



Running out of time?

“Time is what we want most, but what we use worst,” said William Penn, the founder of Philadelphia. 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 or term paper is due tomorrow. It is important to utilize excellent time management skills. Making a weekly schedule could help you plan for the week, but there are many little things you can do to find extra minutes. Workout a lot? Bring some notes to study while on the exercise machine. Want to watch your favorite show? Catch it online so you don’t have to wait for commercials. Big test coming up? Break down large study blocks into smaller segments. For example, instead of studying one day for eight hours, study four days for two hours. You will be able to retain the information much better, and before you know it, that test or paper will be behind you!

Don’t forget to utilize the Success Center for study tables

Reduce Eye Strain

According to the American Optometric Association, nearly 90% of those who use a computer at least three hours a day suffer from vision problems associated with computer eye strain.

Here are the symptoms:

- Headaches
- Delay in focus
- The sensation that something is stuck in your eye

AOA offers these suggestions for ways to reduce eye strain:

- Blink often (naturally washing your eyes with tears)
- Follow the 20-20-20 rule: At least every 20 minutes take a break to look at something 20 ft. away for at least 20 sec.
- Keep bright overhead lighting to a minimum. Use blinds and a screen instead to reduce monitor glare.
- Get an annual eye exam, letting your doctor know that you work on a computer.

~<http://www.aoa.org/>

Holiday Healthy Eating Tips

Watch out for the extra pounds that can all too often accompany the holidays. It’s important to portion your plate to avoid overeating. Fill it with a large section of fruits and vegetables (half of the plate), a section of carbs, and a section of meat or meat substitutes. Remember that the holiday season can span over six weeks from Thanksgiving to New Years, so don’t splurge every day! It may also help to try eating a light snack an hour or so before you expect to have a meal. ~PHP Health News

“Don’t bother just to be better than your contemporaries or predecessors. Try to be better than yourself..”
William Faulkner



SPRAIN OR STRAIN?

“No pain equals no gain” is a common expression among athletic circles. However, there is a difference between the normal soreness associated with exercise and the type of pain which constitutes an injury. Two common types of injuries are sprains and strains. A sprain is an injury to a type of connective tissue called a ligament, which connects bone to bone, which can be stretched or torn. A strain is a tear or hyperextension of a muscle or tendon. Tendons are a type of connective tissue connecting muscles to bones.

Treatment for each involves the R.I.C.E. method, which should be continued for 48 hours after injury. **R**est the area, **I**ce the area between 4 to 8 times a day for 20 minutes each time, **C**ompress the area using a wrap bandage or splint, and **E**levate the area. Take Tylenol or ibuprofen using the recommended doses to reduce inflammation and aid in the healing process.

Cluett J. (2010) Sprains and Strains. <<http://orthopedics.about.com/cs/sprainsstrains/a/sprain.htm>>



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!

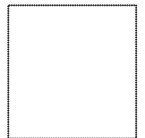
Season's greetings!

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*