



Do you need an energy tune-up?

Saying “no”: It’s a matter of health, happiness and survival!

Water, water everywhere... but are you drinking enough of it?

e-Thoughts — Putting one foot in front of the other



Many people say they wake up feeling exhausted even after a full night’s sleep. Does that mean they need more sleep? **More...**

There are times when you can — and perhaps should — say “no.” **More...**

Start a healthy habit by drinking plenty of water. You’ll feel better for it! **More...**

Walking can do a lot of good things for you. Try it and see for yourself! **More...**

## Getting help

Confidential support, information and resource referrals are available for a variety of concerns — both work and personal. Call for assistance for you, your household members or your adult children under age 26, whether they live at home or not. Call or visit us online today!

# Do you need an energy tune-up?

April 2013 Newsletter



[Return to index page](#)

Many people say they wake up feeling exhausted even after a full night's sleep. Does that mean they need more sleep? Maybe not!

## Tired? It may not be sleep you're lacking

Today's lifestyles are hard. Working, caring for family members, parenting and making time for friends and yourself are all draining.

Many people say they feel physically worn out much of the time. They're mentally and emotionally tired too. It may not be that they need more sleep but more energy!

## Ready, set, energize!

Imagine waking up feeling refreshed, renewed and ready to go. It's not a dream — it's possible. Here are three ideas that may help.

1. **Be good to yourself.** Do you feel badly about what you can't get done or worry about letting people down? Working parents often struggle with guilt because of the time and attention they think they should be giving their children. Similarly, adult children may feel guilty about not doing more for their older parents.

Guilt is non-productive and uses up a lot of energy. Instead of getting stuck on what you can't get done, focus on what you are accomplishing and who you are pleasing (including you!) Give yourself credit for the everyday successes in your life.

And, although you've heard it before: Don't forget the importance of good nutrition and fitness.

2. **Focus on what's really important to you.** What matters most to you on a basic human level? Do you love animals, care deeply about education or the needs of less fortunate people?

Use some of your time to volunteer for organizations that address concerns like these. This can actually fulfill and energize you. For example:

- Donate some time at a local animal shelter.
- Tutor for an hour a week.
- Help cook or serve a meal at a local soup kitchen.

3. **Make time for fun.** Do you know that many adults are fun-deprived? We have so much on our minds — and plates — that it's easy to lose sight of how important fun is to feeling upbeat and alive.

You can have fun just thinking about or visualizing something that makes you laugh. Think of small ways to inject some fun into your days and you'll enjoy more energy.

# Saying “no”: It’s a matter of health, happiness and survival!

April 2013 Newsletter



[Return to index page](#)

There are many everyday situations in which you don’t have the power or flexibility to say “no.” But there are also times when you can — and perhaps should — say “no.”

After all, if you say “yes” to every demand or favor, you’ll be so busy pleasing everyone else that you may forget to take care of yourself!

## Saying “no” takes courage and skill

Two of the challenges of saying “no” include when and how to say it.

Here are examples of times when saying “no” can be a healthy choice:

- **Your calendar is bursting at the seams.** There’s just no wiggle room in your schedule. If you take on even one more task, it’ll be at the expense of something else you really want or need to do.
- **You’re already stressed out.** If you don’t say “no,” you’ll put even more pressure on yourself and others in your life too.
- **If you say “yes,” it’s just out of guilt.** If you want to feel angry and resentful much of your life, just keep on saying “yes” when you mean “no.”
- **Your instincts say “no.”** If you don’t feel good or right about a favor or request, go with your gut and say “no.”

## Tips on how to say “no”

- **Be honest and brief.** Keep it short and sweet. Long-winded explanations often sound and feel awkward.
- **Be firm but nice.** You can sweeten up a “no” with something like: “Thank you for asking me but I just don’t have time right now.” Then change the subject.
- **Say you’ll think about it.** We all have people in our lives who just won’t take “no” for an answer. In those cases, don’t argue or give in because it’s easier. Instead, wait to give your answer. Say something like “Let me have a look at my calendar” or “I’ll get back to you.” Then be sure to follow up when you’re feeling strong enough to say “no.”
- **Offer a substitute.** Perhaps you’re too busy now but would like to help out. Consider offering to pitch in at another time that’s more convenient for you.

## “No” helps you control your life

Learning to say “no” helps keep you in control of your life. It can help you build self-confidence and maintain a healthy balance in your everyday living.

# Water, water everywhere...but are you drinking enough of it?



April 2013 Newsletter

[Return to index page](#)

Have you noticed that you can find water available almost everywhere you go these days? This includes gyms, fast food restaurants and many offices. Certain stores even offer a bottle of water to customers as they come through the front door.

Why? People realize just how important water is to all of us. A store offers you water as a courtesy — and as a way to energize and revive you for shopping!

## What does water do for you?

Water is essential for feeling good and staying healthy. Being hydrated — having enough water in your body — helps regulate your energy and your body temperature. It helps your organs work properly. It removes waste from your system, keeps your appetite in check and helps control your body weight.

When you're dehydrated, you usually feel unwell. Some dehydration symptoms include dizziness, fatigue, dry mouth and excessive thirst. Do you know that you could live for six weeks without food but only a few days without water?<sup>1</sup>

## Soft drinks aren't as good for you as water

You may love soda, but don't make the mistake of thinking it takes the place of good old H<sub>2</sub>O. There are some current theories that certain soft drinks may actually add to your weight.<sup>2</sup>

Plus, soft drinks often contain caffeine — which is also found in coffee and chocolate. Caffeine dehydrates you. So sodas can't really do the job that water does when it comes to keeping you healthy.

## How much water do you need?

There is no one answer that fits everyone. It depends on your weight, age, health, medicines you take, amount of exercise and climate where you live. As a general guideline, many experts agree that you should start with about eight 8 ounce glasses per day.<sup>3</sup>

If you want to get advice about your water requirements, ask your doctor or a nutritionist. There are also online calculators that can help you estimate how much water you need given your weight, lifestyle and environment. You can even do your own experiment by seeing how you feel with more or less water in your system.

**Start a healthy habit** by drinking plenty of water. You'll feel better for it!

<sup>1</sup>[www.intellihealth.com](http://www.intellihealth.com)

<sup>2</sup>[www.webmd.com](http://www.webmd.com)

<sup>3</sup>[www.mayoclinic.com](http://www.mayoclinic.com)

# e-Thoughts - Putting one foot in front of the other

April 2013 Newsletter



[Return to index page](#)

*Our e-Thoughts feature provides close-up views on topics and areas of interest from everyday life.*

I've been hearing a lot about how good walking is for you. So, I've decided to put it to the test.

It's a simple theory to test out: there's no cost, little preparation and not much in the way of special equipment needed. All you have to do is open the door and step outside!

So I've been walking. Some days I meet a friend. Some days it's just me and my dog. And some days I choose to walk alone.

And I've discovered some great things:

- When I take a walk, the air is really refreshing and the scenery (even in my own neighborhood) is really interesting. I get to see which neighbor is putting on a new roof or planting new shrubs. I meet other walkers. I notice things on foot that I never notice while driving through the very same streets every day.

- When I walk with a friend, we bond. We often have more meaningful conversations than we do on phone, through email or texting. After we walk, we've vented, shared and laughed. Plus we both feel good about our physical accomplishment!
- When I walk alone, I come up with ideas that don't seem to come to me when I'm sitting at my desk. Sometimes I even bring a little pad so I can write them down. Walking is great thinking time.

**Bottom line:** I'm hooked! Walking does a lot of good things for me. Try it and see for yourself!

# **Quality time – Celebrating life**

Monthly Newsletter April 2013

*[Return to index page](#)*



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Information is believed to be accurate as of the production date; however, it is subject to change.