

July
2015

YOUR
SUCCESS IS
OUR COMPASS

EAP Navigator

National Observances

July

National Minority Mental Health Awareness Month

Eye Injury Prevention Month

UV Safety Month

Fireworks Safety Month

National Parks & Recreation Month

Week of July 1-4

National Prevention of Eye Injuries Awareness Week

Week of July 5-11

Therapeutic Recreation Week

Week of July 19-25

Restless Leg Syndrome (RLS) Education & Awareness Week

National Parenting Gifted Children Week

July 4:

Independence Day or 4th of July

What is the EAP?

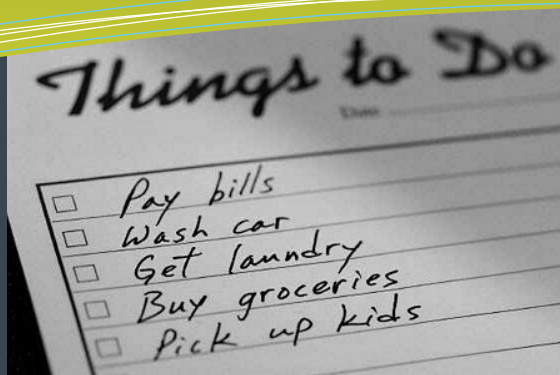
The Employee Assistance Program (EAP) is a **FREE** and **CONFIDENTIAL** service that can assist you and your eligible family members with **ANY** personal concern, large or small.

Employees and family members can call Cascade 24 hours a day, seven days a week. We can help!

Call Cascade to schedule an in-person appointment or get the resources you need. For more information, please call us at:

800.433.2320

www.cascadecenters.com



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Easy Ways to Get More Done Each Day

If you've ever worked for most of a morning or afternoon and not gotten much accomplished, you may have wondered where the time went.

"But an effective manager knows exactly where his or her time goes," says Marc Corsini, president of the Corsini Consulting Group in Birmingham, AL. "And anyone can become more effective at managing time.

It's a matter of pinpointing how you spend your day, overcoming time-wasting hurdles and concentrating on making the most of the time you have."

Mr. Corsini offers the following suggestions about how to get more done each day.

Time matters

Try to accomplish as much as you can in the shortest amount of time. "Work expands to fill the time available for its completion," says Mr. Corsini. "So instead of setting aside a day to write a report, give yourself a morning or afternoon. Chances are you'll knock it out in the time you allow."

Prioritize

You only have enough time in your day to do the important things. "A day consists of three kinds of activities: Have to do,

need to do and nice to do," says Mr. Corsini. "Forget the nice to dos. Start with the have to dos and work your way down.

Spend your first hour at work on your most important activity for the day, then pick the next most important and so on."

Focus on outcomes, not activities

"Nobody cares how hard you're working," says Mr. Corsini. "They only care about what you're accomplishing."

Be a planner

Set aside the last 15 minutes of each business day to evaluate what you have done that day and plan to do the next. Establish and prioritize your objectives, to dos and appointments for the coming day. "Avoid the 'planning paradox' of failing to plan because it takes time," says Mr. Corsini. "And be sure to focus on short- and long-term planning."

Plan a weekly vacation

"Most people are the most productive

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Pasta with Roasted Summer Vegetables and Basil

Ingredients:

2 lbs. summer squash
2 pints grape or cherry tomatoes
¼ cup olive oil
8 oz. small sized pasta such as penne, fusilli or farfalle
2 tbsp. unsalted butter
½ cup Parmesan cheese
1 cup fresh basil leaves
2 red onions
4 garlic cloves
Coarse salt
Freshly ground pepper

Directions:

Preheat oven to 450 degrees F. Divide squash, tomatoes, onions, and garlic between two large rimmed baking sheets. Drizzle with oil, and season with salt and pepper; toss to coat and then spread evenly. Roast (without tossing) until tender and starting to brown, 30 to 40 minutes.

Meanwhile, bring a large pot of water to a boil; add a generous amount of salt. Cook pasta until al dente according to package instructions. Drain, and return to pot.

Add roasted vegetables, butter, Parmesan, and basil to pot; season with salt and pepper, and toss gently with pasta to combine. Reheat on medium-low if necessary before serving.

Serves 4

Source: www.delish.com

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right before they go on a vacation. They have a sense of urgency. They delegate. They focus.

They work on the most important projects and forget the other stuff," says Mr. Corsini. "Pick one day a week and act like you're about to go on vacation for a month. You'll be surprised how much you'll accomplish."

Minimize phone tag

To do so, focus on making calls when you're most likely to reach people. Develop additional contacts within an organization.

Get to know your contacts' assistants. Leave careful, creative messages defining exactly what you need and your time frame. Establish regular "in-office" hours so people know when they can reach you.

Make appointments with yourself

When you have an important project you need to finish, schedule time on your calendar to complete it.

Leave an hour early

"Having less time to get things done forces you to work only on the really important tasks," says Mr. Corsini. "By reducing the amount of time you have, you force yourself to focus on results."

Look out for time robbers. People can -- and do -- rob you of your time. "Robbers include co-workers, friends, vendors and some customers," says Mr. Corsini. "Avoid, neglect and manage those who rob you of your time when you're at work."

Give yourself some slack

Schedule slack time in your day so you can handle unexpected activities and issues.

Develop a sense of priority

"The best cure for procrastination is to develop a strong sense of urgency," says Mr. Corsini.

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