



The LH Connection

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EAP WorkLife Matters Feature of the month: Fitness: How Do I Get Started?

If you think getting fit is difficult, you are not alone. Many people find it hard to get started, for many different reasons. Do any of these reasons sound like you?

- I can't exercise because I don't have any equipment.
- I don't have time to exercise.
- I don't know how to exercise.
- Exercise sounds so boring to me.
- Equipment or health clubs cost too much.

If you can relate to any of these statements, it is important that you read this article for tips on leading an active lifestyle. You don't have to be an athlete or be involved in an organized sport to be fit. You just have to sit less and move more! It is also important to get other members of your family moving, too.

Visit www.ibhworklife.com for more information on this and other articles and free resources.

Saving Money at the Gas Pump



When it comes to stretching your gas budget, how you drive can be almost as important as how far you drive....

The Gas Tank

Follow your owner's manual recommendation for the right octane level for your car.

The Steering Wheel

Stay within the posted speed limits. Avoid unnecessary idling. Avoid jackrabbit starts and stops. Use overdrive gears and cruise control when appropriate.

The Tires

Keeping your tires properly inflated and aligned can increase gas mileage up to three percent.

Under the Hood

Keep your engine tuned. Change your oil. Check and replace air filters regularly.

The Trunk

An extra 100 pounds in the trunk can reduce fuel economy by up to two percent. Removing non-essential stuff can save you at the pump.

The Driver's Seat

Combine errands. Consider carpooling. Bus it, bike it, or hoof it.

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Happy Birthday



Angelina Wilson
Carolina Solorzano
David Dunn
Ernest Evans
Jiadine Henderson
Kyle Ballard
Levi Poindexter
Lisa Studtmann

Mary Bennick
Melinda Wilgus
Reaz Mehdi
Robert Mayer
Steve Yu
Susana Davila
Veronica Allen

Performance Awards



LH Would like to say Thank You to all of our employees for their hard work & also to those who received special recognition for their performance and/or excellent customer service:

Angelina Wilson, Freddie Morgan,
LaRusia Belt, Lizette Menendez,
Veronica Allen

Perfect Attendance Winners



Congratulations to all our employees who had perfect attendance during the month of March and 1st quarter of 2008! Each person who has perfect attendance will receive a coupon redeemable for gifts at the company store (www.lhenderson.com/prizes.htm) and are eligible for a drawing for one of three cash awards. The monthly winners are:

March Winners—\$100 prize
Antoinette Queen
Janice Chock
Mario Martinez

1st Quarter Winners—\$250 prize
Ellis Fluet
Latishma Kashyap
Susana Davila

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Timesheet Reminders

Please remember to complete your timesheet **daily**.



We want to hear from YOU!

Do you have an announcement you'd like to share with the company or a question you like to ask to be included in a future newsletter – please share with us. Email questions, comments and stories to hr@lhenderson.com.



Employee Hotline

The Employee Hotline is available 24/7. Make a suggestion, grievance, comment - anonymously. All matters received on the hotline will be handled in the strictest of confidence. You may access the employee hotline in one of two ways, either via email at employeehotline@lhenderson.com; or via our web site at www.lionelhenderson.com, click on Contact Us and then the Employeehotline link.



12 Tips for working smarter, *not harder*

EAP WorkLife Matters



1. **Aim for effectiveness, not neatness.** Neatness as an end in itself can even be risky: Putting things away just to clear off your desk can cause you to lose or forget them.
2. **Clutter is rarely caused by insufficient space or time.** The culprit is usually indecisiveness. So be selective about what you bring into your office and home. If you know what you value and what your goals are, being selective is not hard.
3. **Have a place for everything.** Open your mail in the same place everyday so it doesn't get strewn everywhere. Put unpaid bills together, separate from paid bills. Store all office supplies together to prevent duplicate purchases.
4. **Do not use your entire desk surface** as a giant "In-box." Instead, determine your next action on every piece of paper and file accordingly. Tasks to be done soon (phone calls to make, questions to ask business associates) and current projects go into your "Action Files," which should not be mixed with Reference Files. Action Files must be kept close at hand.
5. That maxim, **"Handle each piece of paper only once,"** is too extreme to be realistic. But it contains a grain of truth. Do try to take the next action that's required each time you handle a piece of paper. How about that seminar advertisement you left on your desk, as a reminder to decide whether to sign up—you know, that paper you've shuffled ten times today already? Either call right now to get the information you need, or make a note in your appointment book to call later. Then you're that much closer to being done with it.
6. **Don't save paper that you're not willing to spend time filing.** If you don't file it properly, you either will forget you have it, or you won't be able to find it when you need it. It does you no good, and the result is the same as if you'd thrown it out in the first place. If you are set up to scan information into your computer, be selective. If you cannot imagine a specific situation when you'd need to refer to the information again, don't scan it. Most of us save a great deal of paper we'll never use again.
7. **Use your day planner to help clear your desk.** If you avoid filing things out of fear you'll forget to follow up, jot down a reminder in your appointment book or computer software. Often we are our own worst enemies, interrupting ourselves by jumping from one half-finished task to another. Stop doing "the desktop shuffle"—moving papers aimlessly around on your desk. Every time you handle an item, take an action towards completing it.
8. **Learn to say "No."** You could live to be a hundred and still not have time to do everything you want—that's the curse and blessing of being intelligent and having high expectations of yourself. The good news is you can choose what to focus on. You have far more freedom than you may realize. Aside from obligations like caring for vulnerable family members and paying taxes, very little of what you "have" to do is morally or legally mandatory. Review everything in your life and ask, "What's the worst that can happen if I stopped doing this?" Saying "No" sometimes is the only way you can "Yes" to what you really value.
9. **Beware of stuff.** The more stuff you have, the more you must find a place to put, and the more you'll have to clean, repair, and eventually replace. Stop buying things you don't really need just because they're on sale. You can always get more stuff, and you can always get more money. But you can never get more time.
10. **Do buy more of things you use continually.** Frantic last minute shopping trips can be averted by purchasing things before your supply runs out.
11. **Schedule appointments with yourself to get things done.** Appointments aren't only for business lunches or seeing your doctor. They're for you, too. Commit to spending time on the things you keep "not getting around to." This works for everything—from taking the next step on that back-burner project, to making sure you get yourself to the gym twice a week.
12. **Beware of perfectionism.** Most routine work doesn't need to be done perfectly. Ask yourself—Is your effort disproportionate to the value of the task? Will other, more important projects be delayed as a result? Can you reduce the frequency or level of detail of this task?

Source: Jasper, J. (n.d.). *13 organizational tips for working smarter, not harder*. Retrieved August 24, 2005, from <http://www.lifeorganizers.com/office/working-smarter-not-harder.htm>

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How Sleep Is Affected By Time Changes



What can you do to reset your internal clock to adapt more quickly to the time changes?

Your circadian rhythm is internally generated but is influenced by the environment, behavior, and medications.

- Light is the principal environmental cue. Light suppresses the secretion of the sleep-inducing substance melatonin. So it is important to expose yourself to the light during the waking hours as much as possible, and conversely, do not expose yourself to bright light when it is dark outside. For example, if you get up at night to go to the bathroom, do not turn on the light. Prepare beforehand by installing a night light. Interestingly, specifically timed light therapy may either advance or delay your sleep cycle, depending on when it is delivered.
- [Sleep hygiene](#) is a term used to describe those actions you can take to create sleep-friendly environments and enhance your chances of falling asleep, staying asleep, and sleeping soundly. Basic sleep hygiene includes reducing or eliminating caffeine and alcohol, exercising several hours before bedtime, creating calming rituals before bed to gradually relax yourself (taking a hot bath for example), and wearing ear plugs and eye masks, to name a few. Also important is going to bed and rising at the same time every day. Though there is no evidence that certain diets will actually influence your circadian rhythm, carbohydrates tend to make it easier to fall sleep.
- It is unlikely that medications would be needed for a simple one-hour time change of the clock, but in certain circumstances, like traveling across multiple time zones, hypnotic drugs like benzodiazepines may be used. Their indication is primarily to induce sleep when desired, to get on a new schedule. Given their potential for addiction and that they can negatively affect the quality of sleep, they should only be used under the direct guidance of a doctor or sleep specialist.

So there may be some tired and groggy people hitting the streets in the dark mornings following daylight saving time changes. Interestingly, some studies show an overall reduction in traffic accidents and fatalities due to daylight-saving time changes. However, one study showed a significant increase in accident rates on the Monday following daylight-saving time. The author attributed sleepiness as a cause.

By [Michael J. Breus, PhD](#)
WebMD Feature (*adapted*)