

10 WAYS

10 Ways To Successfully Get Back To Work After Your Vacation

1. Return One Day Early
2. Turn On Your Out-Of-Office Responder Before You Leave
3. Don't Try To Tackle Your Work all At Once
4. Resume Your Routine
5. Clean & Prioritize Your Inbox
6. Create A To-Do List
7. Schedule Contingency Time In Your Schedule
8. Embrace The Post-Vacation Blues
9. Strategize Your Tasks
10. Get A Good Night's Rest

HSSE "Message"

TIPS FOR USING COMPUTER MOUSE:

- **Don't use a wrist rest:** Research has shown that using a wrist rest doubles the pressure inside the carpal tunnel, because the floor of the tunnel is a more flexible ligament that transmits external pressure changes directly into the carpal tunnel.
- **Right-handed users:** Use a position-adjustable, flat-mouse platform and adjust this to a position that is one to two inches above the keyboard and over the numeric keypad; you can easily move the platform out of the way if you need to access the numeric keypad keys. If you need to access the numeric keypad or if you do not have space for an over-the-keyboard mouse platform, then use an angle-adjustable mouse platform that is immediately to the right side of the keyboard.
- **Left-handed users:** If you are using a left-handed keyboard with the numeric keypad on the left side, you can use an over-the-keyboard mouse pad as described above. If you want to mouse with your left hand but have a right-handed keyboard, then you do not need to use an over-the-keyboard platform because this will obscure some of the alphabetic keys.



BACK TO SCHOOL

"Get Ready" it's time for Back to School:

- 1. Get back into your sleep routine.** To help eliminate those stressful school mornings, set up a regular bedtime and morning time routine about a week or so before school starts to help prepare your child for school.
- 2. Shop for school supplies together.** To get your child excited about starting a new grade, shop for supplies together. Allow them to pick out their own backpack, lunchbox...etc.
- 3. Set up a homework station.** Sit down with your child and together designate a time and place where he can do his homework each day.
- 4. Make an after-school game plan.** Make a plan for where your child will go after school lets out for the day. Depending upon the age of your child, figure out if they will go to a neighbor's house, an afterschool program, or be allowed to stay home by themselves. This will help eliminate any confusion during the first few weeks.
- 5. Turn off the TV and video games.** For a lot of children summertime is filled with endless video games and TV programs. Ease your child into the learning process by turning off the electrics and encouraging them to read or play quietly.
- 6. Review school material and information.** For most parents, schools send home a packet with a ton of information regarding their child's new teacher, important dates to remember, emergency forms, and transportation routines. Make sure that you read through this information carefully, and mark down all important dates on your calendar.
- 7. Get organized.** The best way to prepare for back to school time is to be organized. With school comes a massive amount of paperwork which can consume your household. Designate a spot in your house for homework, permission slips, and any other school-related papers. This can help eliminate all of that paper clutter and make your life less stressful.
- 8. Get your child's yearly checkup.** School and germs go hand in hand, so it's best to get your child's yearly checkup before school even starts. Get any required vaccinations and ask your pediatrician the best ways your child can stay healthy throughout the school year.

HR "Tip of the Month"

"Easy for us to judge mistakes of others, difficult to recognize our own mistakes."

"It's easier to protect your feet with slippers than to cover the earth with carpet."

Mistakes are painful when they happen, but years later collection of mistakes is called experience, which leads to success.

Humor of the Month

A man goes to the eye doctor. The receptionist asks him why he is there. The man complains, «I keep seeing spots in front of my eyes.» The receptionist asks, «Have you ever seen a doctor?» and the man replies, «No, just spots.»

