

## Looking for Ways to Increase Your Production?

### 1) CHANGE YOUR WAYS

- Make a habit of getting organized
- Spend a few minutes every day to “create order from chaos”
- Even 5 minutes will make a difference
- 15 minutes could transform your life

### 2) CLEAR CLUTTER

- Make some room on your desk
- Remove all supplies and gadgets you don’t use every day
- Clean off old Post-Its on your computer
- Uncover your horizontal surfaces
- Clear off credenzas, tables, and the tops of bookshelves



### 3) MAKE THE MOST OF MEETINGS

- Have a written agenda with timeframes for each item
- Be vigilant about starting and ending on time
- Keep information for different meetings in separate folders
- Write the date of the meeting and any deadlines in your notes
- Keep track of any actions you promised to take in your calendar

### 4) MANAGE YOUR TIME

- Use only one calendar (or electronic device) to track your appointments; otherwise, it is too easy to overlook something or double-book your time
- Look at your calendar every day so nothing falls through the cracks

### 5) MINIMIZE INTERRUPTIONS

- When you really need to get something done, make yourself unavailable; no phone calls, no e-mails, no visitors
- It’s okay to not answer a ringing phone
- Mute the incoming mail chime so that you can ignore each new message

## Stop Panicking and Start Planning

Many employees feel unprepared for retirement. It’s time to stop panicking and start planning. Did you know that...

- retirement can last for 30 years or more?
- a common rule to follow is that a retiree will need up to 80% of his/her annual income today to retire comfortably?
- the average amount paid monthly by the Social Security Administration in the form of benefits is \$895?

Monthly Savings @ 6% Earnings	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$51,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

## Feeling Fatigued? Drink a Glass of Water!

Drink water – it will do your body good. Consider the following:

1. 75% of Americans are chronically dehydrated.
2. In 37% of Americans, the thirst mechanism is so weak that it is often mistaken for hunger – try a glass of water before you reach for that snack.
3. Even mild dehydration will slow down one's metabolism.
4. Lack of water is the #1 trigger of daytime fatigue.
5. 8-10 glasses of water a day could significantly ease back and joint pain for up to 80% of sufferers.
6. A mere 2% drop in body water can trigger fuzzy short-term memory, trouble with basic math, and difficulty focusing on the computer screen or a printed page.

## Save Thousands of Dollars on Your Medical Bills

Many of us will pore through a newspaper for a coupon that saves us fifty cents at the local supermarket. However, when it comes to healthcare, we rarely ask questions or consider all the options that could save us time and money. The following tips can help you shop for value when it comes to healthcare.

1. **Let's Make a Deal.** Ask your doctor, hospital, or dentist if they will accept less. Studies show that the majority of individuals who bargain succeed.
2. **Pay in Cash.** You can often save up to 10% on your bill by paying cash up front. Doctors lose thousands of dollars each year on credit card processing fees, unpaid bills, and collection fees.
3. **Choose Generics.** The majority of generics are typically sold at 15-50% less than brand drugs.



4. **Ask for Samples.** Drug companies give thousands of samples to doctors every year. Your doctor may be able to provide you with weeks worth of medication at no charge.
5. **Chill Out!** Over 60% of doctor visits are related to stress. Practicing relaxation techniques is effective in controlling anxiety, enhancing the immune system, and reducing blood pressure and chronic pain.

## Perfect for Patio Dining!

This unusual summer salad delivers a cool, crisp summer punch, packed with high-antioxidant watermelon and mixed greens.



### Watermelon Surprise

- 1 cup watermelon in 1-inch cubes
- 2 oz. firm feta cheese in ½ inch cubes
- 2 tablespoons balsamic vinegar
- ½ teaspoon freshly grated black pepper (or to taste)
- 1 tablespoon extra-virgin olive oil
- 2 cups arugula or gourmet mixed greens
- Salt to taste
- 2 tablespoons chopped toasted almonds

In a medium bowl, combine watermelon, cheese, vinegar, and pepper. Marinate in the refrigerator for 15 minutes. Then add olive oil, salad greens and salt; toss. Serve sprinkled with nuts. Serves 2.

Health and Wellness tips for your work, home and life – brought to you by the insurance and healthcare specialists at Corporate Health Systems, Inc.