

MAY
2023

Social media breaks

Taking regular breaks from social media is a healthy way to refocus and prevent it from taking over too much of your time. When you return, you will hopefully have a clearer idea of social media's role in your life and the boundaries you need to use it well.

Try these tips to have a successful social media break:

- Set a clear time frame for your break. It could be a week to a monthlong goal.
- Alert your followers to your upcoming break.
- Temporarily disable your accounts, or delete the apps from your phone.
- Plan an alternate activity for when you're tempted to check social media like stretching, having a glass of water, phoning a friend, or deep breathing.
- Choose an accountability partner to keep you on track.
- Make a plan for how you want to use social media after your break.



Health screenings *for women*

Women are at risk for a unique set of health issues. Every woman should visit their primary care and OB-GYN provider every year for a checkup that includes the recommended screenings.

Ask your doctor what screenings are right for you. Your doctor will decide which screenings you need based on your age, family history, health history, and other risk factors.

WOMEN AGED 18 TO 39

- Blood pressure screening
- Cholesterol screening
- Diabetes screening
- Immunizations
- Infectious disease screening including STI's
- Physical exam
- Breast cancer screening
- Cervical cancer screening
- Skin self-exam
- Dental and eye exams
- Early and regular prenatal care during pregnancy

WOMEN AGED 40 TO 64

- Blood pressure screening
- Cholesterol screening
- Diabetes screening
- Immunizations
- Infectious disease screening including STI's
- Physical exam
- Breast, colon, and lung cancer screenings
- Cervical cancer screening
- Osteoporosis screening
- Skin cancer screening
- Dental and eye exams



WOMEN AGED 65 AND OVER

- Blood pressure screening
- Cholesterol and heart disease screening
- Diabetes screening
- Immunizations
- Infectious disease screening including STI's
- Physical exam
- Breast, colon, and lung cancer screenings
- Cervical cancer screening may no longer be needed. Check with your doctor.
- Osteoporosis screening
- Skin cancer screening
- Hearing test
- Dental and eye exams



6 ways to boost productivity

When you feel productive, getting tasks done can seem effortless. But, productivity often doesn't happen on its own. Boost productivity and crush your to-do list.



CUT OUT DISTRACTIONS

Silence your phone and turn off email notifications. Give yourself 15 to 30 minutes of uninterrupted work at a time. Check your phone or take a stretch break every time you finish a work block.

WRITE GOALS DOWN

Take a moment in the morning to write a clear to-do list. Focus on the things you must get done, not wishful thinking. A clear goal is more likely to be achieved.

BREAK TASKS UP

Instead of trying to tackle the whole project at once, break it up into smaller tasks. Each piece should feel manageable, making the entire project easier to achieve from start to finish.

COLLABORATE

Team meetings may seem like a time-waster, but in reality, collaborating with others boosts productivity. Regular check-ins keep everyone on track and hold you accountable for getting positive results.

TAKE A BREAK

Working pedal to the metal is a recipe for burnout. Regular breaks refresh and energize you making you more productive in the long run. A 10-minute break every hour is a reasonable goal.

MOVE MORE

Physical activity during the workday can make you more productive. Movement increases alertness and energy. Try a standing desk, stretching, or walking breaks to get the blood flowing.