

December
2015

**Have 20
Minutes?**

Don't have time
to work out
this season?



Yes you do!

If you can't make it to your regular exercise class, try quick, intensive workouts instead. Studies show doing high-intensity, 20-minute workouts several times a week can boost your metabolism and reduce stress.

Work & Wellbeing

From The Solutions Group

Sleep Your Way to Better Health

Sleep is a vital component of good health, yet many people think of it as a luxury that can be curtailed in lieu of more "important" things. But the chronic lack of enough sleep – for most people that's less than 7-8 hours -- can lead to long-term health problems and reduced productivity. According to the National Institutes of Health, 50-70 million U.S. adults have sleep or wakefulness disorders.



Struggling to get zzzz's? Try these ideas

- **Keep a regular sleep-wake schedule – even on weekends -- to maintain your body's internal clock.**
- **Avoid caffeine in the late afternoon and evening.**
- **Eat lighter evening meals – a heavy meal or snack before bed can cause insomnia and indigestion**
- **Turn off the technology in your bedroom. TVs, smartphones, and tablets affect cognitive stimulation, which revs up your brain rather than winding it down.**

Eat, Drink, and be Merry — in Moderation

Holiday office-party etiquette can be tricky. Here are a few things to keep in mind:

- *Alcohol has a way of creating loose lips. Protect yourself from the Monday morning “I can’t believe I said that” regrets by drinking minimally, if at all.*
- *Watch what you eat. Enjoy the food, but avoid overeating — no matter how good the spread.*
- *Dress appropriately. Keep your professional image intact. Leave anything short, tight, or revealing at home in the closet.*
- *Mingle. Introduce yourself to people you don’t know. At the very least, don’t spend the entire evening with your regular office buds.*
- *Find out beforehand if spouses or significant others are invited.*
- *Thank the party planners. These individuals likely put in a lot of time and effort hoping you would have a good time. Let them know you appreciate what they did. It’s the right thing to do, plus it makes you stand out from the many employees who don’t say anything.*

Want to Keep Receiving Work & Wellbeing?

Beginning in **January 2016**, we’ll be sending the monthly **Work & Wellbeing** newsletter directly to you rather than having someone from your organization forward it. But you must opt in to receive it and you can unsubscribe at any time. We’ll just need to collect your name and email address, and you will receive the newsletter on the last business day of each month.

Look for a link on our website soon. (www.solutionsbiz.com)



The
Solutions
Group

Making Great Companies
Better Places to Work

Work & Wellbeing is a monthly publication for clients of The Solutions Group. For more information, please contact us:

Phone: 505.254.3555
866.254.3555

1240 Pennsylvania NE
Albuquerque, NM 87110

www.solutionsbiz.com