



Timely Information for Personal Success

Manage Your Commuting Time

The lines between work and home are becoming more blurred than ever, but are you putting YOUR commuting time to good use? If you have trouble managing your time, your commuting is either making you miserable – or it'll force you to manage your time better. Consider the following tips:

- ❖ **Keep an active to-do list.** Update your list at the beginning and at the end of each workday to assure that you bring all the support materials you need home with you.

- ❖ **Don't waste time in traffic.** When you go into the office or to appointments, drive during off-peak hours to prevent wasted time whenever possible. Keep self-improvement or quiet music tapes in the car for those times when you can't avoid traffic.

- ❖ **Put mass transit time to good use.** Another way to prevent wasting time in traffic is to take mass transit to meetings, events, and any other place accessible by bus, subway, train, etc. Moreover, many people get productive work-related reading and online research done during such commutes.

- ❖ **Work efficiently.** Develop a work pattern that sequences tasks to avoid doing too many things at once. For instance, keep simple tasks at arm's length to work on when you're waiting for the computer to reboot or a report to print.

- ❖ **Stay organized.** Establish an electronic system to prevent wasting time and to find things when you need them. Keep it up to date.

- ❖ **Don't be a slave to technology.** The idea of technology is to make it work *for you*, and not the other way around! Be efficient; if you're busy don't feel you *have* to pick up your cell unless you are *expecting* an important call. That's why you have an inbox to check messages! Focus on work tasks where you can put your iPhone, tablet, etc. to use, as opposed to just checking your personal Facebook page or the latest sports scores. Do those things during your personal time. ■

Source: "Telecommuting Success: A Practical Guide for Staying in the Loop While Working Away from the Office," by Michael Dziak, JIST Publishing.





CLIP-N-SAVE!

www.foodfit.com

Healthy Recipe: Carne Asada Tacos

INGREDIENTS:

- 1 pound skirt steak
- 2 tablespoons olive oil
- 1 lime
- 8 corn tortillas
- Salsa fresca, optional
- Guacamole, optional
- Salt and pepper to taste

NUTRITIONAL INFORMATION:

- Number of servings: 4
- Calories per serving: 341
- Fat: 16 g.
- Protein: 26 g.
- Sodium: 303 mg.
- Carbohydrates: 26 g.
- Fiber: 3 g.
- Saturated fat: 4 g.

DIRECTIONS:

- 1 Sprinkle the steak with salt and pepper.
- 2 Place cast-iron skillet or pan over high heat and lightly coat with oil. Sear steak about 2 minutes per side and place on cutting board to rest for about 5 minutes.
- 3 Cut the lime in half, and pierce the juicy side with a fork and twist to release the juices over the cooked meat.
- 4 Cut steak into thin slices and cut each slice into bite-sized pieces.
- 5 Warm the tortillas by dipping first in water and then placing in a dry pan over low heat. Use tongs to remove and wrap in a towel to keep warm.
- 6 Assemble tacos with salsa and guacamole.

Serving size: Two tacos.

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Questions and Answers

Ask the Right Questions

Q: I read that an estimated 83% of divorces would not take place if couples asked each other the right questions. Is that true? What does that mean?

A: The gist of the matter, according to Michael Webb, author of *1000 Questions for Couples*, is that couples too often ask each other the easy questions and not the probing ones that go beyond small talk and simply making conversation. Regardless of whether this statistic is true, it's not hard to see that getting to know each other better would undoubtedly prevent more divorces from occurring.

Webb *does* include some fun "getting to know you" questions, but he **also** includes important questions that most people don't even think of asking but are absolutely necessary if you want to have a happy relationship. Some of these can prove difficult, but it's better to bring hard subjects out into the open than address them awkwardly later. To find out more, check out: www.theromantic.com/questions.htm. ■

The Gift that Keeps Giving

Does your office exchange holiday gifts? There's nothing wrong with that practice, but have managers considered utilizing workplace mentors instead? Great mentors can build careers and keep them on track. It's a gift that keeps on giving long after the holiday season is gone!

"Mentors provide valuable guidance on decision making and career management that mentees [those being mentored] may not be able to obtain from other sources," says Paul McDonald, senior executive director of Robert Half International (www.rhi.com).

McDonald offers the following tips to get the most out of a mentoring experience:

❖ **Consider your strengths.** What are the most valuable things you've learned over the course of your career? Think about what you have to offer someone just starting out.

❖ **Look beyond new grads.** Professionals at all levels can benefit from having a mentor. Those trying to advance to the next level or looking to make a change might particularly welcome your advice.

❖ **Listen.** The best mentors are often the best listeners. Understand the mentee's situation and his or her greatest needs before offering advice. Sometimes the most valuable role you can play is that of a sounding board. (EA professionals may even fill a niche role as mentors of sorts for a corporate client – or help start a mentoring program in an organization.) ■