

## Quick and Easy Way to Organize Your Outlook



Do you find that you are having trouble keeping your emails, meetings and contacts organized in Outlook? While Outlook is an incomparable software that is used in workplaces worldwide, we are likely not utilizing all of its capabilities. [We have some tips and tricks](#) that can help you become more organized by better utilizing some of Outlook's capabilities.

## Journaling for Maximum Impact

If you keep a daily personal journal, you already know that it helps you focus on goals and directs your thoughts and intentions toward dreams and desires. The positive outcomes that appear in your life are the result of focus. If you don't keep a journal now, try a journaling experiment to see if this exercise has payoffs for you. Journal in the morning or after taking a 30-minute break from work. Don't journal while watching television or alongside other distractions. You can also journal after taking a walk, a drive, or perhaps after working out. This time gap puts you in a more creative mindset. Journal four things—and try to do this daily—your ideas and sudden insights; positive statements that you will achieve your goals, plans, and strategies; and thanks and acknowledgements for positive outcomes you are experiencing.

## Can't Out-Train a Bad Diet

Awesome, you've decided to get healthier by exercising more and training for improved fitness, but wait, are you changing your diet? A common misconception is that exercise can out-train a bad diet. If you are still eating high-calorie foods, fats, and prepared foods, and hitting restaurant buffets, you are fighting a losing battle. You might feel a bit less guilt about your diet, but even a daily two-mile jog can't put a dent in a bad diet. The opposite is also true. A diet without enough carbs or calories can cause you to lose muscle rather than burn fat for the energy needed in your exercise program. So what's the solution? Talk to your doctor about exercise. Get a referral for nutritional guidance. Your health provider may only recommend a great book. Perhaps an experienced nutritionist is better. Either way, overlooking diet as you seek improved health will place you at risk for giving up on the new life habit of building a better you.

## Mismanaging Your Anger

Do you struggle to keep your anger under control by attempting to suppress your thoughts at temper-triggering events? Suppression—consciously attempting to tamp down or block troubling thoughts is a natural defense mechanism, but it is not very efficient when solely used as an anger management strategy. In fact, it could contribute to a more explosive response of anger. You're missing two additional parts—learning healthy expression (talking about your feelings) and intervention skills—exercises that when practiced regularly retrain how you respond to anger cues. Talk to your EAP or a professional counselor, get a referral to the help you need, and experience the relief and satisfaction that come with feeling in control of how you respond to common life stressors and events.

## World Health Organization: Workplace Burn-out Recognized

The World Health Organization (WHO) now recognizes "burn-out" as a genuine health condition in its International Classification of Diseases. Its definition: "A syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed." The syndrome is characterized by three dimensions: "1) feelings of energy depletion or exhaustion; 2) increased mental distance from one's job, or feelings of negativism or cynicism related to one's job; and 3) reduced professional efficacy." Sound familiar? If so, talk with your organization's Employee Assistance Program (EAP) or a professional counselor.

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