

U.S Department of Transportation

1200 New Jersey Ave. S.E.

Washington ,DC 20590

MAKING YOUR LIFE-WORK A LITTLE EASIER!



## LINKS TO MORE RESOURCES

### Recession-proof Your Life

<http://mommysavers.com/>

### Summer Safety

[www.usfa.dhs.gov/citizens/all\\_citizens/home\\_fire\\_rev/holiday-seasonal/summer.shtm](http://www.usfa.dhs.gov/citizens/all_citizens/home_fire_rev/holiday-seasonal/summer.shtm)

### Goal Setting

[www.success77.com/1-11-goal-setting-basics.htm](http://www.success77.com/1-11-goal-setting-basics.htm)

## Living Well on Less

A poll on RealSimple.com, shows that 89 percent of respondents told Real Simple magazine they've cut back on their spending due to the economy. There are lots of ways to cut corners without barely noticing and at the same time maintaining or even improving your quality of life. Here are a few tips to consider.

**Transportation** – It's a great time to embrace public transportation. Carpool to and from work (check out [eRideShare.com](http://eRideShare.com)). If you carpool with just one other person, you'll save 50 percent on gas and parking. To find the

quickest route from one place to the next, visit [HopStop.com](http://HopStop.com), which covers metro areas' train, bus and public transportation -- the quickest ways to get from point A to point B. Not only will you save money, but on days you don't drive, you can rest, read, do work or just enjoy the company of your carpool friend/s.

**Childcare** — If you split the cost of a babysitter with a neighbor, you can save up to 50 percent on childcare per month. Not only will you save money, but your child/ren will make a new friend.

**Downsizing** - Living well on less can be part of a greener

(and healthier) lifestyle too. Clutter takes up mind space and can cause stress. By simplifying and getting rid of the unnecessary clutter, you free your mind, it costs you less to take care of all those things, and you can actually make money from selling your unnecessary items to someone who really needs them.

**Low energy light bulbs** - If you've not made the switch yet, it's time to consider doing so. Low energy light bulbs use up to 75 % less energy and last 10 times longer.

cont'd on page 2

## Summer Fun & Safety

### Inside this Issue

Living Well on Less	1
Summer Fun & Safety	1
National Make a Difference to Children	2
Playing & Working	2
Goal Setting for Success	3
July Events	4



School is out and vacations have begun. There are hundreds of ways for you and your family to enjoy the summer months.

According to the Healthier Generation, parents need to be good role models for their children and minimize television viewing and model getting physical activity for at least one hour each day.

Children exercising in summer heat should be careful to:

\* Stay hydrated—drinking water every 20 minutes.

\* Clothing should be light colored and light - weight with one layer of absorbent material to facilitate evaporation of sweat.

\* Limit sun exposure during peak intensity hours, 10 AM — 4 PM.

\* Use sunscreen with SPF 15 or greater and reapply every 2 hours.

\* Use extra caution near water and sand - they reflect UV rays and may result in sunburn more quickly.

\* At the beginning of a strenuous exercise program or after traveling to a warmer climate, the intensity and duration of exercise should be limited initially. Thereafter, it should be gradually increased during a period of 10 to 14 days to accomplish acclimatization to the heat.

\* The intensity of activities that last 15 minutes or more should be reduced whenever high heat and humidity reach critical levels.

Have fun and be safe!



*“If the doors to perception were cleaned, man would see things as they are, infinite.”  
~William Blake*



## Living Well on Less

**Chargers and transformers** - (for the phone, ipod, camera, etc.) should be unplugged when not actually charging a device. Many of these devices leach energy from the grid even when they are doing nothing for your needs. You can actually tell this by the fact that they feel warm.

**Outdoor lighting** - If you use an outdoor light regularly, consider installing a sensor light and set it to stay on for only brief periods when people come and go. For

security purposes it is good to only have it come on briefly because it will make it hard for any potential intruder to see when it goes out. You will however be able to see out from inside to see what is going on.

**Keeping things cool in the summer** - If the location of your heat exchanger is not shaded, think about planting shrubs or small trees nearby to produce shade. Also consider installing shades for your windows—blinds, shutters and curtains can help

cont'd from page 1

reduce absorption of heat during the day, while at the same time add an attractive decorative look.

**The washing machine** - Use low temperature washes when you can. Most modern machines are designed to run efficiently and effectively on low temperatures. You'll save quite a bit on your energy bill for the year and at the same time prolong the life of your washables.

These are just a few tips to get you started. Look for more creative ways to save daily and you'll save a bundle!

## National Make a Difference to Children Month

“National Make a Difference to Children Month” urges parents and all adults who care about kids to *Make a Difference to Children* in 4 key ways:

1. **Pick one (or more) event or activity to do with a child** that will make some kind of positive difference or impact on that child. A list with 100+ ideas for home, work, your place of worship and in the community to make a positive difference to children can be found at:

[100+ Ways to Make a Difference to Children.](#)

2. **Support an organization that serves children** ...It could be your local community or school program, YMCA, Boy or Girl Scouts, or any other that serves kids. Your support might be as a volunteer or as a financial donation.

3. **Tell your policy makers to support initiatives that are good for kids** ... like your school board, city council,

county commissioners, state legislators & congressional delegation; summer is generally a more relaxed time to communicate with them.

4. **Tell other people about this campaign** ...like your neighbors, relatives, friends, people at work, worship, school or play and pass along this link for more **FREE** info:

[www.kimratz.com/madtc.html](http://www.kimratz.com/madtc.html)

## Playing & Working

Exploration of playing and working helps us to realize that the two are not necessarily separate categories of activity.

What is play to one may be more like work to another (ex: compare a sandlot baseball game to a major league game.) Some people don't

consider their jobs as work at all; they enjoy their work so much that it is a natural part of their being.

Others make a chore out of their recreation. In any case, rather than changing *what* you do for work or play, what's important is increased awareness and a

change in attitude. Stop and take time to examine the roles that working and playing take in your life. Do these activities enhance the quality of your being or could they use some attention to make a more positive influence on your health and wellbeing?

Cont'd on page 3

## Playing & Working

If you discover that your work and play activities do not enhance your life, you may want to consider some changes.

Work and play activities are so connected with our self-concept, a sense of purpose, and in some cases a person's survival that it is no wonder that they are strong determinants of wellness. If there are significant challenges or ongoing problems with our work or play, it is not surprising when our state of health begins to reflect it.

Almost all of our waking hours are spent either working or playing, so it is significant to make conscious decisions about how we spend that time and our attitudes towards those activities.

Nourishment of yourself is the best preventive medicine currently available! The alternatives and possibilities for nourishment are limited only by our old habits, by our fear of trying a new way – and the use of play is a fun

way that you may not have considered!

Don't let yourself be short-changed in either your work life or play life.

To learn more about how playing and working can affect your wellness, please join us on July 16th from 11:30 AM —12:30 PM in Conference Center Room 7 to explore this matter in a playful way.



## Goal Setting for Success

*“A dream is just a dream. A goal is a dream with a plan and a deadline.”*  
~ Harvey Mackey

When it comes to living a happy and fulfilled life, it's important to know how to set and achieve goals. Writing down your goals is a good start, but keeping your eye on the big picture while taking small steady steps towards your goals will be what gets you to accomplish those goals. It really is that simple.

There are 5 basic steps to turning your dreams into goals and your goals into reality.

1. Decide what you want. This takes time, soul-searching and planning.
2. Know (or find out) what it is going to take to make your goal a reality. This may take some research.
3. True goals have beginning dates and ending dates. What date will you begin? What date do you aspire to reach your goal? Write them down and make an emotional and physical

commitment to achieving the goal. See it in your mind, feel it in your heart and believe it with every cell of your being.

4. Determine what steps you need to take daily, weekly, monthly, and yearly to make the goal a reality. What will you need to do to keep yourself motivated?
5. Lastly, make a commitment to making your goal a reality. Track your progress, maintain your vision and continue to reaffirm your commitment all throughout the journey to goal achievement.

When writing your goals evaluate them to make certain that they meet the criteria of SMART goals.

S = Specific  
M = Measurable  
A = Attainable  
R = Realistic  
T = Timely

cont'd on page 4

### July 2009 Events

<p><b>July 7 — Room 3</b>  <b>July 14—Room 1</b>  <b>July 21—Room 7</b>  <b>July 28—Room 5</b>                      5:00 PM  <b>Meditation</b></p>	<p><b>July 16</b>                      11:30 - 12:30 PM  <b>DOT Headquarters</b>                      Conference Center Room 7  <b>12 Dimensions of Wellness - Playing &amp; Working</b></p>
<p><b>July 21</b>                      11:30 AM - 12:30 PM  <b>DOT Headquarters</b>                      Conference Center Room 5  <b>Take Control of Your Retirement Income</b></p>	<p><b>July 23</b>                      12:30 - 1:30 PM  <b>DOT Headquarters</b>                      Conference Center Room 5  <b>Cancer Support Group Meeting</b></p>
<p><b>July 28</b>                      11:30 AM - 12:30 PM  <b>DOT Headquarters</b>                      Conference Center Room 5  <b>Summer Fun &amp; Safety for the Family</b></p>	

### Goal Setting for Success cont'd from p.3

Goals can be set and achieved in all areas of your life. Generally the principles for achieving your goals remain the same regardless if the goals are personal or professional in nature.

No matter what success you are looking for, you will always have issues to overcome, but if you have a strong desire you will find a way.

Take your dreams and turn them into a goal, push through the obstacles, persist, and achieve what you are dreaming of.

"Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use."

*Earl Nightingale*

*"It isn't what you are, or who you are, or where you are, or what you are doing that makes you happy or unhappy. It is what you think about."*

*~Dale Carnegie*

*The U.S. Department of Transportation is committed to providing equal access to workshops for all participants. If you need alternative formats or services, please call 202.366.6389 or contact via email [Judy.Ashley@dot.gov](mailto:Judy.Ashley@dot.gov) with your request by close of business 5 days previous to the event.*

## Don't Forget About These Other DOT Work-Life Supports

#### Lactation Room E12-390

(to use the room register with the Work-Life Advisor)

#### Work-Life Books & Resource Materials

**W56-402**

#### Nutrition Tip of the Week

(to receive the weekly tip in your e-mail, sign up with the Work-Life Advisor)

#### Do you need work-life information in a hurry?

E-Mail your Work-Life Advisor Today:  
[dot.worklife@dot.gov](mailto:dot.worklife@dot.gov)  
 or call 202-366-6389