



The Importance of Hand Washing

The most important thing you can do to keep from getting sick is to wash your hands. By frequently washing your hands you wash away germs that you have picked up from other people, or from contaminated surfaces, or from animals and animal waste.

What Happens if You Do Not Wash Your Hands Frequently?

You pick up germs from other sources and then you infect yourself when you:

- Touch your eyes
- Or your nose
- Or your mouth

One of the most common ways people catch colds is by rubbing their nose or their eyes after their hands have been contaminated with the cold virus.

You can also spread germs directly to others or onto surfaces that other people touch. And before you know it, everybody around you is getting sick.

The important thing to remember is that, in addition to colds, some pretty serious diseases—like hepatitis A, meningitis, and infectious diarrhea—can easily be prevented if people make a habit of washing their hands.

When Should You Wash Your Hands?

You should wash your hands often. Probably more often than you do now because you can't see germs with the naked eye or smell them, so you do not really know where they are hiding.

It is especially important to wash your hands:

- Before, during, and after you prepare food
- When your hands are dirty
- Before you eat, and after you use the bathroom
- After handling animals or animal waste
- More frequently when someone in your home is sick

Washing your hands regularly has the potential to save a lot on medical bills. Because it costs less than a penny to do, you could say that this penny's worth of prevention can save you a \$50 visit to the doctor.

The Correct Way To Wash Your Hands

1. First wet your hands and apply liquid or clean bar soap. Place the bar soap on a rack and allow it to drain.
2. Next rub your hands vigorously together and scrub all surfaces.
3. Continue for 10-15 seconds or about the length of a little tune. It is the soap combined with the scrubbing action that helps dislodge and remove germs.
4. Rinse well and dry your hands.

Note: It is estimated that one out of three people do not wash their hands after using the restroom. So these tips are also very important when you are out in public.





Reclaim Your Time...
Planning
Your Day With Style

If you are stressed at work, it can feel like there's more day than you. The trick to reclaiming your stamina and ambition perhaps lies in better planning your day. Here's what you can do.

STEP 1: Know Your Agenda. This will include everything that should, could, or, given the time, would get done. Make this list as extensive as possible—just dump everything in.

STEP 2: Know What's Most Important. The second step is to prioritize. This is also the time to decide what, if anything, you'll allow yourself to get sidetracked by. Some projects must be pursued at all costs, but some crises overrule the importance of a project. In planning your day, anticipate where you may need to divert your focus.

STEP 3: Know What To Do When. The specifics of how you will spend your day flow directly from the preceding two questions—it's simply a logical extension of what's on the agenda and what's most important.

STEP 4: Make It Jump. The final step is to energize the plan. Without a sense of excitement, your plan becomes a dark storm cloud filled with a day's worth of stress. But a perspective that includes some measure of excitement changes all of that.

**Time Trax:
How Long Will It Last?**

Everything ends, eventually. But do you ever wonder exactly how long things will last? Below is a list of some notable time periods. The question is: what healthy steps are you taking to increase how long you'll last?

100-watt light bulb	750 hours	
Voyage to America 1492	70 days	
Car muffler	2.5 years	
Car water pump	3.5 years	
Shortest presidential term (William Harrison)	1 month	
Longest presidential term (F.D. Roosevelt)	12 years	
A year on Jupiter	11.9 earth years	
The Cold War	43.5 years	
The Soviet Union	61.9 years	
The Holy Roman Empire	841 years	
The 100 years war	116 years	
The Jurassic Period	64,000,000 years	
Your Life	???	

