

Oregon Military Department's



Stay Well Newsletter **April 2008**

Welcome to our Agency's first Health and Wellness Newsletter. The goal of this newsletter is to provide with you health and wellness information and tips on a quarterly basis. As the agency's Health and Wellness Coordinator, I encourage you to participate by providing me with topics or ideas you may have as they relate to Health and Wellness. I will try to share some of that information with other employees within our agency through this link. You can contact me at 503-584-3581 or email me at Robin.M.Sawvel@mil.state.or.us .

UP COMING EVENTS

Annual Health and Wellness Fair – Our first 2008 Health and Wellness Fair is scheduled for April 16th at the Salem ARFC building from 9:00 AM to 3:00 PM. I decided to incorporate safety into this fair also and am trying to schedule some vendors as they relate to Safety. I don't have a complete list of vendors yet but should have it available within the next several weeks.

Our second Health and Wellness Fair has been scheduled for October 1st at the Salem Auditorium. The hours will be 9:00 AM to 3:00 PM also. I am working with PEBB to align flu shots again this year with this event. I will have more information in the near future.

Reminder – Employees are granted 45 minutes of free time to attend either of these two agency sponsored events before needing to use leave time. Employees are allowed to combine their 15 minute break for a total of one hour of free time for attendance. For employees located outside the Salem area, if you are interested in sponsoring a Health & Wellness fair in your location, please contact me at 503-584-3581 or send me an email at Robin.M.Sawvel@mil.state.or.us.

Global Corporate Challenge – I am looking to see if there is any interest in employees participating in a program called "Global Corporate Challenge (GCC)." This program is a "Walk Around the World" program which only requires you to walk every day. Anyone can participate. Each team consists of 7 members who sign into the GCC's website each day and enter the number of steps you walked the day before, which then equates out to miles. You and your team members can then track your progress around the world on the GCC website. Because this program has a cost associated to it, we as an agency are not able to pay for it but are willing to sponsor the event. The cost is \$99 per person for which you get a "starter pack" with includes a sports backpack, water bottle, 2 pedometers, a welcome book, a mousemat, sports socks, cap, wristband and a good health passport. Not to mention a little friendly competition with your co-workers and friends. This event is scheduled to start on May 22nd and ends on September 23rd. I am working with Nike to donate an award to the team who finishes first. GCC will have a booth at the Wellness Fair at the ARFC if you would like more information or you can call me or send me an email at the address listed above.

WORK ORGANIZATION TIPS

Work is easily the most important part of life to organize. If we hope to get the most out of our career or job, getting organized can help deliver results much faster. Perhaps more importantly, a strong organizational system at work can help ease stress and make the working day far more enjoyable.

Following are a few tips to help you get organized in the workplace:

1. Keep Lists - The proverbial to-do list is a cliché, but it has to be one for a very good reason -- it works. Lists work, given your ability to abide by them. In essence, they are an easy way to organize your tasks. The key is not to pile papers up and keep haphazard notes everywhere. Store your lists in a logical place, like a PDA or an e-mail that you re-send yourself on a regular basis. Organize them by subject, deadline, or however else you need to for them to get done.



2. Manage Your Email - The key with email is to “zero out your inbox” by the end of every day. Many think it is easier to keep all emails in the inbox for that day for when it might become important. If it is not important now, it's probably just not important. What's the best way for you to manage your work email? Is your inbox in need of a spring cleaning?

3. Batch Routine Jobs - Do you have a list of things that need to be done every day, or every week? Most of us do. Consider taking these activities and doing them at one time or in one sitting. Do you have phone calls to make every day? Do them all before 10am. Do you have financial records to update periodically? Gather those receipts in one place and setup a specific time for doing it in one batch. What tasks can you group together every Monday, for example? What do you find yourself doing again and again throughout the day that can be done at one time?

4. Reduce Your Junk - Paperwork, books, manuals, pictures, junk, and who knows what else can pile up and invade your space. The problem begins once the accumulation starts; it becomes exponentially more difficult to hold it back. Don't go through stuff with a nostalgic or critical eye, you'll never reduce the clutter that way. Transfer it all to the dumpster and make it a new habit to do a wholesale clean every few months or so.

5. Streamline Your Computer - The most blatant mess of all is seldom on our desks, but in our computers. When you make your computer work for you and take advantage of shortcuts and efficient commands, you save a lot of time in the long-term. Take a look at the files on your computer. Do you need them all? What can you trash in order to free up space on the hard drive? How can you organize them better? Apply the same rules as for your paperwork. File them away in folders that have descriptive names so that you know at first glance what is in them. Once you get that done, move on to your inbox and use the same rule of thumb. File important emails away in folders and trash the superfluous garbage. If you use the Internet a lot for work, do likewise and organize your bookmarks and favorite sites. It is very difficult to find a site when you click on "Bookmarks" and two hundred links appear. Organize them into folders: this is why the command exists.

If you're too frazzled to think about trying any of these tips, it's time to ask for help. Does your life feel totally out of control? If so, contact Cascade EAP for assistance.

AVAILABLE RESOURCES

PEBB (Public Employees Benefit Board) – The PEBB website contains information related to your health benefits along with wellness information as it relates to your specific health provider. There are links to Kaiser Permanent, Providence Choice, Regence BlueCross BlueShield and Samaritan Select.

Cascade Employee Assistance Program – The Employer Assistance Program (EAP) is a free confidential benefit that can assist you with problems that interfere with your day to day activities. This confidential service provides telephone contact and/or in-person sessions. There is no charge to you or your eligible family members. Types of services EAP offers are marital conflict; interpersonal relationship problems; conflict at work; financial, legal, consumer concerns; child care, elder care; depression or anxiety; career changes; stress management; family relationships; grieving a loss; personal decision making; referrals to community resources and information and alcohol and drug abuse. You can contact them in Portland at 503-639-3009; Salem/Keizer at 503-588-0777 or all other areas 1-800-433-2320. You can also contact them on the web at www.cascadecenter.com

LOOKING FOR VOLUNTEERS

I am looking to put together a Wellness Committee for our Agency. If you are interested in volunteering some of your time to be a part of this, or if you have more questions, please contact me at 503-584-3581. You can also reach me by email at robin.m.sawvel@mil.state.or.us

DID YOU KNOW?

No matter which medical plan you're in, if you use tobacco, you have access to a complete support program to help you quit.

For 2008, your benefits include an expanded Free and Clear program. If you're in a Kaiser, Providence, Regence or Samaritan plan, you have no-cost access to:

- Unlimited phone consultations with a trained quit coach who knows how tough it can be to quit
- Printed guides to help you plan and stick to your personalized quit program
- Web coaches for private online consultations
- Nicotine replacement therapy -- patch or gum -- sent right to your home

Prescription medications to help you quit

The Free and Clear benefit also covers medications your provider may prescribe to help you quit -- bupropion (generic form of Wellbutrin) and Chantix.

If your provider prescribes bupropion, you pay only \$1, \$5 or \$10, depending on the cost of generics in your plan.

If your provider prescribes Chantix, you pay just \$15 in the Kaiser plan. In the Regence plan, the cost is just \$5. In the Samaritan plan, the cost is \$15. In the Providence plan, you pay \$50 or 50% of the cost of the drug; however, this changes on April 1, 2008, when you will pay only \$5.

PEBB-covered quitting assistance through the Free & Clear Program

Medical Plan	Phone consults	Quit guide	Web coach	No-cost patch or gum	Co-pay for prescribed medication, depending on plan formulary (co-pay in part-time plans)	
					Bupropion	Chantix
Kaiser Permanente*	Y	Y	Y	Y	\$1	\$15
Regence BCBSO	Y	Y	Y	Y	\$5 (\$10)	\$5
Providence Choice	Y	Y	Y	Y	\$5 (\$10)	Greater of \$50 or 50% (\$5 beginning April 1)
Samaritan Select	Y	Y	Y	Y	\$5 (\$10)	\$15

***Kaiser Permanente members:** Call your member services representative, who will guide you to your maximum benefits as a PEBB member in Kaiser.

Call today or sign up online

All PEBB members -- employees and their eligible dependents 18 or older -- have access to the Free and Clear program. Get in touch with Free and Clear now for personalized, professional support every step of the way.

Call Toll-free: **1-866-QUIT-4-LIFE (784-8454).***

[Or enroll online.](#)

***KAISER PERMANENTE MEMBERS:** Call your member services representative, who will guide you to your maximum benefits as a PEBB member in Kaiser.

QUESTIONS OR COMMENTS

If anyone has questions/comments or suggestions as to information as it relates to Health and Wellness or this newsletter, please feel free to contact me at 503-584-3581 or send me an email at Robin.M.Sawvel@mil.state.or.us