

## Welcome to our Newsletter

Welcome to our very first edition of *Health & Wellnews*. This newsletter was designed to inform you, the reader, of general ideas and concepts in health and wellness. Each future issue will contain sections titled, 'At a Glance' - a quick way to see what the newsletter contains, and 'Did You Know' - extra asides of information. MDM Insurance Services Inc. will issue newsletters on a quarterly basis, which will contain a variety of wellness related topics.

## *“Procrastination is the Thief of Time”*

Edward Young, 1742

Procrastination is a problem for many people. It can undermine our sense of well being and prevent us from experiencing the full potential of our lives.

Everyone has been afflicted by procrastination at one time or another. Our reasons for procrastinating are as varied as people are different. Whether this characteristic persists continually, or only appears in some areas of your life, according to Life Esteem, the results are the same for everyone. These include: 'increased anxiety, wasted time, poor performance, missed opportunities, guilt, excusing ourselves and avoiding people who depend on us.'

When procrastinating, we are clearly not accomplishing those things that need to be done. Uncomfortable patterns of behaviour can be changed, so luckily there is hope for all of us!! But don't put it off - Just get a ROUND TUIT!!

So you have made the decision to stop procrastinating. Now what? Despite the benefits of time management, many of us do not use it. This may be because many people do not know *how* to manage time. Time management is neither an art nor a science, but 'a set of related common-sense skills that help you to use your time in the most effective and productive way possible.'

Maintaining an Activity Log is a revealing way to determine how your time is spent. The most important detail in this step is to NOT alter your

behavior. This will ensure you get an accurate perspective of how your time is spent.

Analyzing how you currently spend your day is the first important process in evaluating how you manage your time, according to Life Esteem. Memory is a very poor guide when recounting how your day was spent! After logging your time for several days, analyze the log. You might be surprised to see just how your time is currently spent.

You can relax!! Regaining control of your time is possible! Taking control of the problems facing you reduces stress. Simple 'To Do Lists' are a great way to organize. 'To Do Lists' are 'lists of tasks to be carried out to achieve goals.' These lists are very simple in concept, but very powerful in terms of organizing yourself and stress reduction.

Prepare these lists at a time that suits you. Some people recommend doing them at the end of each day for the next day; some at the beginning of the day; some when you feel as those things are becoming out of control. Using these lists can help prioritize your tasks. Handle each task individually. You will be amazed at your sense of accomplishment as you cross each item off your list!

'If you haven't used To Do Lists before, try them; they are one of the keys to being truly productive.' Take Control of your time!!! ■

Source: Mind Tools <http://www.mindtools.com/>

### A ROUND TUIT

This is a Tuit. Guard it with your life as Tuits are hard to come by, especially the round ones. This is an indispensable item. It will help you become a more efficient worker. For years we have heard people say, "I'll do it as soon as I get a Round Tuit." Now that you have one, you can accomplish all those things you put aside until you get a Round Tuit!!!

Maximize your free time by taking advantage of available services such as Online Internet banking and/or telephone bill payments. Spend the time you saved on yourself and your family. Small amounts of saved time quickly add up to large rewards!!



# Eating and Activity Combinations for a Lifetime!!

The achievement of better health can be accomplished by combining balanced nutrition and physical activity as essential components of your everyday life!

According to Health Canada the benefits of regular physical activity include 'protection against disease and premature death, enhanced well-being, optimal childhood growth and development and continued independent living later in life.'

## How to Get Started?

It is recommended in Canada's Physical Activity Guide (Health Canada) that Canadians should start slowly and gradually increase physical activity levels to 30-60 minutes of activity per day. Getting started is often the most difficult part of being active. A method of getting started has been outlined by TOPS (Taking Pounds off Sensibly). The following procedure is recommended by TOPS for getting started today:

- Find support - having an exercise buddy will encourage you to work out regularly while making fitness more enjoyable;
- See your doctor before beginning a routine - your doctor can assess your fitness level or refer you to someone qualified to help you begin or return to exercise;
- Start out slowly - gradually increase in duration and intensity;
- Find an exercise that you enjoy - makes it less likely exercise will become boring to you.

Closely related to physical activity is the concept of nutrition. A balanced diet consisting of foods from each of the four food groups normally guarantees adequate amounts of all the needed nutrients. The four food groups as outlined by Health Canada and their recommended daily servings include:

- Grain Products (5 - 12 servings per day)
- Vegetables and Fruits (5 - 10 servings per day)
- Milk Products (2 - 4 servings per day)
- Meat and Alternatives (2 - 3 servings per day)

As outlined by Health Canada, the Canada's Food Guide to healthy eating 'is a guide to help you make wise food choices.'

## Goal of the Canada Food Guide

The goal of this Guide is to help individuals make food choices for healthier eating each and every day. It is important, however, to remember that the Food Guide is only a recommendation, and that 'different people need different amounts of food' (Health Canada, 2000). The number of servings you need every day depends on your age, body size, activity level, whether you are male or female and if you are pregnant/breast feeding.

### Did You Know....

- ✓ **Dark green leafy vegetables (i.e., spinach, broccoli) and canned salmon with bones are good sources of calcium.**
- ✓ **There is no shortcut or magic formula to weight control - to lose weight one must increase physical activity and maintain a proper diet, caloric expenditure must exceed caloric intake.**

Even if you are on the go, it is important to take your 'food sense' with you. Health Canada provides the Food Guide to be used to make wise choices wherever you are, whether that be at home, at work, shopping or eating out.

Eating well is just one way to get the most out of life. It is also important to be active and feel good about yourself. Healthy bodies come in a variety of shapes and sizes. A good weight is a healthy weight, not just a low weight. A healthy weight helps you stay active and lowers the risk of health problems.

Take a fresh approach to living, enjoy eating well, being active and feeling good about yourself. Take control! ■

Sources: Health Canada (2000), Canada News Wire (May 1999), Human Anatomy and Physiology (May, 1995).

## MDM Insurance Services Inc.

### A Doctor's Guide to the Internet

1. Start with "Name-Brand" Sites
2. Learn How to Search
3. Critically Evaluate any Web Site You Visit
4. Double-Check what you Learn
5. Use the Internet to Help - NOT Hinder Your Doctor
6. Think Twice About Online Doctors
7. Don't Use the Internet in Emergency Situations

### Additional Sources for Resources:

[www.hc-sc.gc.ca/hppb/nutrition/pub/foodguide/](http://www.hc-sc.gc.ca/hppb/nutrition/pub/foodguide/)  
[www.healthwell.com/](http://www.healthwell.com/)  
[www.mentalhealth.com/](http://www.mentalhealth.com/)  
[www.thriveonline.com/fitness/](http://www.thriveonline.com/fitness/)

For additional copies please contact MDM administration at 1-800-838-1531.

The material provided in this newsletter is for your information only and is not intended to replace the advice prescribed by your physician.