



HURSTPLACE

compassion. knowledge. growth.

NEWSLETTER | Fall 2010

Life's Little Lessons

- Give people more than they expect and do it cheerfully.
- When you say, "I'm sorry," look the person in the eye.
- Never laugh at anyone's dreams. People who don't have dreams don't have much.
- Love deeply and passionately. You might get hurt but it's the only way to live life completely.
- Remember that great love and great achievements involve great risk.
- Life won't seem generous if you build walls to protect yourself from pain, because walls also keep out the good stuff.
- Words that soak into your ears are whispered...not yelled.
- Opportunities always look bigger going than coming.
- Remember the three R's: Respect for self, Respect for others, and Responsibility for all your actions.
- When you realize you've made a mistake, take immediate steps to correct it.
- Smile when you pick up the phone. The caller will hear it in your voice.

Message from the Director

Most of us have taken our summer vacations, the kids have gone back to school, the days are shorter and we find ourselves trying to get back into a new routine. Fall is the perfect time to make a few changes in your life. In October we celebrate Canada's Healthy Workplace Month. This year's theme is *Healthy Mind, Healthy Body*. We invite you to make a few changes to incorporate upbeat elements into your workplace, relationships with family & friends, life & work harmony, and the community.

This fall take the opportunity to evaluate your overall health or strengthen your commitment if you're already on the journey to a healthier lifestyle both at home and at work! Before the winter weather sets increase your physical activity, try something new to stimulate your mind, and ensure you have elements of fun in your relationships, home, work and community.

Most people spend one third of their day or half their waking hours at work, so it's vital to make healthy lifestyle choices at home and on the job. Small changes to your routine and a little proactive planning will not only help you stay healthy, but function better personally and professionally. If you struggle with making changes consider coming to Hurst Place to speak with one of the counsellors or check out www.hurstplace.com for compassion, knowledge and growth opportunities! In the meantime get out there and "turnover a new leaf."

Warmest Regards;

Wendy Murdock,
Executive Director



Healthy Body, Healthy Mind = Healthy Work.

The statistics validate the fact that we are spending more and more time at work. With a heavier workload, increases in injury and illness can sometimes follow. Being unwell not only impacts your quality of life, but can also affect how efficiently, and productively you work.

Here are some suggestions to help you stay fit and healthy on the job:

Workspaces need to fit YOU. A lot of people spend everyday in front of a computer, talking on the phone or using machinery and these repetitive motions take a strenuous toll on your body. Ergonomics ensure that the design and setup of your work station allows for safe use. A proper workspace will limit headaches, eyestrain, back and neck pain and can prevent chronic conditions.

If you spend most of the day sitting you should:

- Ensure you have an adjustable chair to customize the height, back and arm rests to your body. Your feet should rest comfortably on the floor and your thighs should be parallel to the floor. Items that you frequently use should be within arms reach.
- Your keyboard and mouse should be just below elbow level and close to the body. Keyboard trays are useful and will keep your wrists straight.
- Your computer monitor should be one arm's length away from you. The monitor should sit directly in front of you with the top of the screen at eye level.

If you stand or are on the move for most of the day:

Ergonomics are essential to all work-related tasks. Consider how you access regularly used tools or machinery and be sure to eliminate movement from the waist. Vary your postures, alternate repetitive tasks and practice safe lifting procedures.

Make stretching a regular part of your work routine. Try these simple exercises right at your workstation to relax your muscles and re-energize! Repeat these stretches as needed throughout the day.

- **Head tilt** - Place your right hand on your left shoulder and slowly bring your ear towards your right shoulder without turning your head. Hold this for five seconds and then switch sides.
- **Neck rolls** - Slowly roll your head to the right, down to the centre and over to the left. Repeat in the opposite direction.
- **Shoulder circles** - Sit up straight and slowly roll your shoulders forward ten times and back ten times.
- **Side stretch** - Reach your arms out to the side and then clasp your hands above your head. Lean your upper body to the right side. Hold for five seconds and then switch sides.
- **Back curl** - Hold your right shin and lift your leg off the floor. Bend forward and curl your back reaching your nose to your knee. Repeat on the other side. This exercise will also stretch your legs.

Fuelling your body: Combat mid-work slumps with healthy snacks including: yogurt, fruit, vegetables and nuts. Never skip a meal— regular meals and snacks fuel your mind and your metabolism. Limit your caffeine consumption by drinking several glasses of water each day to keep you hydrated. Make healthy choices when pressed for time!

Start moving. Sitting at a desk or completing repetitive tasks can be mentally and physically draining. Take every chance to move around at work and be sure to change positions at least every 30 minutes if possible. Get out of the workplace for some fresh air, take a lunchtime walk, take the stairs instead of the elevator. By getting up and moving around, you will feel less tired and more focused.

Wash your hands. Good hand hygiene is your best defence against illness. Wash your hands throughout the day and keep a bottle of hand sanitizer with you. Keep your hands away from your eyes, nose and mouth.

End your busy day by getting a good night's sleep. A good night's sleep not only boosts your immune system but also improves your memory, concentration and reaction time. You will wake refreshed, re-energized and ready to conquer the day!

