

Facilities Management News

Vol. 5 Issue 2

May 2009

The school year done so it is time to gear up for a very busy summer. I would like to hi-lite some of the activity ahead.

- The work in the residence halls will be no less than in recent past summers. If anything there will be more to do.
 - Fran is working with others on a project to install wireless communication in Kiewit Hall, Gallagher Hall and Swanson Hall. The desire is to install the antennas before school starts in August.
 - Conferences and camps will go later than in the past so the athletes and residence hall staff will be moving in before the camps are ended. The usual week of cushion will not be available this year.
 - The improvements to the halls will be limited this summer because of the budget enhancement. Planning for next summer has already begun.
- Cuming Street will be closed at some location between 20th and 27th Streets until late December because of the sewer separation project. We have become very flexible when finding a way to work. The good news is that Burt Street will be open but expect to see a lot more traffic than what we have been accustomed because of Cuming Street being closed.
- NDOR has received stimulus package money. They are moving quickly to get started again on Hi-Way 75 and I-480 around and through the campus. It is their hope to have construction started this fall. They want the work done before the new baseball stadium opens in June, 2011. A more precise schedule for the work to be accomplished by NDOR will be available later in the summer. At least know that the traffic on 24th Street, Burt Street and Cuming will be restricted at some point over the next couple of years.
- Construction of the fitness center will start in May. The building will be east of the Ryan Center/DJ Sokol Arena. The building will be about the same size as the Ryan Center/DJ Sokol Arena. The fitness center will obviously remove the parking lot south of the Jelinek Bldg. There will be some remodel of the Jelinek Bldg south wall as entrances are moved to compensate for the adjusted grade in the alley between 17TH and 18TH Streets. Parking adjacent to the south side of the Jelinek Bldg should be avoided because the freight and delivery trucks need access to the dock area. The fitness center will be done in about 15 months. Parking for the people in the Jelinek Bldg will shift to the parking lot north of Burt.
- Sustainability continues to be an expanding program for Creighton and for Facilities Management. Certainly the two conferences that Teresa Bohnet and Mary Duda put together in March helped the program and the recognition of sustainability on campus and the community. The single stream recycle program will continue expanding to more buildings this summer. Water conservation through the new Rainbird irrigation controller is very intriguing and is presented with great promise to reduce water consumed by irrigation by as much as 40% when it is activated in the next few weeks. Energy conservation is important for many reasons but focus on a greener Earth and of course saving the utility budget.
- Maria Jerrell is very busy with a grant application that could yield several million dollars for deferred maintenance project in the Criss complex. Her efforts may not come to fruition for several months. She will be very focused on the grant application during the next couple of months. Wish her success.
- The project to install solar panels on campus is in the very early design phases. The areas for the panels are being defined. OPPD is working on a contract the partners with Creighton regarding the installation and purchasing of the electricity produced. If everything goes as planned, the panels will start to show up o campus in the early winter.
- Matt McKenzie and his team have been very busy hiring new custodians to replace 12 employees that have left employment for other work experiences. To those that left, we wish good luck. Please make the new employees feel welcome because we need their help this summer and into the school year.

There is a lot to do but with Maria Jerrell's leadership we have a budget for next fiscal year starting July 1 that takes into account the budget enhancements that the University has decided. The biggest portions of the enhancement are:

- The utility budget was cut by about \$230,000. This will require keeping the heating and air condition systems finely tuned and the temperatures a bit cooler in winter and a bit warmer in winter. Lorenzo Gladfelter will be very busy turning off lights and adjusting thermostats to make this happen.
- The five custodial positions and Grounds laborer position vacated when the incumbents opted for the voluntary separation project will not be filled.
- The funding afforded for overtime and for on-call has been dramatically reduced requiring cross training and slight adjustments to work schedules.

Enrollment for the freshman class looks very promising for this August. The University's budget is built on the tuition paid by the students. As I have asked in the past, please be courteous and helpful to the students faculty and staff on campus. Each is feeling the strain of the global economy and the stress of a life change for a new student. Go out of your way to make students welcome and become the much needed ambassador for Creighton and the Admissions office. It is a good way to meet people, anyway.

As always, I want to thank you for your good work and your good ideas. Please keep talking about how we can become a more efficient and more productive organization as we manage when resources are tight. The service we deliver is needed but with fewer resources, we can't deliver the way people we serve expect unless we think of better ways to deliver the service. This is the worst time to be quiet if you see something that can be improved. Regardless of the work we are doing, it is important that we work safely. Be aware of your surroundings as you create as safe working environment. Seat belts do reduce injury and death in an accident. Use your seatbelt.

Enjoy the summer.
Lennis

Try your worst first. If you're faced with a task you don't like, tackle it first. You won't have time to make excuses not to do it, and the sense of accomplishment you get from competing it will set you up for success the rest of the day.

(TopPerformance July 2008)

Landscape News from Jessica Heller:



Get more for your money by dividing perennials

It's early spring, and in addition to mulching and tilling you may see members of the grounds crew creating new beds (or filling in existing ones) by dividing and transplanting perennials from other parts of campus. This is a great practice for two reasons: the transplants are essentially free, and the division of older, existing plants rejuvenates them and improves flowering. Here are some tips if you'd like to try it at home:

1. Divide plants during mild weather, preferably fall or early spring when they are using more energy to establish roots than foliage. If you must divide plants in summer, avoid hot or windy days, and cut the foliage back by half to reduce water loss.
2. Ideally, divide plants within a few days of rainfall or watering; the moist soil helps keep the root mass in tact.
3. Keep divisions fairly large to reduce transplant stress and speed establishment.
4. Use a sharp knife or spade to slice cleanly through the plant's crown and roots.
5. Plant divisions at the same depth they were originally growing, in a hole at least as wide as the root mass.
6. Mulch around the transplants and water them deeply and frequently until established.



Energy Management

We have been very busy this last month with over 200 PM's and work orders, follow up on building temperature checks, making many repairs to the HVAC systems to save energy, cleaning and checking every Variable frequency drive on campus, training the new employees on the energy management control computers systems, finishing the lighting controls at Harper, tracking Earth Hour energy usage, and preparing for the Earth Day celebration on April 22nd.

- We are pleased to announce that Earth Hour went well with 5,194 KWH of electricity saved which converts to 7,556 lbs of CO2 that didn't reach the atmosphere.
- This year Earth Day we will have OPPD and MUD here displaying their Alternative energy vehicles along with the total electric truck from the energy management department.
- ECHO electric will also be here again with a brand new energy saving lighting display to show to the campus with discount coupons to hand out. And several other displays and information from across campus, come out and see how easy it is to save energy.

WINTER TO SUMMER CHANGEOVER

On April 15th we started cooling to the critical parts of campus. It is difficult to present a simple description of the seasonal temperature switchover policy because of the variety of buildings and building HVAC systems. When determining the exact switchover date for each building, Facilities Management considers prevailing weather patterns, the building's HVAC system, the system controls, and the building usage. We then try to coordinate with the building personal to reach a mutually agreeable date for the switchover. However, since the spring and fall temperatures can be extremely variable, even the best HVAC system can be put to the test in these conditions. Unfortunately a building's internal temperatures may vary as much as 15° F on a temporary basis during these unpredictable seasons. We will do our best to maintain set points.

Cooling:

During the Cooling Season: The goal is to maintain 74° F in the campus buildings during the summer season from May through September.

Exceptions:

Most buildings have designed occupied hours. To help save energy, the building temperatures may be changed from the normal operating set points during expected unoccupied hours. If you plan to work during a designated unoccupied period, you may encounter temperatures that are different than during the occupied hours.

Any problems call Facilities Management @ 2780.



- ♥ **Juliana Rose Johnston** arrived on March 3.
New dad Andrew works as a recycler.
- ♥ **Tess Ann Casey** arrived on April 15.
Proud papa Chris works in Planning/Design.



Sustainability Update

There are plenty of good things happening at Creighton with sustainability this spring. For instance:

- ◆ The students hosted a Teach-In on Global Warming in February. The speakers were well-informed and had a variety of insights. The points of view were well-balanced.
- ◆ Single-stream recycling is continuing to move across campus. The two newest buildings to come on board are Boyne and the Law School.
- ◆ Facilities Management had a booth at Purchasing's Sourcing Expo 2009 that was focused on Sustainability. Quite a few people from across campus stopped in to learn something new about Sustainability at Creighton!
- ◆ Representatives from colleges across the region (including Nebraska, Iowa, and Kansas) gathered both in person and via speakerphone to discuss sustainability issues common to colleges and universities. This sort of meeting will be held quarterly, with specific topics in mind.
- ◆ Facilities Management co-hosted a Sustainability Leadership Forum with Unisource, our custodial products vendor. People from businesses across Omaha attended and learned about energy efficiency, sustainable building design, smart irrigation, and Unisource's sustainability initiatives. A keynote address was provided by Dr. Richard Miller of the Theology department.
- ◆ Earth Day was celebrated on April 22. The celebration included presentations by OPPD, a display of alternative-fuel vehicles, an energy-efficiency display by Echo Electric, the announcement of the residence hall energy-saving contest, and information about single-stream recycling, among other things.
- ◆ Arbor Day was celebrated on April 24, with the voting for the Campus Tree of the Year.
- ◆ The Physics department is currently working on a project to explore what type of photovoltaic (solar) cells would work best in Nebraska and how to best aim the cells. Since Nebraska has the 9th best sun in the U.S. (above Florida!), there is tremendous potential for solar energy here.
- ◆ A collection event for the Habitat for Humanity ReStore was held on April 17. Members of the Creighton and Omaha communities were invited to bring their unused building materials for donation to the ReStore. If you have any items to donate (such as plumbing fixtures, lighting, windows, doors, carpet, flooring, appliances, masonry, etc), you are invited to bring them to the ReStore, 1003 S. 24th St. (one block south of Leavenworth). A list of what is acceptable can be found here: <http://www.habitatomaha.org/restore/index.html>.

Meetings of the Sustainability Council are held on the 3rd Friday of every month at 2 pm in the Union Pacific Room in the lower level of the Reinert/Alumni Library. All are welcome!



Severe Weather Awareness and Preparedness

What to do BEFORE the storm

There is an average of 16 million thunderstorms each year, 1,800 thunderstorms are occurring at any moment around the globe. It is important to plan ahead for severe weather so you can keep you and your family safe.

- ◆ Develop a disaster plan for you and your family at home, work, school and when outdoors.
- ◆ Identify a safe place to take shelter.
- ◆ Have frequent drills/
- ◆ Know the county/parish in which you live or visit so you know if your area is under posted bulletins and warnings.
- ◆ Keep a highway map nearby to follow storm movement from weather bulletins.
- ◆ Have a portable NOAA Weather Radio with a warnings alarm tone and batter back-up to receive warnings.
- ◆ Listen to TV or radio for weather information, or go online.
- ◆ Check the weather forecast before leaving for extended periods outdoors. Watch for signs of approaching storms.
- ◆ If severe weather threatens, check on people who are elderly, very young or physically or mentally disabled.

(Source: WOWT Channel 6)



Saving Energy Costs:

Over the past calendar year, Facilities Management has been selectively retrofitting light fixtures to utilize the new technologies available in a cost effective manner while not reducing and possibly enhancing the light levels in areas being served. The effort has resulted in a reduction of 170 KW. The ongoing program will recognize a \$3,000 reduction in the electric bill annually. Further benefits from the effort include supporting the sustainability efforts of the University; reducing the heat generated in buildings thereby reducing the demand for air conditioning; and reducing maintenance efforts because of the longer life of new lamps. The efforts to enhance lighting while saving energy is a very innovative use of new lighting technology. The exciting and successful work by Joe Estes, Paul Starr, Chuck Pond and Jake Anderson can be seen in several areas across campus. One of the more significant is the systematic replacement of lamps in the parking garages.

- ◆ The light fixtures on the Old Gym rooftop have been changed from 400 watt lamps to 250 watts. The yellow light from high pressure sodium lamps is being replaced with white light to enhance the night time appearance of the campus.
- ◆ All the accent lights on the exterior of Criss 1 have been changed to florescent much like the pole lights south of Rigge. Pat Cave and Kevin Stirling replaced the lamps in the corridor outside Rigge 120 with energy efficient LED lamps having a long burn life so it won't be necessary to be changing lamps frequently.
- ◆ Being developed now is a prototype of a reflector to be installed in the pedestrian scale light fixtures along the sidewalks on campus. The reflector will keep the light on the ground instead of in the sky. The use of the reflector can reduce the size of the lamp from 100 or greater watts to a 42 watt lamp. The fixture will soon be tested outside to verify the appearance of the fixture isn't compromised.
- ◆ Looking forward is the opportunity to replace all the lamps in the parking garages using funds from the utility budget because the new lamps will pay for themselves in less than 13 months. The new technology has been improved enough that cold weather isn't impacting starting the proposed florescent lights. OPPD has an incentive program that pays for upgraded lighting. The two projects that are being tested for submittal to OPPD are new light fixtures in the gym areas in the KFC and the Old Gym.



**ST. JOHN'S/ CREIGHTON MUSIC MINISTRY INVITES YOU:
SPRING BACCALAUREATE MASS**
Friday, May 15, 3:00 pm, KFC

You are invited to share your musical gifts in service to others as we celebrate with our newest graduates! The Spring Baccalaureate Mass is a liturgical gathering of graduates, family, friends, faculty and staff, to celebrate God's presence in our life journey, especially in this time of milestones and new beginnings.

Vocal and instrumental musicians of all faith backgrounds are welcome and needed!

REHEARSAL:

Wednesday, May 13, 6:30-8:30, Music Room, St. John's

SETUP, SOUNDCHECK AND WARMUP:

Friday, May 15, 2:00 (instrumentalists please arrive 10 minutes early to tune)

QUESTIONS? INTERESTED IN PARTICIPATING?

Contact Tony Ward (TonyWard@creighton.edu, 280-2203).

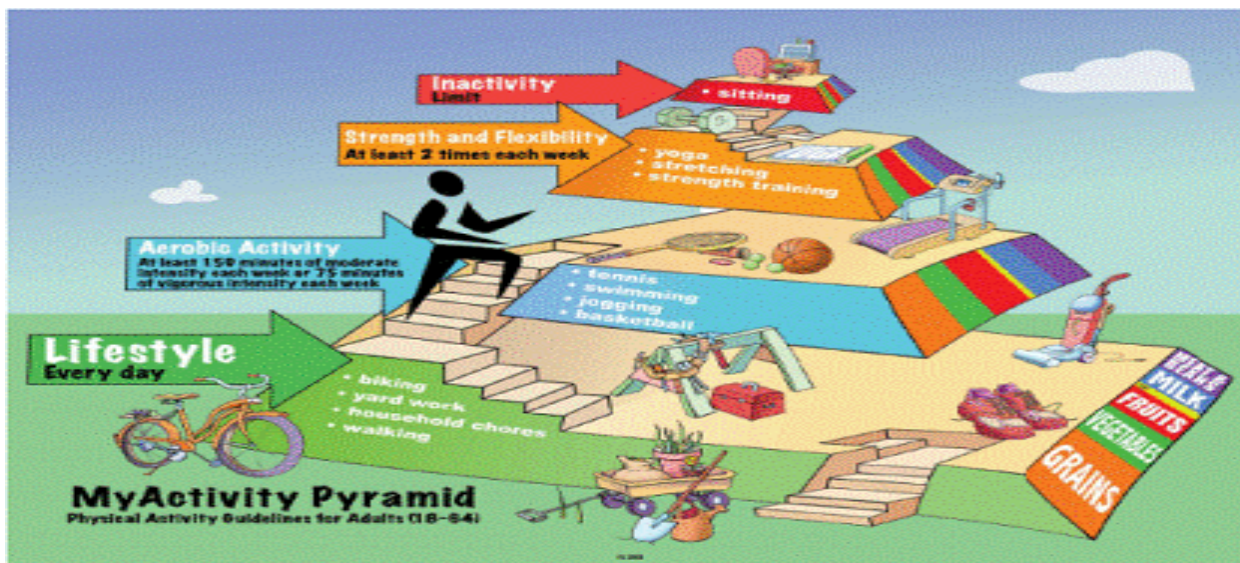
Watch for the next healthier campus initiative coming to you later in May! Active YOU All Summer is a wellness challenge that will be sent to your home so that you and your family can add more physical activity into your lives for better health! Get a head start on increasing your

physical activity by checking out the Physical Activity Pyramid at the Wellness Program webpage.

<http://www2.creighton.edu/health/wellness/programs/activeyou/index.php>

ACTIVE YOU

INVIGORATE YOUR LIFE!



MyActivity Pyramid

Physical Activity Guidelines for Adults (18-64)

Lifestyle Activities	Aerobic Activity	Strength and Flexibility	Inactivity Limit
As often as possible	At least 150 minutes (2 hours and 30 min.) of moderate intensity each week or At least 75 minutes (1 hour and 15 min.) of vigorous intensity each week*	At least 2 times each week	Limit
<ul style="list-style-type: none"> Pick an activity you like and one that fits your life. Some physical activity is better than none. 	<p>What is a moderate-intensity activity?</p> <ul style="list-style-type: none"> You can talk while you do it, but you can't sing. <p>What is a vigorous-intensity activity?</p> <ul style="list-style-type: none"> You can only say a few words without stopping to catch your breath. <p>*Or do a combination of moderate- and vigorous-intensity activities.</p>	<p>Strength</p> <ul style="list-style-type: none"> Include all major muscle groups. Perform 8-12 repetitions per set (1-2 sets). <p>Flexibility</p> <ul style="list-style-type: none"> Perform flexibility activities at least two days each week for at least 10 minutes each day. 	<ul style="list-style-type: none"> Screen time (television, computer, video games). Sitting longer than 60 minutes.

Major research findings about the health benefits of physical activity from the Physical Activity Guidelines for Americans:

- Regular physical activity reduces the risk of many adverse health outcomes such as heart disease, type 2 diabetes, and some cancers.
- Most health benefits occur with at least 150 minutes (2 hours and 30 min.) a week of moderate-intensity physical activity. Additional benefits occur with more physical activity.
- People with disabilities can also benefit from physical activity.
- The benefits of physical activity far outweigh the possibility of adverse outcomes.

Physical Activity Guidelines are also available for the following:

- Children and adolescents
- Older adults
- Women during pregnancy and the postpartum period
- Adults with disabilities
- People with chronic medical conditions

To learn more about these guidelines visit: www.health.gov/ourguidelines

This publication was adapted from USDA's MyPyramid and from the U.S. Department of Health and Human Services, 2008 Physical Activity Guidelines for Americans. This publication was funded in part by USDA's SNAP Running out of money for food? Contact your local food stamp office or go to www.fns.gov/sfp/fftramp for more nutrition information call MU Extension's Show-Me Nutrition Line at 1-888-515-0010



News from Planning and Design: Fran Angeroth

Spring is here already so we look to the ongoing and yet upcoming construction season. Here are just a few of the projects across the campus that may be of interest to you:

- Brandeis, the old book store space, is under construction for the School of Pharmacy for a teaching lab. It is to be functional for students by the end of May.
- Creighton Hall first floor has been approved for continuation of the restoration of the stenciled ceiling, more painting, two more additional lights and floor refinishing. The floor refinishing started in early April.
- Creighton Hall roof and eve project started on April 20th. There are contractors working on both sides to complete this long awaited project. Be careful around the building as the 80' lift moves along the east then the north side of the building to clean, repair, and repaint the eve.
- Looks like they have a donor for the Epley/COBA "trading room" similar in function to the New York stock exchange.
- Old Gym south side roof replacement should start any time now. The roof tried to blow off on New Year's Day – it had a temporary fix waiting for the weather to clear.
- Old Market Clinic project to expand the size of the clinic is progressing. The first big move will take place in early to mid June from their old space into the newly remodeled. Then on to remodeling the old space.

Our eighth annual Contractor's Coffee Break was held on March 10th at Morrison Soccer Stadium suite level with record attendance. As part of thinking green the invitations were sent by email, the handout was posted on the web site – so we saved on paper, printing costs and postage.

Updates on the Planning and Design staff

Chris Casey and his wife Trina have a new baby girl, Tess Ann, born on April 15th at 1:39 a.m. Mother and daughter are at home doing fine. Chris just grins from ear to ear with joy over the addition to the family. Best wishes to the Casey family.

*Service is the lifeblood of any organization,
everything flows from it and is nourished by it.
"Customer service is NOT a department It's an ATTITUDE!"*

Innovative Team

We are always looking for new ideas.

If you have any ideas that you would like to suggest you can contact any Innovative Team member:

- | | |
|--------------------|---------------------|
| ➤ Justin Burgett | ➤ Mary Duda |
| ➤ Tom Holmer | ➤ Dave Feder |
| ➤ Kevin Dague | ➤ Dennis Graskowiak |
| ➤ Beth Sylvester | ➤ Jessica Heller |
| ➤ April Gladfelter | ➤ Mariah Starling |

FINANCES AND BUDGET:

As mentioned, my past several Updates and the Convocation Address included descriptions of the financial challenges posed by both the current economic environment and the operational issues in the School of Medicine clinical practice, as well as steps being taken to address these challenges. It is important that I keep you updated on our progress in these critical areas.

The hiring restrictions announced last fall remain in place and have contributed significant savings in this year's budget that will continue through the next fiscal year. Additionally, the voluntary separation program announced in December provided a jump-start toward retirement or new careers for the 22 participants, while at the same time producing annual budget savings for the University in excess of \$400,000 starting in fiscal year 2009-10.

The Budget Committee has completed its review of the Financial Enhancement Plans submitted by each vice president, selecting initiatives for implementation that total \$8 million in improvements beginning in 2009-10. This represents a little less than half of the total enhancements submitted and consists of \$1 million of increased revenues from expanded enrollments in selected areas, \$4 million of reduced spending on various operating expense items and \$3 million of reduced personnel expenses, essentially related to vacant positions that will be held open throughout 2009-10 or eliminated.

Two other key elements of the 2009-10 budget reflect our focus on remaining affordable for students and their families even in the face of this challenging economy. First, our undergraduate tuition rate will increase a modest 3.5 percent in 2009-10, the lowest rate of increase in 46 years. In addition, we are supplementing our financial aid budget to allow us to respond to an expected increase in need resulting from diminished family resources.

To underscore the importance of providing resources for our students in need, the President's Cabinet has agreed to an average 4 percent contribution from their 2009-10 salary base for a financial assistance fund for our returning students needing additional aid or resources. Anyone interested in participating in this effort is most welcome.

We will also be holding the line on expenses, with no salary merit pool increase and no general roll-on to non-salary expenses. The budget does reserve room for a merit-based bonus pool of \$1.5 million, which may be distributed provided certain budget targets are achieved; definition of eligibility to participate and the specific budget targets triggering the distribution are being developed.

A key aspect of the process for improving financial performance is an objective assessment of expenses and staffing in relation to revenue volumes. Difficult decisions will be required as expenses are aligned with available resources, as evidenced by the elimination of nine positions in the School of Medicine. While necessary for the fiscal health of the institution, these kinds of steps are difficult for everyone involved and require our compassion and assistance during the transition process. I would like to be able to guarantee that no further reductions will be needed, but that is just not possible at this time.

Obviously, these are very challenging times for our country, higher education in general, Creighton, and for all of us personally. Planning requires extensive flexibility as conditions continue to change, the corresponding impacts are assessed and additional decisions required. Our focus continues to be on preserving the core missions of the University and minimizing the negative impacts on our various constituents. Decisions to aid one group generally produce a negative effect on others, and it is important that a balance is maintained. I appreciate your understanding and ask for your continued cooperation as we navigate these challenges.

I continue to be bullish about Creighton; the University is strong and the foundation solid. This is not a time for hand-wringing or excessive worry, but the conditions do require vigilance and action on our part. I am confident that the steps we are taking will help ensure a successful future for this great institution.

CONSTRUCTION:

The Ryan Center/D.J.Sokol Arena project is moving right along. The exterior brick work is proceeding and the interior main floor is about to be poured. It is projected to be on schedule and ready for usage in August.

The report on the Sewer Separation Project is not so positive. The faculty/staff parking lot south of Burt could have the 25th Street access re-opened by March 24th. MUD has almost completed the water main upgrades. Burt Street at 20th is expected to open in early April. This is a weather-driven activity. When done, 20th Street to Webster and 20th Street to Cuming will remain closed. Burt Street is a priority because the second phase of sewer separation work may start in late March. This second phase will close Cuming Street until late fall 2009. **Yikes!** It is planned that 20th Street from Burt to Cass will re-open in July! Let's hope that is the case.

Well, that is it for the moment. As you can see, there is no dearth of activities keeping all of us busy. As mentioned above, I am bullish on Creighton; I am confident of a bright future for all divisions within the University. Again, I share these Updates so we all have the same information as we tell the Creighton story in the Omaha community. As always, you and yours remain in my prayers.



Fitness Subsidy Supports Employee Wellness

At Creighton we have been blessed in these challenging economic times to be able to expand and improve our employee benefit programs and wellness initiatives, as faculty and staff have requested through the “Best Places to Work” workforce survey.

We are excited to announce that effective **July 1, 2009**, the University is providing employees a 50% reduction in membership fees to join any of the campus fitness centers (Kiewitt Fitness Center and the FitNest in the Harper Center). Funded by the

University benefits budget and operationally managed by the Division of Student Services, the subsidy will lower an employee’s cost to join these centers to **\$14.50 per month**.

By investing in and creating a culture of wellness with policy and programming, we know through best practices that these activities support optimum employee health and productivity.

Questions regarding the subsidy should be directed to Genia Barfield in Student Services at 280-1702, or by e-mail at EugeniaBarfield@creighton.edu.



Faculty/Staff Subsidy Questions And Answers

Q: When does the program start?

A: July 1, 2009.

Q: What is the Faculty/Staff Membership Subsidy Program to join the University Fitness Centers?

A: The University will subsidize 50% of an individual membership fee for **benefit eligible employees** on a 6, 9 or 12 month membership.

Q: Will there be a minimum use requirement?

A: Yes, employees must access the University Fitness Center 8 times per month (average 48 uses over a six month period.) If an employee fails to meet these minimum usage requirements, they will have to wait 12 months before becoming eligible for the subsidy again.

Q: Does the membership subsidy apply to the Kiewit Fitness Center, FitNest or both?

A: Yes, there will only be one membership fee that applies to access both facilities.

Q: Does the membership subsidy cover other costs such as other family members, locker fees, fitness class fees, or other program fees?

A: No, this membership subsidy only applies to the cost of an individual’s membership. Family members and other programs are an additional cost.

Q: Will I be able to take membership subsidy to an off campus fitness center?

A: No, the program is for use of University facilities only.

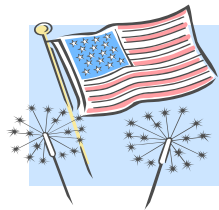
Q: Is the Faculty/Staff Subsidy program available all year?

A: Yes, employees are highly encouraged to take advantage of the subsidy for a whole year but a 6 or 9 month membership is also available.

Upcoming University Holidays



Memorial Day
Monday, May 26



Independence Day
Observed: Friday, July 3

Keys to Summertime Success

When you were a child, summertime was an endless vacation. Now that you have responsibilities during the summer months, you might need a few strategies to keep your mind on your work. Stay focused with these seasonal tips:

- ❖ **Renew** your focus. Use the summer months to take on a new project, update your calendar and to-do-list, learn a new skill or complete a task that's been hanging over your head. Getting excited about your work again can fend off the summer doldrums.
- ❖ **Plan** fun free time. The days are longer, so use the extra daylight hours to gather with friends after work, take a walk, play with your kids in the backyard or try a new sport. Relax in your off hours so you'll be energized to work better.
- ❖ **Be smart** about the heat. If you work outdoors, realize that hot weather can be dangerous. Wear appropriate clothing, drink plenty of water and seek out a cool, shady place to rest during breaks. Recognize the signs of overheating, which include headache, nausea, dizziness, lack of sweating, and rapid breathing or heartbeat.
- ❖ **Keep up** appearances. Warmer weather can lead to the temptation to dress down. Keep your appearance work-appropriate and save the flip-flops for weekends.



Summertime is short, so make a point to enjoy it. You can get the most out of your work hours and still make time to enjoy the warmer weather and longer days.

(Top Performance, July 2008)



Why LAUGHTER is healthy

It is contagious.

*When you **laugh**, so do others*

It kills depression.

*It is hard to **laugh** and be depressed simultaneously.*

It reduces stress.

By distracting you from your worries and seriousness of life.

It attracts others.

People are drawn to a warm smile and a hearty laugh.

It makes difficult situations tolerable.

*A **laugh** lightens even the heaviest load.*

So smile ~

Research shows that simply acting happy can trigger feelings of happiness. Next time you're having a bad day....turn up the corners of your mouth ~ You might just feel better.