treatment to help ease some of its symptoms.
- *Improves learning.* Studies suggest that an intense workout increases levels of BDNF (brain-derived protein) that is deemed to aid with higher thinking and learning capabilities.
- *Sharpen memory.* Because exercise increases production of brain cells in your hippocampus, you can expect better retention skills. This study showed that adults had better vocabulary retention after running sprints.
- *Lengthens attention span.* Physical activity is tied to longer attention spans. It has also been considered as an "ADHD medication" because of its abilities to rebuild attention spans through improved cognitive function.
- *Improves executive function.* This includes decision-making, multitasking, planning, and organizing skills. Because exercise provides more blood flow to your brain, you can expect your productivity to soar, along with improved thinking capabilities.

Exercise and Mental Health

Regular exercise has been shown to be one of the most effective preventative measures you can take for your mental health:

- *Depression.* Research shows that regular physical activity can help prevent and even treat mild to moderate depression. It is said to be as effective as an antidepressant medication – without the harsh side effects! Another great perk of exercise is that it can serve as a distraction or an outlet for release of emotional distress. It lifts your spirits and promotes feelings of calm and wellbeing by producing mood-boosting chemicals like serotonin, dopamine, and endorphins.
- *Anxiety.* Regular exercise naturally treats anxiety. It relieves tension and stress in your body while also boosting energy. Physical activity promotes wellbeing by releasing endorphins, which make you feel good all over. One session of vigorous exercise can help alleviate symptoms of anxiety for hours.
- *Stress.* Exercise acts as a form of stress relief. It lowers cortisol levels – your body's stress hormone. Lowering your cortisol levels will help you think more clearly and rationally. Exercise also relieves tension and relaxes muscles, which helps to fight the negative effects that stress has on your body. Additionally, regular physical activity will also help improve your sleep, which naturally reduces stress and its side effects.
- If you're feeling a bit down or feel like you need a brain boost, try going for a jog, taking a trip to the gym, or walking your dog. Get your mental muscles flexing with exercise – it's one of the best ways to improve cognitive, mental, and emotional health!

**NIRMA ONLINE
UNIVERSITY -
"UNDERSTANDING
BEHAVIOR, BURNOUT
AND DEPRESSION"**

Mental Health wellness is essential to ensuring stability of body and mind, so individuals can enjoy sustainable health and wellness free from disease and disorders.

We all face challenges and complexities that adversely impact our health and wellness levels each day.

In this course, you learned about:

- Behavior
- Defense mechanisms
- Neurotic and Psychotic behavior
- Schizophrenia

Next Wellness Committee Meeting: Thursday, June 8, 2017 at the Law Enforcement Center Courtroom at 8:00 a.m.

WELLNESS COMMITTEE

215 S Court Wilber, NE 68465
Phone: 402-821-2588
Fax: 402-821-3319 E-mail:
salinewellness@gmail.com

co.saline.ne.us/webpages/committees/wellness.html

Log onto the Wellness webpage online to review meeting minutes, Wellness newsletters, annual Program document and Fitness Center information.



WHY YOU SHOULD NEVER DIET AGAIN

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Diets don't create lasting habits.

There's really no diet trend that you can stick with for the rest of your life without any health consequences. They don't create healthy habits. Instead, they create a short-term fix to drop weight that usually comes back after the diet has ended. This creates a vicious cycle of dieting, sliding back into old, unhealthy eating habits, and then trying a new diet. These diets don't teach you how to form healthy eating habits that are practical in the long-term.

Diets deprive you.

An important factor to a nutritious, balanced diet is moderation. Completely depriving yourself of your favorite foods can lead to binge eating, stress, strong cravings, and irritability. It can actually be beneficial to treat yourself to your favorite foods in healthy moderation. While this doesn't mean you should be treating yourself to a donut every day for breakfast, it means that eating a donut on a special occasion is perfectly fine and will help you feel satisfied, rather than deprived.

Diets only focus on weight-loss.

Your health is more than a number on the scale. When it comes getting healthier, nutrition is a more important factor than how quickly you can shed some pounds. There are many crash diets out there that are terrible for your nutrition and overall wellness. Some restrict solid foods, while others cut out healthy fats and calories that your body needs to function properly. When your diet is severely restrictive, you may lose weight from the calorie deprivation, but you'll be dealing with many unpleasant side effects from not providing your body the nourishment it needs.

What should you be doing instead?

Eat a nutritious, balanced diet, and learn to eat mindfully. Forming healthy eating habits will create lasting change on how and what you eat. Concentrate on protein, whole grains, healthy fats, fruits and veggies. When you focus on making healthy choices throughout the day and maintaining a balanced diet, you will discover that you don't need to let a trendy diet tell you what you can and cannot eat.

Instead of letting a crash diet ruin how you feel about yourself and eating, focus on creating a positive relationship with food. Do some research and educate yourself on what your body actually needs to maintain a healthy weight and feel good – physically and mentally.

FOR SALE

Employee Classified Ads

Employees may submit classified ads to

tim.mcdermott@saline.nacone.org



NOTE: Articles found in this newsletter are for informational purposes only and are not intended as medical advice. For further information, please consult a medical or legal professional.