

BHS ASSIST E-NEWS



Drowning In Email?

Email has become both a great business and personal communications tool and a productivity drain. While email has allowed for communications “in your own time,” with both the writer and the receiver able to read and respond at their convenience, a few simple techniques allow email to be an asset rather than a liability. Try these strategies to maximize the efficiency of your email system:

Check your inbox less often. Set your email program to check for email every 15 to 20 minutes instead of every three to five. Some people find that their productivity increases when checking email only several times during the day, such as first thing in the morning, before lunch, early afternoon and before leaving for the day. Dedicating specific times to check and respond to email allows you to give full attention to other tasks.

Respond, delete or file. Use the same approach organizational experts encourage for regular mail: delete, respond or file the first time you touch the item.

- Respond to items that can be addressed quickly.
- Delete spam and other extraneous email immediately.
- File emails that require later action - that you may need to reference later or are important documentation. Drag items to be acted on later to your task manager or calendar and schedule a reminder. Create folders for the emails that you may need to reference later.

Use appropriate subject lines. When you use appropriate subject lines, your emails are more likely to be responded to and are easier for the person receiving them to file.

Consider when an email may not be the best or most appropriate approach. There are times that a phone call or walk down the hall may be more appropriate. While email can be a time saving and convenient method, it is important not to limit interaction to this one form of communication.

Protecting Your Credit Report

By the end of the year, all three credit bureau's (Experian, TransUnion and Equifax) will offer consumers the option of putting a "freeze" on their credit report. This credit freeze will block credit card issuers, lenders and others from being able to review the summary of loans and payments that make a credit report. Without this information, lenders will not issue credit. Not only will this prevent identity theft, it will also eliminate the deluge of credit card offers most Americans receive in the mail.

The cost and planning required with a credit report freeze should be considered before opting for the freeze. While victims of identity theft will not be charged to place a freeze on their reports, others will be charged a fee (speculated to be about \$10 per credit bureau). There will also be a fee charged to temporarily unfreeze a report, which will be necessary any time a credit report is needed. The number of times a credit report is requested may surprise many. A credit report may be required to get insurance, an apartment and even a job. Careful planning, and expense, will be involved to unfreeze the account to allow others to review.



USA Today, Tuesday, October 9, 2007

November is. . .

**National Family Caregivers Month and
National Hospice Palliative Care Month**

Having conversations with your loved ones about their end-of-life wishes can be a sensitive discussion. These conversations matter and are needed to learn about your loved one's wishes so that those wishes can be honored at the end of life. Some important things you can do are:

- Listen for the wants and needs that your loved one expresses.
- Make clear that what your loved one is sharing with you is important to you.
- Show empathy and respect by addressing these wants and needs in a truthful and open way.

Verbally acknowledge your loved one's rights to make life choices – even if you do not agree with those choices.



NATIONAL HOSPICE AND PALLIATIVE CARE ORGANIZATION www.rwjf.org

Thanksgiving Decorations You Can Make



Scarecrow Decoration

You Will Need:

- 1 Large Straw Hat
- 1 Small Straw Hat
 - Hot Glue Gun
- Decorative Crafting Ribbon (3 yards)
- Dried Wheat Sprig and Silk Flowers
 - 1" or 2" Sponge Brush
 - Med. Stipple Brush
 - Natural Colored Raffia
- Permanent Black Marker or Paint Pen
- Acrylic Paints: Orange, Flesh/Off-White, Red and other Harvest Colors
 - Clear Coat Spray Sealer

How to:

- Cut the small straw hat in down the middle leaving half the brim and crown of the hat on one side and half on the other side. You will only need one side for this craft.
- Paint the crown of the large straw hat flesh color or off-white using a sponge brush. This will be the scarecrow's face. Do not paint the brim of the large hat, leave it the natural straw color to match the small straw hat.

After the paint has dried, paint on the rest of the scarecrows facial features. This part can be as easy or as advanced as you want it to be. Always allow one color of paint to dry before applying the next.

- To paint the cheeks, use a dry stipple brush and work off most of the red paint blotting it on a paper towel. Using a pouncing motion gently pounce the cheeks in a circular motion. Feather lightly around the edges.
- Using a black paint pen or Sharpie permanent marker, outline the nose. Then, lightly draw a black line down the center of the face on either side of the nose. Add fun stitch marks to the dividing face seam line and around the nose if desired.
- Draw on the mouth to connect the cheeks.
- To protect the paint for many years of inside and outside decorating, lightly spray the face with a clear coat spray sealer found at hardware and crafting stores. Do not spray a heavy coat. Many black paint pens will run if sprayed to heavily. Several light coats of spray is sufficient.
- Hot glue the cut small straw hat to the top the painted scarecrow face.
- Cut small bunches of raffia and hot glue in sections to either side of the scarecrow face. Full straggly raffia will cover any of the seam lines and give a finished look.
- Embellish the scarecrows new hat by hot gluing silk flowers and a wheat sprig to one side of the small hat. Silk sunflowers or rusty colored chrysanthemums look especially cute!
- Make a large bow with crafting ribbon and glue it under the scarecrow's chin.

Want a Good Night's Sleep?

- Consume less (or no) caffeine
- Avoid alcohol
- Drink less fluids before going to bed
- Avoid heavy meals close to bedtime
- Avoid nicotine
- Exercise regularly, but do so several hours prior to bedtime
- Try a relaxing routine like a hot bath before bedtime
- Establish a regular bedtime and wake time schedule (even on weekends and off days)



Sleep Apnea

Sleep apnea is a common disorder that can be serious. In sleep apnea, your breathing stops or gets very shallow. Each pause in breathing typically lasts 10 to 20 seconds or more. These pauses can occur 20 to 30 times or more an hour.

The most common type is obstructive sleep apnea. That means you are unable to get enough air through your mouth and nose into your lungs. When that happens, the amount of oxygen in your blood may drop. Normal breaths resume with a snort or choking sound. People with sleep apnea often snore loudly. However, not everyone who snores has sleep apnea.

When your sleep is interrupted throughout the night, you can be drowsy during the day. People with sleep apnea are at higher risk for car crashes, work-related accidents and other medical problems. If you think you may have sleep apnea, it is important to talk with your health care provider about an assessment. If you have sleep apnea, it is even more important to get treated.

National Heart, Lung, and Blood Institute

Remember the Three R's:

Respect for self

Respect for others

Responsibility for all your actions