

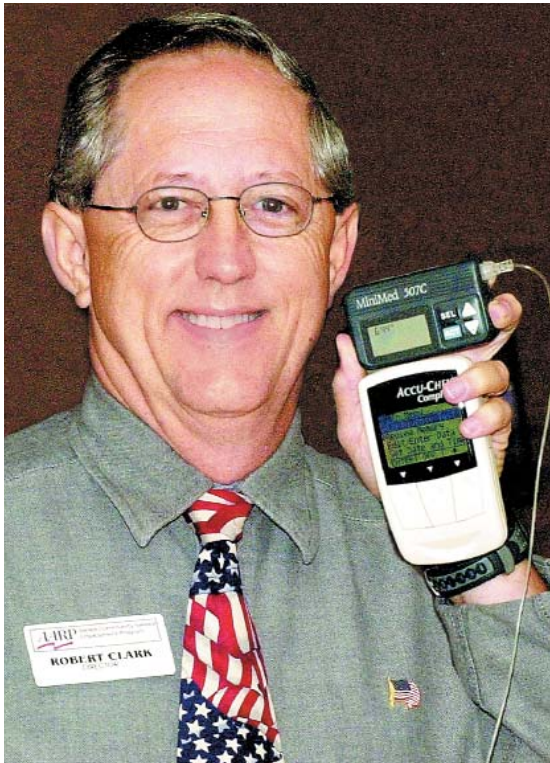
Lauve Metcalfe, Wellness Coach

# Work & Life

REAL SOLUTIONS FOR THE BUSINESS OF LIFE



## Managing Diabetes is a Way of Life



Robert E. Clark doesn't let his diabetes keep him from his work or from living his life. But he takes responsibility for managing his disease very seriously.

Perhaps it was the take charge spirit he had refined as a military pilot, or maybe it was the years of helping his young son manage diabetes. But when Robert Clark developed diabetes 15 years ago, he confronted this life-altering news head-on, knowing that he had to take the job of caring for his health very seriously.

Right away, he began to educate himself about diabetes, what changes to expect, and how diabetes might affect him. He continues to keep up with the latest scientific developments and research.

Robert finds that sharing concerns in a diabetes support group is invaluable because, as he says, "depression and diabetes go hand-in-hand." Most of all, loving family relationships have given him the support and understanding to weather many physical and emotional ups and downs through the years.

At work, Robert has always been open and honest about his diabetes. He has educated his co-workers about the disease, how it affects him, and what they can do to help him if he gets in trouble. "Once they understand," he says, "they aren't afraid of it anymore. Where I work, my co-workers often recognize my diabetic symptoms before I do." Sometimes, they'll even remind him to check his blood sugar or take a break for a snack. "I do my job well, but I do have a disease I have to deal with. It's a day-to-day, hour-by-hour responsibility."

Although Robert wears an insulin pump that delivers insulin directly into his body, he is careful about managing his weight, getting regular physical activity, and he still checks his blood sugar 10 times each day. "I want to be as healthy and productive as possible. When I know (my blood sugar) is regulated, I feel better physically. This reduces stress for me."

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A Publication of  
**WorkCare GROUP**  
INC.

How well are you balancing your work life and home life?

# Work-Life Checklist

How well do you balance your work life and your personal life? Consider the following questions and answer “yes” or “no.”



## HOME

YES NO

- Are you satisfied with the amount of personal time you spend at home each week?
- Is your family satisfied with the amount of time you can spend with them each week?
- Do you schedule weekly time for fun with family and/or friends?

## WORK

- Have you set long- and short-term career goals?
- Do you understand the demands and expectations of your job?
- Is your workload manageable?
- Is your income sufficient to support you and your family?

## LEISURE/RECOVERY TIME

- Have you taken a vacation in the last year?
- Do you take time for daily activity/exercise?
- Do you take time for personal interests and hobbies?
- Do you feel comfortable taking time for just you, to recharge your batteries?

If you answered “no” more than “yes,” then probably you should pay more attention to balancing your work and personal life. Once you begin to make adjustments toward balance, you will be more satisfied and effective at home and on the job.

Resource: WorkCare: a working person's guide to life balance, by George J. Pfeiffer and Judith A. Webster. Charlottesville, VA: WorkCare Press. 2001.

## WORKPERK : Creativity

Are you stumped by a challenging project? A creative thinker looks at solutions from all angles.

- Question what you learn.
- Have more than one plan.
- Avoid jumping on the first idea that comes up.
- Consider all options.
- Be flexible. Think about the problem another way.
- Play. Free your imagination with games, doodling, or keeping a journal of your thoughts and bright ideas. ✨

## Protecting Your Hands

The type of gloves you need to protect your hands depends on the type of work you do. Be aware that gloves reduce your grip. Here are a few types:

**DISPOSABLE** (lightweight plastic): Guard against mild irritants and infectious agents.

**FABRIC** (cotton or a fabric blend): Insulate hands from cold and heat.

**RUBBER** (or neoprene, polyvinyl alcohol, or vinyl): Used with corrosives such as organic acids.

**LEATHER**: Protect from rough or abrasive material, or sparks. ✨

## Taxing Reminders

In general, you need to keep the following financial records for three years.

- \* Records (e.g., W-2 forms) of your income, wages, tips, bonuses.
- \* Receipts or bank records, canceled checks, and other documents to support claims of credits, adjustments and itemized deductions.
- \* Mortgage statements.
- \* Previous income tax returns. \*

Resource: Internal Revenue Service, [www.irs.gov](http://www.irs.gov)

## Let Sleeping Dogs Lie!

Keep your cool to avoid a dog bite:

- \* Don't run past a dog.
- \* Don't excite a dog by jumping, shouting, or waving your arms.
- \* Never disturb a dog that is eating, sleeping, or caring for puppies.
- \* Teach children to stand very still if they are approached by a dog.
- \* Speak calmly and firmly.
- \* Maintain control over your own dog at all times. \*

Resource: American Veterinary Medicine Association, [www.avma.org](http://www.avma.org)



Defusing tempers at home

# Temper Tamers

Feeling frustrated or angry from time to time is normal. However, knowing how to defuse strong emotions before they become destructive or hurtful to others is an important skill. Whether you're annoyed with a mischievous child or exasperated at the broken vacuum cleaner, here are some tips for taming your temper:

- ⌘ Relax. Call a time-out. Take a few deep breaths and mentally step back from the situation.
- ⌘ Express yourself. Be assertive, not aggressive. Use the exercise: "When you (X), I feel (Y), because (Z)," which states your case but does not blame.

- ⌘ Redirect your anger. Do something creative, not destructive.

Exercising is a great way of getting rid of negative energy and tension.

- ⌘ Rename the problem. Move from anger to acceptance by changing your response to it. Convert thinking "This is a total disaster!" into "This is a real challenge!"

- ⌘ Set a good example. Remember that your children are always watching—and learning—from your response to stressful situations.

- ⌘ Back to the basics. Staying fit, regularly practicing stress reduction techniques, and enjoying a balanced diet will help you stay on an even keel emotionally, even when your buttons are pushed!

*"Holding on to anger is like grasping a hot coal with the intent of throwing it at someone else; you are the one getting burned."*  
—Buddha

If controlling your anger is becoming a problem for you at home or at work, consult with your doctor or Employee Assistance Program (EAP) at work, if available. \*

Resource: *Overcoming Anger and Irritability*, by William Davies. New York University Press: New York, 2001.

### Did you know?

*Man's best friend bites more than 4.7 million people each year.*

—American Veterinary Medicine Association

# Body Image

## Mirror Mirror

Whether you think you need to lose or gain weight, you can reduce your risk of health problems by adopting a more healthful lifestyle. As you create an action plan for managing your weight, here are some things to think about:

- ◆ Look in the mirror without being critical. Is your impression of your body realistic? Instead of trying to alter your body to match an unrealistic standard you see in movies or advertisements, focus on your positive attributes and the parts of your body you admire.
- ◆ People come in all shapes and sizes. Guide away from comparisons with others. Beauty is multi-dimensional—a combination of many aspects of your individuality that are in a constant state of change. Appreciate what is unique and special about you.
- ◆ Where is your support? Surround yourself with family and friends who will support you (and perhaps join you) in your lifestyle changes. Create regular opportunities to connect with those who will help you keep you moving toward your goal.

As you strive to improve your health, checking the scale every day can be misleading and discouraging. Instead, focus on your energy level, your overall fitness, and how you feel about your body—rather than on your body size and measurements.

You'll be successful if you concentrate on increasing your physical activity, making healthful dietary choices, practicing positive self-talk, and celebrating your individuality. ✨

### THE NEXT STEP

Be "**SMART**" as you develop your plan for your personal best. A plan that is **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely will let you enjoy the process as much as the results.

—Lauve Metcalfe



wellness  
Coach

Lauve Metcalfe, M.S.

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*A major ingredient in creating a positive body image is to rethink your attitude away from "ideal" and towards "the best possible you."*

Much of the difficulty in being happy with your body image stems from the constant seeking of the "ideal" self ... that polished, perfect "10" with no hair out of place, absolutely no cellulite, a flawless body, and, of course, not a problem in the world.

Envision your body and self as the person you could most realistically become. This positive image does not live far in the future, nor should it be stuck in a period in the past. It is the best possible you, the real you, the inner you, the present you that you feel happiest being.

This is not a process of reforming or rejecting who you are and trying to be someone else; it's one of transforming—of accepting yourself for who you are and living life more relaxed, self-confident, content, and complete. ✨

From *Reshaping Your Body, Rethinking Your Mind*, by Lauve Metcalfe, MS, copyright 2000.

## Walk the Walk for Charity

Charity events such as fun runs, hikes, walk-a-thons, and swims are perfect opportunities for you to use your personal fitness and health to benefit others. Sometimes, having a new goal will motivate you to jump-start your weight management or exercise program too.

Below are a number of steps you can take ahead of time so you will feel more comfortable and have more fun!

- ◆ Select an event from an organization you respect, that involves an activity that you know you will enjoy, and that challenges your abilities.
- ◆ Train with a family member, friend, or co-worker. You can help each other stay motivated. And, the more participants, the better!
- ◆ There is a real risk of sustaining an injury and getting discouraged if you try to do too much too quickly. Training is about consistency and improvement. Track your progress and increase your workouts gradually.
- ◆ Use appropriate equipment such as supportive footwear and

clothing that is suitable for the weather.

◆ Look for organizations that sponsor events for good causes in your area, including:

**Komen Race for the Cure®** (Breast Cancer): [www.komen.org/race/](http://www.komen.org/race/)

**American Cancer Society:** [www.swimacrossamerica.org](http://www.swimacrossamerica.org)

**American Lung Association:** [www.lungusa/asthmawalk/index02c.html](http://www.lungusa/asthmawalk/index02c.html)

**American Heart Association:** [www.americanheart.org/presenter.jhtml?identifier=2281](http://www.americanheart.org/presenter.jhtml?identifier=2281)

**National Alliance for the Mentally Ill:** [www.nami.org](http://www.nami.org) ✨



### April Calendar

**April 2003:** National Child Abuse Prevention Month.

Prevent Child Abuse America.

[www.childabuse.org](http://www.childabuse.org)

**April 2:** Kick Butts Day.

National Center for Tobacco-Free Kids.

[www.tobaccofreekids.org](http://www.tobaccofreekids.org)

**April 22:** Earth Day.

[www.earthday.net](http://www.earthday.net)

**May 19-25:** National

Running and Fitness Week. American Fitness and Running Association.

[www.americanrunning.org](http://www.americanrunning.org)

**May 2003:** National Sight

Saving Month. Prevent Blindness America.

[www.preventblindness.org](http://www.preventblindness.org)

### ARE YOUR TEENAGERS GETTING ENOUGH CALCIUM?



Today, many average children and teens are at risk for osteoporosis because they don't consume enough calcium. According to Duane Alexander, M.D., director of the National Institute of Child Health and Human Development, "Preventing (osteoporosis) and other bone diseases begins in childhood. With low calcium intake ... today's children are certain to face a serious health problem in the future." Our children may consume less calcium

than they need because of these factors:

- Children begin to make more of their own decisions about the food they eat.
- Teens who are wary of gaining weight tend to avoid dairy products such as milk and cheese, even though they are high in calcium.
- Soft drinks and snack foods often are more readily available than more calcium-dense foods such as yogurt, milk, nuts, seeds, and vegetables.

Children and teens need adequate calcium to maintain their growing bones and to build a healthy foundation to keep their bones healthy long into adulthood. ✨

*Resource: National Institute of Child Health and Human Development, [www.nichd.nih.gov/milkmatters](http://www.nichd.nih.gov/milkmatters)*

## Choosing the Right Doctor

Your doctor is your partner in health. Select a qualified doctor ahead of time with whom you can communicate and share decisions. You'll get better medical care, help avoid unnecessary medical procedures, lower your out-of-pocket expenses, and stay healthier.



Find a primary care physician (PCP) who will be responsible for your general health needs. Your PCP may refer you to a specialist for a more serious medical problem, but will still be involved in your total care plan. Look for a PCP who:

- Gains your respect and trust.
- Has good communication skills.

*A board-certified physician has passed a national standardized examination of competency in his or her medical specialty and may provide more appropriate care.*

- Has a reasonable waiting time for appointments (for example, less than five days).
- Has a friendly, responsive office staff.
- Can be contacted by telephone.

Ask friends, family members, and co-workers to suggest doctors. Finally, ask the pros. Contact your local medical society, teaching hospital, or your preferred hospital. If you need a specialist, ask your PCP for at least two recommendations. ✨

Resource: Well Informed: Your guide to health and vitality, Charlottesville, VA: WorkCare Press. 2001.

### Is Your Child Feeling Blue?

*It could be depression.*

Depression is a brain disorder that can affect anyone, of any age—even teens and young children can become depressed. Clinical depression is different than the sadness one may feel when coping with the death of a loved one; it is more than just having a bad day; and it is not a sign of a weak character. According to the National Mental Health Association, signs of depression in children and teens include:

- ☞ Feelings of sadness, emptiness, guilt, and withdrawal from friends.
- ☞ Difficulty thinking, concentrating, making decisions, completing schoolwork, or keeping up grades in school.
- ☞ Headaches, stomachaches, low energy, sleeping too much or too little, and weight and appetite changes.
- ☞ Not wanting to go to school, drinking or using drugs, cutting classes or skipping school, and abandoning sports or hobbies.
- ☞ Thoughts of suicide, death, or other morbid subjects.

Fortunately, depression is a treatable illness. If you think a child in your care may be depressed, note how long the behaviors have been going on, how often they occur, how severe they seem, and take any mention of suicide very seriously. Then talk to your primary care physician for an evaluation. ✨

Resource: National Mental Health Association, [www.nmha.org/children](http://www.nmha.org/children)

**May 6 is Childhood Depression Awareness Day 2003**

### Pearly Whites

A child should visit the dentist as soon as the first tooth appears or no later than his or her first birthday, then about every six months after that, depending on the dentist's recommendation. Children often are relaxed and curious about dental visits. If you have your own fears about the dentist's office, try not to pass on those feelings to your child. ✨

Resources: Academy of General Dentistry, [www.agd.org](http://www.agd.org)  
American Academy of Pediatric Dentistry, [www.aapd.org](http://www.aapd.org)

**B**listers usually are a sign that you're doing something you're not used to doing, or you're doing it the wrong way. In fact, any time you apply unusual amounts of friction to your skin, you're likely to get a blister.

Unless you stop doing whatever it was that caused the blister, it could escalate into an infection that may have to be treated by your doctor. So try to prevent blisters, or care for your blisters with HomeCare™. ✨

## What can I do for Blisters?

### Symptoms & Signs:

- ❖ Reddish, painful, swollen area of skin with a fluid-filled bubble of skin near the center. (If the skin bubble is torn away, the blister has opened and fluid has drained.)

### Consult Your Doctor If:

- ❖ Redness, swelling, or pain increases.
- ❖ Fluid from a blister has an odor or is thick or colored (normal blister fluid looks like water).

### HomeCare™ Try This:

If physician referral is not recommended at this time try:

#### CLEAN

Clean open blisters gently with soap and water.

#### MEDICATION

Apply an antibiotic ointment to a cleaned open blister before you put a bandage on it.

#### COVER

Cover an unopened blister to protect it.  
Cover an open blister (after you've cleaned it) with a non-stick bandage. Change the bandage twice daily.

#### ACTIVITY

Avoid activity that further irritates a blister.

#### NOTE

Generally, avoid opening a blister.

#### PREVENTION

Buy shoes that fit. Wear soft, breathable socks. Wear work gloves when needed. Apply cornstarch or talcum powder before putting on socks or work gloves.

*This article is intended to increase awareness of health and medical care issues. None of the information in this text is intended to be a substitute for appropriate physician diagnosis and medical care.*

## Ask the Doctor



**Q.** *I have been diagnosed with Diabetes. Now what?*

**A.** *The first step in learning about your condition is understanding your problem and what it means for you. You can get the information you need by asking the right questions.*

## Good Questions!

Here are few good questions to ask your doctor:

1. How often should I test my blood sugar? How will I learn to test it myself?
2. What is a normal blood sugar level? What will happen if my blood sugar is too high or too low?
3. Why is foot care so important? What should I do if I get cuts and sores?
4. How often should I get my eyes examined? How can diabetes affect my eyes? Should I see other medical specialists?
5. Why is it important to watch my diet and exercise? Where can I learn more about managing diet and exercise?
6. Where can I find resources and groups to get more information and support about diabetes? ✨



Clip these questions and take them with you to your next appointment.

## Managing Diabetes

CONTINUED FROM PAGE 1



Robert and his wife, Veronica, combine sight-seeing with walking outdoors for exercise.

Robert's sensible advice to others with diabetes is reassuring. "A lot of people ignore their symptoms or deny that they have diabetes. It's not something to be ashamed of. As soon as you deal with it honestly, you'll be more effective at work, you'll definitely feel better, and your relationships will stay strong." ✨

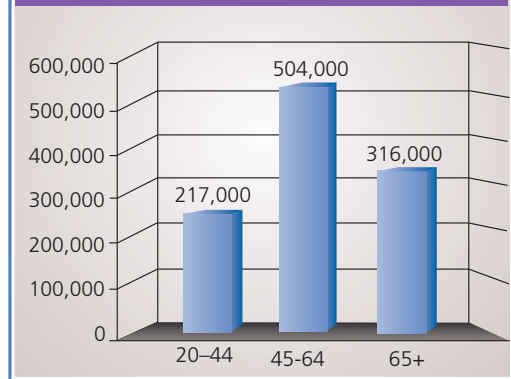
## Word Find

Circle words found from this issue. They can appear in any direction: forwards, backwards, up, down, and diagonal.

- Angry
- Dog
- Audit
- Diet
- Income
- Calcium
- Milk
- Train
- Weight
- Glove
- Diabetes

A	E	V	O	L	G	X	A
I	N	C	O	M	E	U	Q
D	O	G	T	B	D	K	N
M	D	O	R	I	Y	L	I
W	Y	V	T	Y	D	I	A
C	A	L	C	I	U	M	R
S	Z	W	E	I	G	H	T
S	E	T	E	B	A	I	D

## Number of new cases of diagnosed diabetes in people aged 20 years or older, by age group (U.S. 2000)



Source: Centers for Disease Control and Prevention

## Are You a Quiz Whiz?

In general, you should save your personal financial records for:

- a. 5 years, if you're single
- b. 3 years
- c. 10 years, for married couples
- d. 18 months

Answer: 3 years

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