

MAY  
2022



## Social media breaks

Taking regular breaks from social media is a healthy way to refocus and prevent it from taking over too much of your time. When you return, you will hopefully have a clearer idea of social media's role in your life and the boundaries you need to use it well.

Try these tips to have a successful social media break:

- Set a clear time frame for your break. It could be a week to a monthlong goal.
- Alert your followers to your upcoming break.
- Temporarily disable your accounts, or delete the apps from your phone.
- Plan an alternate activity for when you're tempted to check social media like stretching, having a glass of water, phoning a friend, or deep breathing.
- Choose an accountability partner to keep you on track.
- Make a plan for how you want to use social media after your break.

# Health screenings *for women*

Women are at risk for a unique set of health issues. Every woman should visit their primary care and OB-GYN provider every year for a checkup that includes the recommended screenings.

Ask your doctor what screenings are right for you. Your doctor will decide which screenings you need based on your age, family history, health history, and other risk factors.

## **WOMEN AGED 18 TO 39**

- Blood pressure screening
- Cholesterol screening
- Diabetes screening
- Immunizations
- Infectious disease screening including STI's
- Physical exam
- Breast cancer screening
- Cervical cancer screening
- Skin self-exam
- Dental and eye exams
- Early and regular prenatal care during pregnancy

## **WOMEN AGED 40 TO 64**

- Blood pressure screening
- Cholesterol screening
- Diabetes screening
- Immunizations
- Infectious disease screening including STI's
- Physical exam
- Breast, colon, and lung cancer screenings
- Cervical cancer screening
- Osteoporosis screening
- Skin cancer screening
- Dental and eye exams



## **WOMEN AGED 65 AND OVER**

- Blood pressure screening
- Cholesterol and heart disease screening
- Diabetes screening
- Immunizations
- Infectious disease screening including STI's
- Physical exam
- Breast, colon, and lung cancer screenings
- Cervical cancer screening may no longer be needed. Check with your doctor.
- Osteoporosis screening
- Skin cancer screening
- Hearing test
- Dental and eye exams



# Reevaluate your budget

Following a monthly budget is one of the best ways to manage your finances. A budget provides a clear picture of where your money comes from and where it is going.

Budgets change over time. Changes in your income, expenses, or spending can create an imbalance or even a surplus. If it's been a while since you reviewed your budget, it may be time for a checkup.



## RECORD ALL INCOME

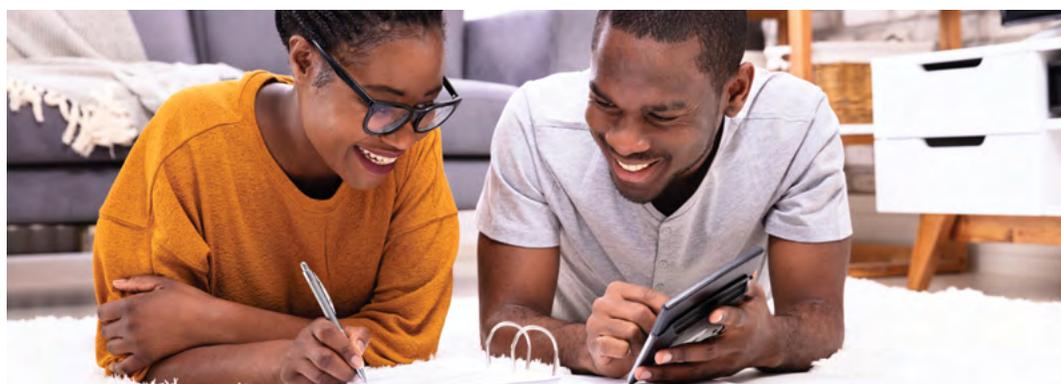
Add up all your sources of income in a month. These can include paychecks, child support, and government benefits. The total of all money coming in counts as income, whether it came from a traditional paycheck or not.

## RECORD ALL EXPENSES

Add up all the bills you must pay. These include housing costs, car payments, utility and phone bills, child support, debt payments, etc. Most bills are recurring each month.

## EVALUATE SPENDING

In addition to bills, you also need to allocate money for food, gas, and sundries. This is where spending can quickly get out of control. Review three to six months of spending in each category and determine what a reasonable monthly amount should be.



## CONSIDER SAVING GOALS

Assess the state of your savings. Ideally, you should have several months of expenses in a savings account as a safety net. Determine if you need to allocate more money in this area.

## MAKE A LONG-TERM PLAN

Financial stability requires long-term thinking. Reflect on your long-term financial goals such as college savings, retirement, or big expenses. Is your current budget working?

## ADJUST BUDGET

Using the information you've gathered, update your budget to accurately reflect your current income and expenses. If you have extra at the end of the month, consider increasing your saving goals or long-term financial plans.

# 6 ways to boost productivity

When you feel productive, getting tasks done can seem effortless. But, productivity often doesn't happen on its own. Boost productivity and crush your to-do list.



## **CUT OUT DISTRACTIONS**

Silence your phone and turn off email notifications. Give yourself 15 to 30 minutes of uninterrupted work at a time. Check your phone or take a stretch break every time you finish a work block.

## **WRITE GOALS DOWN**

Take a moment in the morning to write a clear to-do list. Focus on the things you must get done, not wishful thinking. A clear goal is more likely to be achieved.

## **BREAK TASKS UP**

Instead of trying to tackle the whole project at once, break it up into smaller tasks. Each piece should feel manageable, making the entire project easier to achieve from start to finish.

## **COLLABORATE**

Team meetings may seem like a time-waster, but in reality, collaborating with others boosts productivity. Regular check-ins keep everyone on track and hold you accountable for getting positive results.

## **TAKE A BREAK**

Working pedal to the metal is a recipe for burnout. Regular breaks refresh and energize you making you more productive in the long run. A 10-minute break every hour is a reasonable goal.

## **MOVE MORE**

Physical activity during the workday can make you more productive. Movement increases alertness and energy. Try a standing desk, stretching, or walking breaks to get the blood flowing.