

### 2022 TAKE TIME FOR YOU

Here are a few tips for taking time for you this month. Remember 30 minutes of your day is only 2 percent of your whole day. Can you dedicate that 2 percent to YOU?

Practice deep breathing to be in the moment and help with stress relief. Try these tips from [Harvard Health](#):

- **Posture**

- » Find an alert, comfortable position on a chair, floor cushion, or bench.
- » Sit with your spine erect.

- **Breathing**

- » Bring your attention to the natural sensations of the breath in your body.
- » Don't try to control the breath. It doesn't matter if it is short and shallow or long and deep.

- **Attention**

- » Try to follow the breath through full cycles, from the beginning of an inhalation to the end of an exhalation, and then on to the next cycle.

- **Thinking**

- » Thoughts may enter your mind. This is natural. Simply allow them to arise and pass.
- » If a chain of thought hijacks your attention and you lose awareness of the breath, gently return your attention to the sensations of breathing.

**Are you ready to share your 2 percent with us? We'd love to hear what you are doing to take that 2 percent of your day for YOU in 2022. Email us your 2 percent at [wellness@healthtrustnh.org](mailto:wellness@healthtrustnh.org).**



## Is “Get Organized” on Your To-Do List?

To-do lists can add up and trying to stay organized on top of all your other responsibilities can be overwhelming. According to the [Mayo Clinic](#) de-cluttering can have as much of an effect on your well-being as it does on your physical space. A cluttered environment can make your brain less effective at processing information and more prone to frustration. Clutter can affect your anxiety levels, sleep, and ability to focus.

### To clear the clutter:

Set aside 10-15 minutes at the end of each day to put away stray items and clean up your clutter at home. Clutter at work can be distracting, so spend five minutes or so cleaning up your desk area, deleting email trash files, and clearing your computer desktop at the end of each work day.

Getting organized at work can help you focus and be more productive. Try these tips to stay productive and organized at work from [University of Rochester](#):

### Use an agenda

An agenda is an excellent tool to evaluate your organization and productivity. This strategy keeps you aware of the meetings and due dates you have coming up in your schedule. As a result, you’re more likely to meet your goals and remember specific events.

### Create to-do lists

To-do lists are simple yet highly effective lists to help maintain productivity throughout the

day. Use to-do lists to write down important tasks you want to accomplish. Try to organize your work based on urgency.

### **Consider writing your to-do lists on a sticky note or in a notebook.**

When using this approach, think of ways to organize your to-do list. For example, use colored pens to distinguish between items, such as a blue pen to designate meetings and a red pen to label urgent responsibilities.

### **Limit distractions**

When you limit distractions, you maintain your focus on your current task. Limit distractions by keeping your space organized and straightforward. Keep common distractions, like your phone, in your desk or a different room.

### **Incorporate a timer**

Keep track of how much time you spend on different tasks to see areas where you can better use your time. When you start and end a task, start and end your timer. At the end of the week, reflect on your use of time and ways you could be more productive.

### **Keep a clean environment**

In an organized space, you find supplies and materials efficiently, which makes your workflow more consistent. Keeping a clean environment includes putting items back where they belong, disinfecting your desk with cleaning wipes, and opening your windows for fresh air.

### **Use labels**

Labels are a practical approach to organizing your files. Clearly label each file, and arrange them in a way that makes the most sense to you. For example, you could manage your files in alphabetical order or by year.

Getting organized won't happen overnight but by taking small steps each day to reduce your clutter at work and at home, you will get there in time! You can find more tips on getting organized from the LifeResources Employee Assistance Program by visiting [www.mylifeexpert.com](http://www.mylifeexpert.com) or logging in to your Secure Enrollee Portal account and clicking the LifeResources button. Enter the username – **healthtrust** – and password – **resources**.

## Recipe:

# Carrot Salad



1 pound carrots, sliced in ¼-inch rounds  
¼ cup fresh lemon juice  
1 tablespoon olive oil  
1 clove garlic, minced  
½ teaspoon ground caraway  
½ teaspoon ground coriander  
½ teaspoon ground cumin  
¼ teaspoon (or to taste) hot sauce or harissa  
Freshly ground pepper to taste  
¼ cup crumbled feta cheese  
¼ cup sliced Kalamata olives  
2 tablespoons chopped Italian (flat-leaved) parsley

### **Directions**

Before you begin: Wash your hands.

1. Bring a saucepan with water to a boil. Add carrots. Reduce heat and simmer for 5 to 7 minutes until tender crisp. Drain. Transfer to a bowl of ice water to chill. Set aside.
2. In a separate bowl combine lemon juice, olive oil, garlic, caraway, coriander and cumin. Whisk together to make a dressing. Add hot sauce. Season with pepper.
3. Drain carrots; transfer to a serving bowl. Drizzle dressing over the carrots; mix to coat carrots with the dressing.
4. Add feta cheese, olives and parsley. Toss to blend ingredients. Serve.

**Source:** [\*Academy of Nutrition and Dietetics\*](#)

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