

CAN'T SHAKE THAT TIRED FEELING?

Try Drinking a Glass of Water!

Fatigue, a feeling of tiredness and lack of energy, is a common health complaint. Many feel tired as a result of not getting enough sleep, a lack of exercise, worrying excessively or drinking too much alcohol or caffeine.

Combating fatigue is easy if you know how to prevent it. Since dehydration is the biggest trigger of daytime fatigue (one study indicates 75 percent of Americans don't drink enough water), a mere two percent drop in body water can trigger fuzzy, short-term memory loss, trouble with basic math and difficulty focusing.

If you're feeling tired, try drinking more water—eight to 10 glasses a day are recommended. This will also help ease back and joint pain, too. Now that's something to raise your glass to!



Workplace safety tips brought to you by the insurance specialists at RJ Ahmann Company.

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Time Management 101

Ever had one of those days where time just flew by but felt you had nothing to show for it? In the age of e-mail and cell phones, workplace distractions are commonplace. According to *Business Week*, American businesses lose about \$650 billion a year because of workplace distractions. That's a lot of revenue! What can you do to maintain your effectiveness and help [C_OfficialName] protect its bottom line? Try these tips:

- Focus on your strengths and weaknesses. For instance, if you are great at planning, focus on doing that consistently as you go about your day. If you struggle with stress, try to improve your skills in that area.
- Break down large tasks into smaller ones so that you can gauge your progress.
- Be creative: If you work in a cubicle, place a stop sign on the outside. Though it seems silly, it will deter coworkers from entering during critically busy times.
- Set aside time for specific tasks such as checking e-mails and abide by that schedule.
- Create how-to manuals for coworkers on commonly-asked questions so they can help themselves instead of asking you for assistance!

Did You Know?

The International Date Line (IDL) is an imaginary line on the Earth's surface roughly along 180° longitude. When crossing the IDL while traveling east, travelers lose 24 hours, whereas when traveling west, travelers gain 24 hours. On busy days, wouldn't it be great if you could just head west to catch up?

