



Toilet Talk

Manchester College
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Watch the Clock

“Time is what we want most, but what we use worst.” William Penn
It’s about that time of the year when the 168 hours of a week seem to disappear quickly and before you know it, the final exam is tomorrow. It is important to have excellent time management skills. Making a weekly schedule could help you plan for the week. There are many little things to do to find extra minutes. Workout a lot? Bring some notes to study while on the exercise machines. Need to watch your favorite show? Catch it online so you don’t have to wait for commercials. Big test coming up? Break down big study hours into smaller segments. Instead of studying one day for eight hours, study four days for two hours. You will be able to remember the information better! Lose track of time? Keep an hourly schedule of your activities throughout the day. You might be surprised how much time you really are on facebook! – Career Services

Secret Energy Boosters

Health experts have found that fatigue may be a sign of dehydration. It is recommended to get 6-8 glasses of fluid a day. Even though the weather may be cold, you should remember to get fluids in your body. Make sure it might propel you through that eye drooping stage of the day!
Dark chocolate increases blood flow to the brain, allowing for the body to get re-energized. A light intensity workout has been proven to decrease fatigue levels by up to 65%. Only 20 minutes of walking per day can increase energy levels, so go enjoy the outdoors! Remember to bundle up if it’s chilly! – health.com

Holiday Health

Watch out for the extra pounds that are waiting for the holiday season to pounce on your body! Many people think it is ok to splurge because of the holidays, which it can be. Remember that the holiday season can span over six weeks from Thanksgiving to New Years, so don’t splurge every day! Before going to the big meal, eat a light snack. Plain fruit, skim milk, or broth soups all curb appetites. Watch portion sizes and alcohol consumption, making sure to keep calories in check. –health.msn

“Don’t live down to expectations. Go out there and do something remarkable.”

Wendy Wasserstein



Nature Makes You Nicer

Everyone needs a breath of fresh air. Health benefits of spending time around nature include reducing stress levels, increasing the rate of the healing process, and improving mental performance. Recent studies have shown positive effects can even occur just by looking at digital pictures of nature. People are nicer and feel more socially connected after focusing on the outdoor world. Pay attention to the little things outside to brighten up your mood! Stop frowning and work your smile muscles! –msnbc.com

SPRAIN OR STRAIN?

“No pain equals no gain” is a common expression in the physical world. Sometimes the body needs a break for a reason, so listen when you are having pains. Two common types of injuries are sprains and strains. A sprain is an injury to connective tissue that binds together bones, cartilage, or other structures, where the ligament around a joint is overly stretched or torn. A strain is a tear or overstretching of a muscle or tendon. Tendons are tissue connecting muscles to bones.

Treatment for both sprains and strains involve the R.I.C.E. method that should be continued for 48 hours after injury. **R**est the area, **I**ce the area for 20 minutes at a time between 4 to 8 times a day, **C**ompress the area using a wrap bandage, cast, or splint, and **E**levate the area. Take ibuprofen or another pain reliever, using the recommended doses, to alleviate pain. After symptoms subside, begin to slowly exercise the area to regain strength. -National Institute of Arthritis and Musculoskeletal Skin Diseases



Caption describing picture or graphic.

Working with linked text boxes

The text boxes in this newsletter are linked, so text from one column flows into the other column and you can easily include more than one story on a page.

When you are working with linked text boxes, you should turn on the **Text Box** toolbar. To do this, on the **View** menu, point to **Toolbars**, and then click **Text Box**.

When you start writing your story, we recommend that you do most of your writing and editing before you copy the text into the empty linked text boxes. To move among linked text boxes in a story, select a text box that is part of a story. On the **Text Box** toolbar, click **Next Text Box** or **Previous Text Box**.

To copy or move linked text boxes, select the first text box in the story.

Hold down **SHIFT** and select each additional text box you want to copy or move. On the **Edit** menu, click **Copy** or **Cut**. Click where you want to copy or move the text boxes. On the **Edit** menu, click **Paste**.

You can also break a link between any two linked text boxes in a story. To do this, select the text box. On the **Text Box** toolbar, click **Break Forward Link**.

Adding pictures to your newsletter

Pictures of your family trips, special events, and every day life will bring your newsletter stories to life. Once you have chosen a picture, place it close to the story. Be sure to place the caption of the image near the image.

If you want to use clip art in your newsletter, you can find thousands of clip art images on Microsoft Office Online that you can download and insert into your newsletter.

To change the pictures in this newsletter to your own, click the image you want to change. On the **Insert** menu, click **Picture**, and then click **Clip Art** or **From File**. Locate the image you want and double-click it. The new image will be inserted into the existing text box for easy positioning.

Tip: Text boxes that contain images or text often do not have borders showing, so it may not be apparent that an item is placed within a text box.

To see the text boxes that contain the pictures in this template, click **Options** on the **Tools** menu, click the **View** tab, and then select the **Text boundaries** check box under **Print and Web Layout options**.



Caption describing picture or graphic.

Our Family

Address line 1

Address line 2

City, ST ZIP Code

Phone:

(242) 555-0167

Fax:

(242) 555-0168

E-Mail:

someone@example.com

Web Site:

www.widgets.msn.com

*A favorite family
phrase or slogan can
go here.*

A special message from our family

On the back of your family's newsletter, you may want to add a simple greeting, poem, or an example of your children's artwork. This is the first part of the newsletter that your loved ones will see, so make sure that it is festive and eye-catching.

You can add your own artwork to the back of a family newsletter by scanning in a drawing or a photograph.

*Our kids' favorite
Christmas joke:*

*What do you call a person who is
afraid of Santa Claus?*

Claustrophobic!

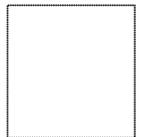
Season's greetings!

A great way to add content to this newsletter is to include a calendar of upcoming events or a special memory that your family shares. You can also transcribe the words of a song or a poem onto the back of your newsletter to set the tone for the rest of your message.

With a little creativity and imagination, creating a holiday newsletter can be a great way to say "Season's Greetings!"



*Our Family's Name
Address line 1
Address line 2
City, ST ZIP Code*



*Friend's Name
Street Address
City, State Zip Code*