

Human Resources Update



Upcoming Workshops

See calendar for course descriptions

June 10, 2008 – St. George Council Chambers

New Employee Orientation Program – Overview of Dorchester County Policies and Procedure

June 17, 2008 – Summerville Council Chambers

Managing your Time for Maximum Productivity
9am-12pm

Personnel Issue Update with Linda Edwards TBA

Contact Tammy in HR to register.

Tips for organizing your time

If you find your work tasks getting out of control, here are some tips to stay on track:

1. Keep a list of tasks to complete. You will have your next day planned out for you, and crossing items off as they get done will give you a sense of accomplishment.

2. Set your priorities. Work first on the tasks that are the highest priority or that have the closest deadlines. Skip going through your in basket in favor of getting what's really necessary done first.

3. Keep distractions to a minimum. Only check email a few times a day, instead of interrupting your work to check it. If you are subject to constant interruptions, go to a vacant conference room to

Rethink your Drink

Smart Drinks for a Healthy Weight

Staying well-hydrated can make a difference in your health, your performance and even your attitude. Choosing power drinks like water, milk and juice instead of soft drinks can help you maintain a healthy weight and quench your thirst at the same time.

1. Drink in the AM: Pour a glass of juice or milk

Start the day out right by drinking at least 8 ounces of refreshing liquids before you leave the house. For an early morning health kick, choose a tall glass of low-fat or fat free milk; some 100% fruit or vegetable juice; or a creamy fruit and yogurt smoothie.

2. Drink all day: Keep a water bottle handy

Carry a bottle in the car, to work or at school and fill it with cool water throughout the day. If you enjoy a bubbly beverage, try sparkling water or club soda instead of a sugary soft drink. For a real thirst quencher, add a squeeze of lime, lemon or orange.

3. Drink in the evening: Serve power drinks for dinner

Skip the soft drinks and pour a power drink for the whole family. Kids

of all ages need bone-building calcium and protein to stay strong and tall. Milk (1% or fat-free) is a delicious way to get powerful proteins, vitamins, minerals and fluids all in one glass.

4. Drink before activity: Hydrate yourself with water

Being well-hydrated enhances your athletic performance and your enjoyment. You'll do better and feel better too! Drink at least 8 to 16 ounces of water a couple of hours before you begin any intense physical activity. Then another 8 ounces right beforehand.

5. Drink during activity: Stay cool with cool fluids

Try to drink at least eight ounces for every half-hour of strenuous activity. On a brisk walk, you can sweat as much as a quart an hour. Water is best in most situations. Sports drinks may be helpful if your activity lasts over an hour or if the intensity is very high.

6. Drink after activity: Rest, re-fuel, and re-hydrate

Here's an easy way to tell if you've taken in enough fluid to replace what you lost in sweat. Check your urine. If it is clear to pale yellow and nearly odorless, you're doing great. If not, pour yourself another tall glass of water or 100% fruit juice

get some work done, or, if you have an office, close the door. Forward your phones to voicemail to eliminate phone interruptions as you're working. When you do take a break, make all your outgoing phone calls at that time.

4. Keep the mess under control. Try to schedule time at the end of

the day to file papers away so you don't return the next day to a messy desk. If you keep your files organized, you will waste less time looking for things you know you have somewhere, but you're not quite sure where.

For more tips on how to Managing your time contact Tammy in HR to register for the upcoming teleconference on June 17th from 9am-12 noon in Summerville.

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