

Sample Communications at Lane Community College

1 Reminder for a health screening:

This is a reminder for your appointment tomorrow morning for the health screening on Tuesday, October 22. **Your appointment is scheduled for 8:30 AM in the CML (Bld. 19), Room 105.** Remember to fast for 12 hours prior; however, drinking water is permitted. Please bring \$15.00 (cash or check) to your appointment to pay for your screening.

Please confirm your appointment by replying all and including your L number with your reply.

Thank you and we'll see you soon,

2 Newsletter email:

UNDRESS THE STRESS (UTS) NEWS

I hope Fall term is off to a great start for you.

Do you need a little nudge to get back on the wellness track, to get a little more sleep, feel a little more relaxed and/or eat one more carrot stick (I'm afraid to mention broccoli)?

- It's not too late to join the Healthy Habits Wellness Challenge. You will feel better and increase your energy by earning points for sleeping, reducing stress, eating fruits and vegetables, drinking water and exercising. And you will have a chance to win one of five gift cards (from local businesses) weekly! To join the Healthy Habits Challenge reply to this email or contact me or ext. 555, and see the attached.

Weight Watchers recognizes that food is only one part of the weight-loss equation.

- Activity, healthy habits, support and smart food choices: these are the keys that can lead to real, lasting success. Benefits may be available to cover some or all costs. **We need two more people** to get Weight Watchers back on campus meeting Wednesdays at noon. Contact Wendy Simmons at simmonsws@lanecc.edu or ext. 5551 if you are interested or have questions.

The weather is beautiful now, and now is the time to prepare for and **be aware of Seasonal Affective Disorder (SAD).**

- If you get depressed in the winter, but feel much better in spring and summer, you may have SAD. For information on symptoms and treatment, check out <http://www.webmd.com/depression/tc/seasonal-affective-disorder-sad-topic-overview>

To your health,
Wendy

3 In Lane's Employee Newsletter, The Weekly:

WELLNESS TRAININGS

** It's not too late to join "Nia" Wednesdays at noon, "Relaxation & Rejuvenation" for 20 minutes at 1 p.m. Mondays & Wednesdays, or Chanting for 30 minutes Tuesdays and Thursdays at 1 p.m. For details and the full list of classes go to <http://www.lanecc.edu/wellness/employee-wellness-classes>

** Weight Watchers is starting soon. Benefits may be available to cover some or all costs. Contact Wendy Simmons at simmonsws@lanecc.edu or ext. 5551 if you are interested or have questions.

** Start the year off well-rounded and earn points for sleeping, reducing stress, eating fruits and vegetables, drinking water and exercising. You will feel better and have a chance to win weekly! To join the Healthy Habits Challenge contact Wendy Simmons at simmonsws@lanecc.edu or ext. 5551.

4 On our Lane Community College Wellness website:

Employee Wellness Class Schedule-Fall 2013

Take time to care for your most valuable resource – your health. Wellness classes and events are open to all LCC employees, their spouses/domestic partners and their dependents, along with retirees. All classes and events are free, unless otherwise noted. To sign up for a class, use the corresponding CRN. To sign up for a special event or program, contact Wendy Simmons at (541) 463-5551 or simmonsws@lanecc.edu or Layne King at (541) 463-5245 or kinglm@lanecc.edu.



CLASSES

Download a PDF copy of the Fall 2013 Quick Picks List

Agility, Balance, Core & More M/W

An age-friendly, higher intensity class where you can work according to your current fitness level. Focusing on multi-joint exercises using body weight and other equipment, we will work on increasing muscular endurance, cardiovascular endurance, core strength, coordination and balance in a fast paced, fun class. (Free)

Instructor: Jennifer Tenderella, ACSM Certified

Mondays and Wednesdays, 10/7 – 12/9, 4:05 – 4:55 PM

Building 30, Room 135, CRN 23750

How can you **Create** more opportunities to laugh?

- Watch a funny movie or TV show.
- Go to a comedy club.
- Read the funny pages.
- Check out your bookstore's humor section.
- Host game night with friends.
- Goof around with children.
- Do something silly.
- Play mini golf or go to karaoke with friends.

- Smile. Smiling is the beginning of laughter. When you look at someone or see something even mildly pleasing, practice smiling.
- When you hear laughter, seek it out and ask, "What's funny?"
- Spend time with fun, playful people. These are people who laugh easily—both at themselves and at life's absurdities.
- Bring humor into conversations. Ask people, "What's the funniest thing that happened to you in the last week?"

What 3 things do you want to try this week?

1)

2)

3)

