

The Way to Wellness

APRIL 2015

WELLNESS COMMITTEE MEMBERS

Julia Wilkins, City of Holyoke Municipal Wellness Coordinator

Nilka Ortiz, Executive Assistant, Mayor's Office, City of Holyoke

Katie Gallagher, City of Holyoke Board of Health Assistant Director

Joe O'Conner, Holyoke Fire Department, Section 19 Chair

Robert Judge, City of Holyoke Personnel Administrator

Kara Cunha, City of Holyoke Second Assistant City Solicitor

Sandy Smith, City of Holyoke Assistant Treasurer

Debra Reardon, Office Manager, City of Holyoke Department of Public Works

Sgt. David O'Connell, Holyoke Police Department

Lt. Manuel T. Reyes, Holyoke Police Department

Terry Sweeny, Human Resources, Holyoke Gas & Electric

Patricia Alford, Nursing Supervisor, Holyoke Public Schools

Kirk Mackey, President, Dowd Financial Services, LLC

Maureen Ross O'Connell, President, Ross Insurance Agency, Inc.

Chris Jasinski, Health Management Program Manager, Health New England

Julie Chartier, Development & Marketing Director, Greater Holyoke YMCA

Make Time On Your Side

We all have 24 hours in our day, so how do some achieve so much, while others feel overloaded and stretched? The key is time management. Managing your time can be difficult, but will result in less stress, higher productivity, and happiness! Here are some tips:

#1 - Keep a To-Do List: Prevent forgetfulness with a specific and prioritized list of tasks for the day.

#2 - Set Personal Goals: Goals help you decide what's worth spending effort on, and what's just a distraction by managing priorities, time, and resources to get there.

#3 - Prioritize: This is difficult when facing a flood of seemingly-urgent tasks. Determine if a task is high-yield and high-priority, or low-value, "fill in" work.

#4 - Manage Distractions: To gain control of your day and do your best work, it's vital to minimize distractions and manage interruptions. Put away your phone when you need to focus, let people know if they're distracting you too often, or pick certain times to check your email.

#5 - Procrastination: Procrastinators feel that they have to complete a task from start to finish, and this high expectation makes them feel overwhelmed and anxious. Devote a small amount of time and tell yourself that you're only going to start on a project for ten minutes.

#6 - Don't Take On Too Much: Do you have a hard time saying "no" or micromanage? This is a poor use of time, and it can get you a reputation for producing rushed, sloppy work.

#7 - Busy ≠ Productive: Some people get a rush from being busy but this rarely means being effective, and can lead to stress. Try to slow down and put thought into your work.

#8 - Multitasking: It can take 20-40% more time to finish a list of jobs when you multitask, compared with completing the same list of tasks in sequence. Focus on one task at a time.

#9- Take a Break: It's nice to think that you can work for 8-10 hours straight. But don't dismiss breaks as "wasting time." They provide valuable down-time, which will enable you to think creatively and work effectively.

For more information and helpful quizzes go to:
http://www.mindtools.com/pages/main/newMN_HTE.htm#start

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Fire & Police Screenings

There is still time to sign up and take part in your health screening! See if you are eligible for discount programs at the YMCA for you and your family!

Who: Fire and Police Departments

Where: Fire Department Headquarters

When: Tuesday & Wednesday, March 31 & April 1 7:00 am– 10:30 am & 4:00 pm– 5:00 pm (UPDATED!)

Monday, April 6 10:00– 11:00 am - Blood pressure, height, weight, and BMI only

Walk-ins welcome 7-9 am, 4-5 pm, and April 6

Book an appointment with

Julia Wilkins - 322-5595 or wilkinsj@holyoke.org

Relay for Life

May 8-9, 2015 6pm – 1pm

Szot Park – 687 Front St, Chicopee

The City of Holyoke is forming a Relay for Life team... are you interested?

What is Relay For Life?

Relay for Life is the American Cancer Society's worldwide movement to end cancer! Over 5,100 Relay for Life events take place around the world, bringing people together to help create a world with less cancer and more birthdays.

What happens at Relay for Life?

Teams of 8-15 people take turns walking around a track and commit to raising funds to support the American Cancer Society. Because cancer doesn't sleep, the event is held overnight with each team keeping a representative on the track at all times.

To be a part of the team contact:

Julia Wilkins @ 322- 5595

Or sign up at: <http://main.acsevents.org/goto/CityofHolyoke>



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Free YMCA Classes For You!

Available to all City employees!

NUTRITION 101

Bring your packed lunch to this 4-session class designed to provide you with everything you need to know to understand basic nutrition concepts and how to make healthy food choices. Earn a coupon for the Holyoke Farmer's Market opening May 7th.

Dates: Thursdays, April 9, 16, 23, and 30
 Time: 12:15-12:45 PM
 Location: City Hall Annex Conference Room, 4th floor

BODY SCULPT

A nonaerobic class designed to help build muscle strength through resistance training. Increase your metabolism, feel stronger and make everyday tasks easier.

Mats and weights will be provided, but feel free to bring your own.

Dates: Every Monday & Wednesday beginning April 13th
 Time: 4:45 -5:30 PM
 Location: City Hall Auditorium



Sign up for classes with Julia Wilkins

Sign Up For Weight Watchers



Weight Watchers is coming to Holyoke employees, spouses, and retirees for the ultimate convenience in weight-loss.

- 12 week sessions
- \$156 per person
- Payment options include check, credit card, payroll deduction and insurance reimbursement for those eligible with City plans.

Call or email Julia Wilkins by **April 15th** with your contact information, department, and the best days and times that work for you.

Wellness Warrior of the Month

Debra Reardon—Office Manager, Holyoke Department of Public Works

Over this past winter, Holyoke was hit with almost 6 feet of snow and unending days of freezing temperatures. Many had the option to work from home, stay warm in a heated building, or ability to sleep through the storms at night. But the Department of Public Works was working overtime outdoors to not only remove snow and salt ice, but pick up trash, maintain city vehicles and buildings, and much more.

Debra Reardon, Office Manager at the Department of Public Works, has had over 20 years of experience with Holyoke seasons and learned to manage work and personal time to make sure each job is taken care of. Days at the DPW can vary based on staffing, weather, and emergencies. Debra is responsible for payroll, billing, customer service, and communicating with other departments, but she has learned a few tips along the way and been able to do her job efficiently. Her three keys to success: prioritize tasks, think of a back up plan and most challenging of all, remain flexible.

Managing time can be tricky, especially in the winter months when hours are unpredictable. This can cause her personal and work life to overlap and cause stress. But she is never afraid to accept help from co-workers and family. She is able to maintain her home and take care of her mother with the assistance of her daughter and brother. By signing up for exercise classes, Debra has the accountability to make time for her health. There is even a pad and pen on her nightstand to jot down thoughts she may forget in the morning. "It works for me," she says, "and you have to do what works for you."



Quick Spring Recipe

Chicken & Lemon Broccoli Alfredo

This recipe takes only 20 minutes and is a healthier version of traditional alfredo!

Ingredients:

- 4 small skinless, boneless chicken breast halves
- Salt and pepper
- 8 oz mushrooms, halved
- 1 tbsp olive or cooking oil
- 1 lemon
- 3 c fresh broccoli florets
- 1 (10 oz) container refrigerated light Alfredo pasta sauce

Directions:

1. Season chicken with salt and pepper. In large skillet brown chicken and mushrooms 4 minutes in hot oil, turning chicken halfway through.
2. Meanwhile, shred 2 teaspoons lemon peel; set aside. Slice lemon. Add broccoli and lemon slices to skillet. Cover; cook 8 minutes or until chicken is done (170 degrees F on an instant-read thermometer).
3. Place chicken and vegetables on plates. Add Alfredo sauce to skillet; heat through. Serve with chicken. Add lemon peel and pepper.



Nutrition Facts: Makes 4 servings

Per serving: 295 cal., 12g fat (5g sat. fat, 1g polyunsaturated fat, 3g monounsaturated fat), 9mg chol., 705mg sodium, 16g carb., 4g fiber, 5g sugar, 35g pro.

Traditional Chicken Alfredo:

630 cal., 33g fat (11g sat. fat, 0g polyunsaturated fat, 0g monounsaturated fat), 70mg chol., 1250mg sodium, 56g carb., 4g fiber, 5g sugar, 26g pro.

<http://www.bhg.com/recipe/chicken/chicken-and-lemon-broccoli-alfredo/>