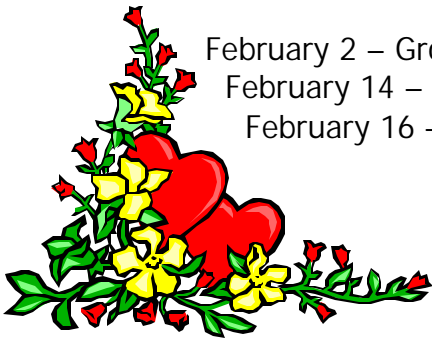




Work and Family

Dates to Remember

February 2 – Groundhog Day
February 14 – Valentine's Day
February 16 – President's Day

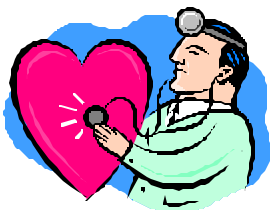


National Heart Association Month

What better time to take a look at your lifestyle and see what you can do for yourself and those you love about reducing the risk of heart disease? Coronary artery disease causes heart attacks, which kill 500,000 Americans annually. However, several risk factors for heart disease can be modified through lifestyle changes or with the use of medications:

- Stop Smoking
- Reduce High Blood Pressure
- Reduce High Cholesterol
- Control Diabetes
- Maintain Proper Weight
- Exercise
- Reduce Stress
- Watch Your Diet

Even if you cannot make all of the needed changes at once, pick one that you feel would be the easiest to start with and go from there. The motivation for further improvement often follows. You can also discuss with your doctor the latest



medical trends involving aspirin, estrogen, vitamins, herbs and prescription medications such as beta blockers, ACE inhibitors, and those that lower cholesterol. Also take a look at the things in your life that are creating stress and work to minimize their harmful effects. When our bodies are stressed, emotionally or physically, the body puts greater demand on our hearts to provide oxygenated blood to vital organs. If the heart is already stressed, or blood vessels are partially blocked, the heart has to work much harder to do its job. Relaxation and stress management are necessary parts of an overall plan to improve your health. It's never too late to make changes, especially lifesaving changes!

Parenting Your Parents

The population is aging at a rapid pace and many of today's working parents are finding themselves parenting their parents, or at least providing some type of eldercare. In some cases, the responsibility comes on gradually; in others, it happens all of a sudden. But, for certain the day will come. The good news is that there is a huge industry developing with resources and services of all kinds available to help you. There are many great websites, books, videos, and community-based non-profit and for-profit organizations with a whole host of services to help you in your new role. Eldercare planning is suggested before the situation calls for action. Discussing what your elder wants prior to needing any type of care will make the assistance more welcomed when it is needed.



You cannot adequately help your elder alone – you won't have the skills, stamina, or time. Realizing this and learning about services that are readily available to help you will be important in allowing you to make the transition.

Work Tools

Writing for Results

Clearly written communications are one of the best ways to present your ideas and make an impact in your organization.

By contrast, poorly written communications can lead to incorrect interpretations, extra work, lack of coordination between co-workers, and delayed decisions. The ability to write effective memos, letters, e-mail, reports, and other business correspondence is an important skill. The following recommendations will help you be a more effective writer:



- **Be concise.** Avoid using long words or sentences. Try to keep your correspondence to one page.
- **Define your main message.** What is the most important idea you need to communicate?
- **Build on your main point.** Organize your thoughts by using a topic outline. How easily can the reader identify your main point?
- **Focus on the facts.** Make sure your main message is based on the facts, not on something you've heard or your own guesswork.
- **Use the appropriate tone.** Don't be informal when your memo calls for a formal one. Put yourself in the place of the reader. How do you think he or she will react?
- **Be positive.** Use positive statements whenever you can. Tell the good news first, and then move on to problem areas.
- **Double-check your document.** Reread your letter and check for errors in spelling, grammar, and math. Be sure to double-check the spelling of people's names. Check the format: How does it look on the page?

If you can, have someone else read through it, or use spell check and grammar check programs if your correspondence is prepared on a computer. (Remember, spell check does not always find errors. If you use the wrong word, but it is spelled correctly, spell check may not find this error.) Revise when necessary.

What is stuttering?

And when is it something to worry about?

Stuttering, sometimes referred to as stammering, is a speech disorder characterized by the repetition of words or parts of words. Between the ages of 18 months and 5 years, almost all children repeat words or phrases, mispronounce some words and leave out words or sounds. These problems usually resolve naturally within six months of onset and are called normal developmental stuttering. While normal developmental stuttering and speech difficulties happen in about 90 percent of children, true stuttering happens in only about one percent of children. The exact physiological causes of stuttering are not completely understood, but it is thought to be a hereditary condition. True stuttering may occur when a child with normal developmental stuttering is pressured to speak better. The child becomes highly aware of his or her speech and struggles to speak better, which actually makes the speech worse. If your child stutters for more than six months, talk to your pediatrician about your concerns. True stuttering may worsen in adulthood if it is not properly treated. Although there is no cure for stuttering, early intervention may keep it from becoming a life-long problem. The following are some speech styles that are part of true stuttering:

- The child repeats words, sounds or syllables, two or more times before saying what they want.
- The child may give prolonged stress to a sound in a word.
- The child may seem to be stuck with no sound coming out.
- The child may work hard at speaking.
- The child appears to be afraid to talk.