

## This Week's Learning Objective:

### Personal Wellness

## Materials Needed for this Session:

A copy of PestSure Safety Tip "A Good 8 Hours", enough for each attendee.

A copy of PestSure Safety Tip "Over the Counter Medication"; one for each attendee.

A copy of the "5 Tips for Better Work-Life Balance" article for each attendee to take home with them.

## Leader Notes / Training Outline

1. **Review** the PestSure Safety Tip on "A Good 8 Hours" and "Over the Counter Medication".
2. **Discuss** as a group
  - a. **Exercise**
  - b. **Sleep**
  - c. **Nutrition**
  - d. **Work/Life Balance**
    - i. Each attendee takes home a copy of the article "5 Tips for Better Work-Life Balance"
3. **Discuss** any question from attendees.
4. Open the discussion to the attendees. See Leader Tips below.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Leader Tips:

Announce the learning objective: Our objective today is \_\_\_\_\_

Explain to the group why this topic is being reviewed:

- Prevent you from being injured
- Prevent loss of property

Ask the **group to discuss** the subject matter and give input by drawing from their work experiences:

- Attendee to relate a personal story involving this objective
- Attendee to share something learned on the job involving this objective
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## A Good Eight Hours

Any professional athlete will tell you that the most important pre-game preparation takes place the night before game-day. Getting adequate sleep increases our mental acuity, raises our energy level, and keeps us more alert. You, as an “industrial athlete” require that very same kind of pre-game preparation for your workday.



Your pest control duties present situations throughout your workday that require your full attention, your untapped energy, and your sharp mental acuity. Driving your route is one activity that you engage in every day that becomes very hazardous if you are not well rested and alert.

Getting adequate rest and arriving to the job each day fit for duty is a personal commitment to your safety on the job.

- As often as possible, get a full eight hours of sleep the night before you work.
- Try to maintain a regular schedule of sleeping and eating to help ensure that you receive sound, restful sleep.
- Limit your consumption of alcohol and caffeine on the nights before you work. These substances can adversely affect the quality of your sleep.

There are times when we all must get through a workday when we have not had enough sleep the night before. The key is to avoid making a short night of sleep a common occurrence. On those days when you know you are not well rested, be especially mindful of the hazards that your compromised condition presents.

- Auto accidents from nodding off or losing attention while driving
- Strains resulting from improper body postures while lifting and carrying
- Mistakes in choosing, mixing or applying product
- Falls from lack of attention to your walking/working surface

It is your responsibility to arrive to work each day fit for duty. Doing so will help ensure that you return home each night fit to enjoy your life.

## Over the Counter Medications

This is the season for flu, cold, and allergies. The symptoms that accompany these illnesses can be greatly relieved by over the counter medications. Depending on the severity; the watery eyes, runny nose, coughing, and general achy feeling, can incapacitate some people to the point that they must stay home to recover. When our symptoms are mild enough to allow us to work, many of us use over-the-counter medications to alleviate the discomfort and allow us to make it through the workday.



Common Cold

Typical "cold medications" are antihistamines, decongestants, pain relievers or a combination of all three. Unfortunately, the side effects of these drugs can be dangerous depending on the use and dosage. Many non-prescription drugs cause drowsiness, inattentiveness, or impair one's ability to concentrate or make sound decisions. These medications can slow your reflexes and affect your ability to drive a vehicle or operate other machinery.

**If you take over-the-counter medications to help relieve the symptoms of a seasonal illness, keep these rules in mind:**

- Follow the recommended dosage. Twice the dosage won't make you feel twice as good but can double the side effects such as dizziness, excitability, or drowsiness.
- Don't use combination medicines. Assess your illness and the symptoms you need to treat. Decide if you need a decongestant, a pain reliever, or an antihistamine. Avoid multi-drug products if you only have one symptom to control.
- Don't mix over-the-counter medications or use in conjunction with prescription drugs. The effects of mixing different medications can be severe and are often unpredictable. Individuals who are already on prescription medication should check with their doctor or pharmacist before taking over-the-counter medications.
- Read and understand the label before dosing. Most over-the-counter medicines have warnings about such things as operating machinery, driving, and drinking alcohol when taking the medication. In addition, the label clearly states activities to avoid and maximum dosing in a 24 hour time period.
- If possible, find a medication that works and stick with it. Don't change remedies every few days. Talk to a pharmacist if you are uncertain about the symptoms a medication is designed to control. If you need to try something different, try to do so when you are done working for the day and will have the evening to stay home in a controlled environment.

Don't underestimate the effects that over-the-counter medications can have on your ability to perform your work safely. Consult your physician if your symptoms don't improve in a week or if they get progressively worse. Stay well rested and wash your hands often for your best defense.

## 5 Tips for Better Work-Life Balance

**Beat burnout by discovering ways to devote more time to the activities and people that matter most to you.**

By Jen Uscher

If you're feeling overworked and finding it more challenging than ever to juggle the demands of your job and the rest of your life, you're not alone.

"A lot of people are having a more difficult time finding balance in their lives because there have been cutbacks or layoffs where they work. They're afraid it may happen to them, so they're putting in more hours," says psychologist Robert Brooks, PhD, co-author of *The Power of Resilience: Achieving Balance, Confidence, and Personal Strength in Your Life*.

Here are five ways to bring a little more balance to your daily routine:

**1. Build downtime into your schedule.** When you plan your week, make it a point to schedule time with your family and friends and activities that help you recharge. If a date night with your spouse or a softball game with friends is on your calendar, you'll have something to look forward to and an extra incentive to manage your time well so you don't have to cancel.

"It helps to be proactive about scheduling," says Laura Stack, a productivity expert in Denver and author of *SuperCompetent: The Six Keys to Perform at Your Productive Best*. "When I go out with my girlfriends, we all whip out our cell phones and put another girls' night out on the calendar for one month later," she says.

Stack also plans an activity with her family -- like going to a movie or the park -- every Sunday afternoon. "We do this because if there's nothing on the schedule, time tends to get frittered away and the weekend may end without us spending quality time together," she says.

Michael Neithardt, an actor and television commercial producer in New York City, wakes up three hours before he has to leave for work so he can go for a run and spend some time with his wife and [baby](#). "A lot of my friends tend to wake up, shower, and go straight to work. And they often complain about having no time to do anything," he tells WebMD in an e-mail. "I find that if I can get those three hours in the morning, I have a more productive and peaceful workday. I can sure tell the difference when I don't."

**2. Drop activities that sap your time or energy.** "Many people waste their time on activities or people that add no value -- for example, spending too much time at work with a colleague who is constantly venting and gossiping," says Marilyn Puder-York, PhD, a psychologist and executive coach in New York and Connecticut. She recommends taking stock of activities that aren't really enhancing your career or personal life and minimizing the time you spend on them.

You may even be able to leave work earlier if you make a conscious effort to limit the time you spend on the web and social media sites, making personal calls, or checking your bank balance. "We often get sucked into these habits that are making us much less efficient without realizing it," Stack says.

**3. Rethink your errands.** Consider whether you can outsource any of your time-consuming household chores or errands. Could you order your groceries online and have them delivered? Hire a kid down the street to mow your lawn? Have your dry cleaning picked up and dropped off at your home or office? Order your stamps online so you don't have to go to the post office? Even if you're on a tight budget, you may discover that the time you'll save will make it worth it. Stack also suggests trading services with friends. Offer to do tasks that you enjoy or that you were planning to do anyway.

"You could exchange gardening services for babysitting services," Stack says. "If you like to cook, you could prepare and freeze a couple of meals and give them to a friend in exchange for wrapping your holiday gifts."

**4. Get moving.** It's hard to make time for [exercise](#) when you have a jam-packed schedule, but experts say that it may ultimately help you get more done by boosting your energy level and ability to concentrate. "Research shows exercise can help you to be more alert," Brooks says. "And I've noticed that when I don't exercise because I'm trying to squeeze in another half hour of writing, I don't feel as alert."

Samantha Harris, a lawyer who works for a nonprofit organization in Philadelphia, says she recently started sneaking in a trip to the gym two or three mornings a week before her family wakes up. "It's been a real boost in terms of the way I feel for the rest of the day," she says. "I feel like my head is clearer and I've had a little time to myself."

**5. Remember that a little relaxation goes a long way.** Don't get overwhelmed by assuming that you need to make big changes to bring more balance to your life. Brooks recommends setting realistic goals, like trying to leave the office earlier one night per week.

"Slowly build more activities into your schedule that are important to you," he says. "Maybe you can start by spending an hour a week on your hobby of carpentry or planning a weekend getaway with your spouse once a year," he says.

Stack points out that even during a hectic day, you can take 10 or 15 minutes to do something that will recharge your batteries. "Take a bath, read a trashy novel, go for a walk, or listen to music," she suggests. "You have to make a little time for the things that ignite your joy."