

# LIFESTYLE

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Timely Information for Personal Success

## Be Happier and Healthier at Work

By Brant Secunda & Mark Allen

The following are some strategies that any employee can put into practice that will make an enormous difference in the way you feel about your job.

❖ **Change your routine to prevent monotony.**

Like the idea of cross training for athletes, employees can remain mentally fit by mixing up the routine. If you work 9-5, try working 8-4. If you always check your email the first thing in the morning, do something else for the first hour. Rearrange your office, or try making phone calls instead of emailing.

❖ **Stop procrastinating for 5 minutes.** Do you put off working on large projects or tasks, as the deadline gets closer, and then eat yourself up with worry at night obsessing about them? Try this: *Commit to working on it for just 5 minutes.* That's it. Once you start, you might find it's not that bad. But even if it is, it will be easier to complete if you've been chipping away at it for 5 minutes a day.

❖ **Slow down to get faster.** Fitness experts know that working out at a comfortable level is more beneficial for health than pushing through at top speed or effort. You can apply this principle to your workplace activity as well. If you consciously slow down, take time to think things through, finish one task completely before going to the next, perhaps even ignore incoming calls and emails temporarily, you'll find that your productivity will increase along with your happiness.

❖ **Snack and drink for energy.** Don't skip breakfast, and eat small healthy snacks every few hours, such as fruit, yogurt, almonds, carrots, and peppers. Keep water at your desk and sip some all day long. Watch how energized you feel – especially by mid-afternoon – the time you would normally crave a sweet and some coffee.

❖ **Look at the here and now.** Are you a perfectionist? Do you beat yourself up for not doing things as masterfully as you think you should? Try this: Ask yourself if you are doing the best you can *right now* with everything going on in your life. Instead of focusing on absolute perfection, make the goal to give the best you can in the moment, even if you know on another day it might be better. ■

Brant Secunda and Mark Allen are authors of "Fit Soul, Fit Body: 9 Keys to a Healthier, Happier You", BenBella Books, [www.fitsoul-fitbody.com](http://www.fitsoul-fitbody.com).





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## Healthy Recipe: Quick Breakfast Taco

### INGREDIENTS:

- 2 corn tortillas
- 1 tablespoon salsa
- 2 tablespoons shredded reduced-fat Cheddar cheese
- ½ cup liquid egg substitute, such as Egg Beaters

### NUTRITIONAL VALUE:

- Calories per serving: 153
- Carbohydrates: 15 g.
- Protein: 17 g.
- Sodium: 453 mg.
- Fat: 2 g.
- Saturated fat: 1 g.



### DIRECTIONS:

- 1 Top tortillas with salsa and cheese. Heat in microwave until cheese is melted, about 30 seconds.
- 2 Meanwhile coat a small nonstick skillet with cooking spray. Heat over medium heat, add egg substitute and cook, stirring until eggs are cooked through, about 90 seconds.
- 3 Divide the scrambled egg between the tacos.

Makes 1 serving.

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 Fax: 715-258-9048  
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 Email: [info@impacttrainingcenter.net](mailto:info@impacttrainingcenter.net)

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### Questions and Answers

## Even 'Light' Smoking is Bad

**Q:** *I'm not really a smoker. I only smoke a few cigarettes a day, or when I go out on the weekend. I don't think I'm harming myself – am I?*

**A:** Light smoking isn't as bad as heavy smoking, but it still harms your heart and the rest of your body. More specifically, even light – or intermittent – smoking can cause lung, esophageal, stomach, and pancreatic cancer, premature death from cardiovascular disease, respiratory tract infections, cataracts, and a host of other conditions. Light smokers often fall under the radar of doctors and others in a position to help them quit completely. When asked, "Are you a smoker?" or "Do you smoke?" they often answer, "No." Such smokers are kidding themselves. Quitting completely is the best option for long-term health. ■

Source: Harvard Health Publications.

## Become a Speaking Star

❖ **Embrace the creative process.** Many presenters rely too much on PowerPoint, but "speaking stars" don't. With a pad or whiteboard, list the content that should go into your presentation. You want examples, quotes, statistics (but don't overdo it), and you need to stress your overall message. Then organize the structure of your presentation in a conversational and logical way and add the visuals *last*.

❖ **To be remembered, start with a great story.** We all love stories, and "speaking stars" know how to tell them. One presenter was charged with inspiring managers to embrace a program to get their employees to contribute money-saving ideas. The "star" walked on stage, looked at the audience, and said, "We are here to talk about heroes." In seven words, he proved that this was not going to be another dull corporate speech. He added, "They may be sitting in front of you. They may be sitting behind you. They may be YOU." He told a story about a young man in a shipping department who noticed that he was shipping seven company newsletters to the same location on the same day in separate packets. This mailroom "hero" asked if he could package them together with a note requesting distribution on the other end. That year his idea saved the company \$200,000. Relating the money to something specific, he explained that \$200,000 equals 18 miles of shelving. That added specificity and color to the story. ■

Source: Patricia Fripp, CSP, CPAE, a noted keynote speaker, executive coach, and trainer on sales presentation skills. For more information, visit [www.fripp.com](http://www.fripp.com).