

# QUARTERLY NEWSLETTER

APRIL | MAY | JUNE | 2021

## USING THE POMODORO TECHNIQUE TO IMPROVE YOUR PRODUCTIVITY

Working from home has its perks — however, we all face interruptions, and it can be easy to get distracted and lose focus. Using your time efficiently is essential for improving productivity.

The Pomodoro Technique — a time management method — can help you focus and get more done throughout the day. Here's how it works:

1. Pick one task. (Don't work on different tasks during one sitting.)
2. Set a timer for 25 minutes. You can use a kitchen timer, the timer on your smart-phone, or an online Pomodoro timer.
3. Work only on the set task for the allotted time. Avoid any distractions, like answering emails or responding to text messages.
4. When the timer goes off, you've completed one Pomodoro.
5. Take a short (3-5 minute) break. Get up to stretch or drink some water – do not continue working.
6. Repeat four times. After the fourth cycle, take a longer break (20-30 minutes).

With a little practice, you can eliminate distractions and improve your productivity.



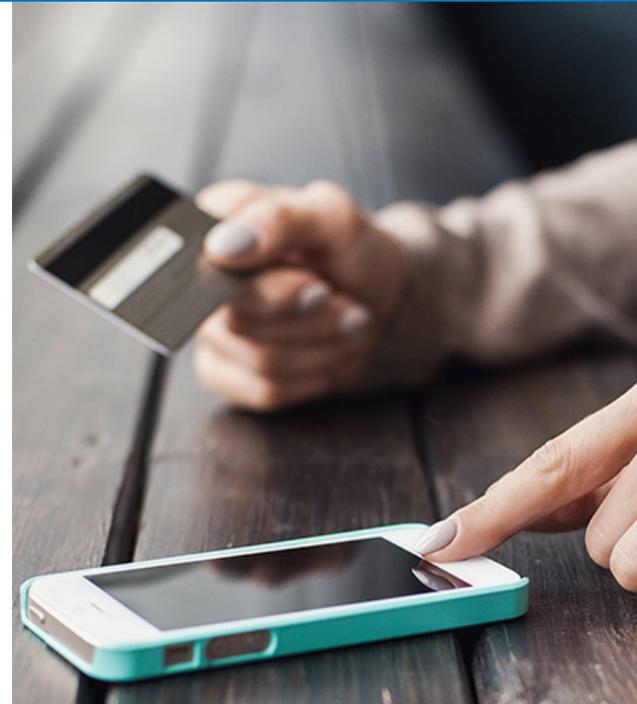
# 3 WAYS TO BE MORE INTENTIONAL WITH YOUR SPENDING

When it comes to spending money, it can be hard to balance sticking to your budget and overspending. Some people may get caught up in the moment and make a purchase, and then feel guilty about their spending later.

Here are three ways to be more intentional about your spending:

- 1. Track your money.** This helps you get a clear picture of where your money is going.
- 2. Shift your mindset.** Be intentional — base your spending choices on your goals, not impulsive decisions. Instead of going out on a whim, consider researching the items before purchasing them.
- 3. Tune out the noise.** On average, we see about 5,000 ads a day — don't give in to buying an item just because you see it on your Facebook or Instagram feed. Cancel catalog subscriptions and unsubscribe from unwanted emails.

Being intentional with your spending doesn't mean you have to pinch pennies — it's about spending with thought and purpose.



Resource:  
<https://wealthenhancers.com/what-is-intentional-spending-and-how-it-makes-you-wealthier/>

## PREVENTING EYESTRAIN WHILE WORKING FROM HOME



Many Americans are working from home these days, which means more time is spent staring at computers and other screens — and as a result, eye strain and other vision problems may occur. Here are four things you can do at home to help make sure your eyesight is at its best:

**Change your lighting.** Use proper lighting to prevent eye strain and headaches. Close blinds or drapes to eliminate exterior light. To reduce interior lighting, use light bulbs with less wattage.

**Minimize glare.** Place your monitor so that windows are to the side instead of directly in front of or behind it.

**Rest your eyes.** Every 20 minutes, take a break — look at something 20 feet away for 20 seconds.

**Blink more.** Blinking moistens the eyes and keeps them from feeling dry and irritated. When staring at a screen, the average person blinks 5-8 times per minute. For optimal eye health, you should blink 15 times a minute.

Source:

<https://www.verywellhealth.com/digital-eye-strain-work-from-home-5077257#:~:text=Working%20from%20home%20may%20be%20exacerbating%20your%20digital,should%20schedule%20a%20vision%20exam%20with%20your%20doct>

# Staying Active in Cool Weather



Even when the weather is cool, there are plenty of ways to stay active. Here are some ideas for both indoor and outdoor activities:

## Indoors

**Walk.** Check out a local school to see if they have a track you can walk around or visit the local mall and do a little window shopping while you walk.

## Use hand weights or resistance bands at home.

Do some exercises while you watch your favorite TV show. Use an app or online exercise video to guide you through a workout.

**Take the stairs.** If you have a flight of stairs in your house, this is a great way to fit in activity.

**Engage in active housework** – whether it's sweeping, mopping, vacuuming, or doing the laundry, you can stay active while keeping your home clean.

## Outdoors

### Rake leaves.

**Shovel snow.** This can be great winter exercise; however, if you have heart problems or other health concerns, talk to your doctor first.

**Engage in a fun winter activity** like ice skating or cross-country skiing.

Remember to always dress for cold weather. Bundle up, and wear clothes that fit well and keep you warm and dry.

### Source:

<https://www.heart.org/en/healthy-living/fitness/fitness-basics/warm-up-with-cool-weather-workouts-infographic>

## FEATURED RESOURCE: Spring Weather Safety

From thunderstorms to tornadoes to flooding, spring weather can be unpredictable. Check out this resource to learn how you can be prepared for any weather and keep your family and your home safe.

### CDC National Center for Environmental Health

<https://www.cdc.gov/nceh/features/springweather/>

