



# live well, work well

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## Simple Steps to Improve Sleep

Do you struggle to get a good night's sleep? March 5-11 is National Sleep Awareness Week®—take this opportunity to learn healthy habits to improve sleep and reduce fatigue.

### Symptoms and Risks of Fatigue

If you are tired, you are more prone to mood changes, loss of energy and appetite, headaches, and a lack of motivation and concentration. In addition, fatigue can hurt your job productivity or create a safety hazard.

Fatigue can also contribute to depression, anxiety, high blood pressure and diabetes.



### Get Better Sleep

- Make it a priority to get seven to eight hours of sleep each night.

- Keep a regular sleep schedule—even on weekends.
- Make sure your bedroom is quiet, sufficiently dark and a comfortable temperature.
- Try activities that help you relax before bed, such as reading or listening to relaxing music.

### Adopt Healthy Habits

- Eat nutritiously and avoid big meals right before bed.
- Exercise regularly, but also not close to bedtime.
- Avoid caffeine and alcohol before bed, and avoid nicotine altogether.

### For a Quick Energy Boost

- Eat a snack with complex carbohydrates and protein, like an energy bar or half a peanut butter sandwich on wheat bread.
- Take a short walk.
- Try to vary your day or routine when you start feeling tired.
- Have a mini-meditation session at your workstation.

## Pack a Smart Lunch

With a little advance planning, it's easy to plan a nutrient-packed lunch that's also satisfying with these suggestions:

- The main part should focus on fiber and protein, not refined carbs. Think turkey and Swiss on wheat bread, grilled chicken breast or soup.
- Include several healthy sides, but make sure at least one is produce. Consider carrot or celery sticks, a piece of fruit, whole wheat crackers, raisins, nuts, pretzels or baked chips.
- Choose a smart drink; opt for water, milk, 100 percent juice or lightly sweetened tea.

### DID YOU KNOW

You don't need to skip sweets to stay healthy. Look for treats that have no trans fats, less than 12 grams of sugar and are under 100 calories. Ideas include squeezable yogurt, low-fat and low-sugar pudding, sugar-free gelatin and a square of dark chocolate.



## Mix Up Your Workout with 2012 Fitness Trends



The 2012 Worldwide Survey of Fitness Trends, conducted by the American College of Sports Medicine, presents the top 20 predicted fitness trends of 2012:

1. Educated, certified and experienced fitness professionals
2. Strength training
3. Fitness programs for older adults
4. Exercise and weight loss
5. Children and obesity

6. Personal training
7. Core training
8. Group personal training
9. ZUMBA and other dance workouts
10. Functional fitness
11. Yoga
12. Comprehensive health promotion at the worksite
13. Boot camp
14. Outdoor activities
15. Reaching new marketing
16. Spinning (indoor cycling)
17. Sport-specific training
18. Worker incentive programs
19. Wellness coaching
20. Physician referrals

If you're looking for a new workout, try one of these trends!

## Tax Time Basics

Filing your taxes can be time-consuming and confusing. Here are some of the basics you should know.

Throughout the year, you pay income taxes out of each paycheck. When you file taxes at the end of the year, the process determines if you have paid in more than what you owe (in which case you get a refund) or less than what you owe (in which case you owe the government more money).

You receive a Form W-2 from your employer each year, which includes the income you received and the taxes you paid.

The amount of money taken out of your check is based on the tax withholding you designate using the Form W-4. The purpose of this is to estimate how much you will owe in taxes, so that you pay close to the correct amount during the year. You file this form with your employer, and can change it for future tax purposes. To recalculate your withholding, use this IRS calculator: [www.irs.gov/individuals/article/0,,id=96196,00.html](http://www.irs.gov/individuals/article/0,,id=96196,00.html).

When preparing to file your taxes, the most important thing is to gather appropriate records. You'll need:

- Social security numbers and birth dates for your dependents
- Wages and earnings statements (Form W-2, 1099, etc.) and any other tax forms you receive
- A copy of last year's tax return
- Bank routing and account numbers
- Receipts for charitable donations
- The amount you paid for childcare, plus the childcare provider's tax identification number

## Baked Chicken with Veggies

Looking for a simple, healthy one-dish meal? Try this one today.

- 4 sliced potatoes
- 6 sliced carrots
- 1 large quartered onion
- 1 raw chicken, skin removed, cleaned and cut into pieces
- ½ cup water
- 1 tsp. thyme
- ¼ tsp. pepper

Preheat oven to 400 degrees F. Place potatoes, carrots and onions in a large roasting pan. Put chicken pieces on top of vegetables. Mix water, thyme and pepper. Pour over chicken and vegetables. Spoon juices over chicken once or twice during cooking. Bake at 400 degrees for one hour or more until browned and tender.

**Yield:** 6 servings. **Per serving:** 190 calories, 3.5 g. fat, 75 mg. cholesterol, 135 mg. sodium, 13 g. total carbohydrate, 26 g. protein. **Source:** [www.usda.gov](http://www.usda.gov)

