

Toilet Talk

Stay Healthy Manchester College

Time to Renew

Housing and Insurance Renewal will be May 1st in the Upper Union from 1-8 pm.

Students will need to bring their medical insurance cards and complete the online insurance form at this time.

Caffeine

Most of us consume caffeine on a daily basis-- here are some facts!

10g of caffeine is considered a lethal dose

It's the most popular drug in the world. Ninety percent of Americans consume it in some form every day

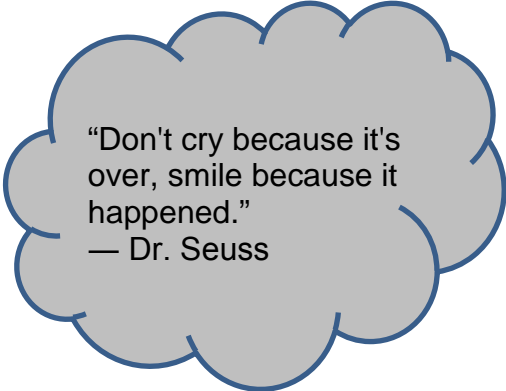
Over 450,000,000 cups of coffee are consumed in the USA every day!

Contrary to popular belief, caffeine (or coffee) won't help someone sober up if they have had too much to drink

Stress Relief Tips...

We all can get a little stressed out from time to time... It's only natural for us college students! Well when the going gets tough, it's ok to just take a break! You may think illness is to blame for that nagging headache, your frequent insomnia or your decreased productivity at work. But stress may actually be the culprit. Here, thanks to Professor Martynowicz, is a list of 10 general things that can help relieve some of the stress that is in your life.

1. Eat healthy food and minimize sugar intake
2. Exercise regularly
3. Get enough sleep
4. Accept failure and imperfections
5. Schedule your work-from-home time
6. Make time to relax
7. Find a close circle of friends that you trust
8. Seek advice from others
9. Avoid situations/people that you know produce anxiety/stress for you
10. Intentionally surround yourself with positive people



"Don't cry because it's over, smile because it happened."
— Dr. Seuss

What? New Year's Resolutions?!

How are you doing on your New Year's Resolutions? Because giving up was just your April fool's joke right?! Here are some tips to help you get back and stay on track!

→Willpower isn't a strategy you should alone rely on, but it is one of your allies. Willpower waxes and wanes with stress.

→Think of change as a process not just a decision. Make sure you are setting goals such as "I will lose 2 pounds a month for the next six months." This is more realistic than "I will lose weight."

→Use your emotions. If your goal is to have better fitness, focus on how good you'll feel if you stick to your plan. Or focus on feeling how good you'll look if you drop a pants size or two.

Just remember to stick to your goals, and always stay positive. Working out, and eating healthy doesn't always have to start at the first of January!

"I have a simple philosophy: Fill what's empty.
Empty what's full. Scratch where it itches."
Alice Roosevelt Longworth

Incorporate Fruits and Veggies into Every Meal!!!

Breakfast

Slice a banana or some strawberries on top of your usual bowl of cereal. You may also want to drink some fruit juice. As long as it's 100% juice, just six ounces counts as one serving toward your five a day.

Lunch

Pack some carrot sticks or broccoli for dipping instead of those greasy potato chips. Not only will you get one of your five a day servings out of the way, but you'll avoid extra fat and calories at the same time.

Dinner

There's nothing like a baked potato as part of a healthy dinner--as long as you don't load it up with toppings that increase calories and fat. Also, cooking up a can of corn or green beans in the microwave is about as simple as it gets.



“To catch the reader’s attention, place an interesting sentence or quote from the story here.”



Inside Story Headline

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal in distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to this newsletter is to develop and write your own articles, or to include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics, but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Word offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

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Special Interest Story Headline

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Inside Story Headline

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also can create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or in

requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish your newsletter and its length. It's recommended that you publish your newsletter at

least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Your headline is an important part of the newsletter and should be considered carefully.



Caption describing picture or graphic.

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The subject matter that

appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Selecting pictures or graphics is an important part of adding content.

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In a few words, it should accurately represent the

contents of the story and draw readers into the story. Develop the headline before you write the story. This way, the headline will help you keep the story focused.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

Examples of possible headlines include Product Wins Industry Award, New Product Can Save You Time, Membership Drive Exceeds Goals, and New Office Opens Near You.

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Company Name

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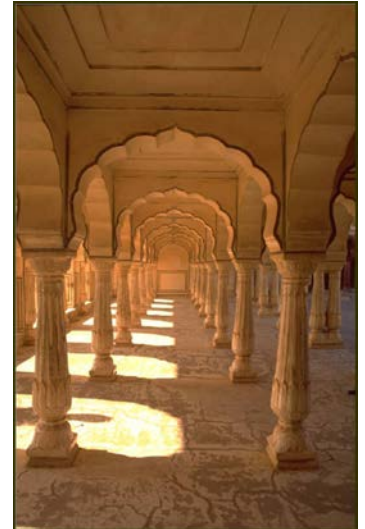
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Street Address
Address 2
City, ST 78269

PHONE:
(708) 555-0101

FAX:
(708) 555-0102

E-MAIL:
someone@example.com

We're on the Web!

See us at:
www.adatum.microsoft.com

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About Our Organization...

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of

context.

Microsoft includes thousands of clip art images that you can choose and import into your newsletter. There are

also several tools you can use to draw shapes and symbols.

COMPANY NAME

Street Address 1
Address 2
City, ST 78269

COMPANY NAME
STREET ADDRESS
CITY, ST 22134

