



Total Wellness[®] BECOMING A TOTAL PERSON[®]

Volume XXI, Number 10

October 2013

Storing and Using Medicines Safely

Here are tips on how to store and use your medications safely:

- ◆ Store medicines in a cool, dry place and out of a child's reach. If medicines are to be stored in the kitchen, store them away from the stove, sink, and any heat-releasing appliances.
- ◆ Keep your medicines separate from those of your spouse or other family members. This will prevent someone from taking the wrong one by mistake.
- ◆ Open the medicine bottle with it resting on a flat surface, such as a countertop. In case you drop your pill, it will land on a countertop and not be lost down the drain or on the floor.
- ◆ Make sure there's good lighting where you store your medicines so you can make sure you're taking the right medicine. Never take medicine in the dark.
- ◆ Always keep medicine in the bottle it came in. Never mix different medicines in one bottle. If you use a daily dosage container, keep the medicine bottle until the medicine is gone so you have the label information available if you need it. Keep the lids to your medicines tightly closed.

Making Wise Choices with Medicines

During any week, four out of every five U.S. adults will use prescription or over-the-counter (OTC) medications or dietary supplements. Most of these medicines help the people taking them, but sometimes they may injure or harm them mostly because of unwise choices by the consumer. Misuse of medications – either by not following the dosage instructions or by not taking them as directed by your doctor or pharmacist – can be dangerous. **It's important to remember these tips for taking medications safely:**

- ▲ Keep an updated list of the prescription and OTC medicines and other products like vitamins and minerals, you're taking. Take this list with you when you visit your doctor.
- ▲ Avoid combining prescription and OTC medicines without talking to your doctor first.
- ▲ Make sure you understand clearly how to take your medications correctly. Ask about food and medicine interactions.
- ▲ When you're given a new prescription to take, ask your doctor or pharmacist to write down the name of the medicine, what it's for, its dosage, and how often to take it. Ask them to explain how to take it properly and what side effects you may experience.



- ▲ Always store drugs out of the reach of children and use child-proof containers if children are in your home.
- ▲ Throw away the cotton plug in a medication bottle. Leaving it in the bottle can draw moisture into the container.
- ▲ Check the expiration date each time you take a medicine. Throw out and replace any medications that are out of date.
- ▲ Examine the medicine. Never use a medication that has changed color, consistency, or odor, regardless of the expiration date. Throw away capsules or tablets that stick together, are harder or softer than normal, or cracked or chipped.
- ▲ If the medicine is liquid, use a measuring device specifically designed for taking medicine. Avoid using your home spoons as sizes may vary.
- ▲ Make sure you give infants and children the OTC medicines specifically formulated for their age and weight.
- ▲ Remember that OTC medicines are for temporary relief of minor symptoms. If a condition persists or worsens, see your doctor.
- ▲ Always check for tampering in any OTC medicine. If there is, contact the pharmacy and don't take it.

For more information on taking medicine safely, visit www.talkaboutrx.org or www.bemedwise.org.

Safeguard Your Back

According to the American Chiropractic Association (ACA), stretching and an active lifestyle can do wonders to help relieve and prevent back pain. Stretching can facilitate movement and improve strength. Whenever stretching, it's important to use the proper technique and if you experience any pain or tingling in the extremities, you should stop.

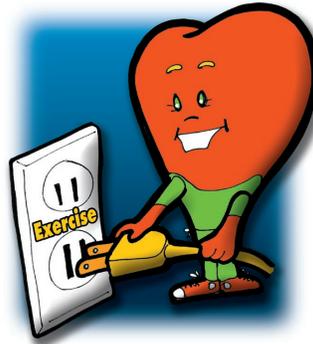
Here are some tips from the ACA:

- Warm up your muscles before stretching by walking or doing other gentle movements for 10 to 15 minutes.
- Slowly increase your stretch as you feel your muscles relax. Avoid bouncing or overstretching.
- Stretch slowly and gently only to the point of mild tension, not to the point of pain.
- Breathe while you stretch. Inhale deeply before each stretch and exhale during the stretch.
- As your flexibility improves, increase the number of repetitions you do while stretching.
- Always stop immediately if you feel any severe pain.

Source: American Chiropractic Association, www.acatoday.org



Energize Your Body



Did you know that exercising regularly can:

- make you feel more energetic
- help you lose weight
- help you sleep better
- lower your chance for diabetes
- lower your chance for a stroke
- lower your blood pressure
- improve your blood cholesterol levels
- and just make you feel better all over?

You can energize your body by adding more activity to your daily routine. Any movement you do burns calories, and the more you move, the better. **Check out some of these simple activities to get you started:**

- ▲ Get up 15 minutes earlier in the morning and stretch.
- ▲ Jog in place at home or in the office.
- ▲ Ride your stationary bike while watching TV.
- ▲ Work out with an exercise video or DVD.
- ▲ Use the stairs instead of the elevator.
- ▲ Walk to each end of the mall when you go shopping.
- ▲ Park your car a few blocks away and walk.
- ▲ Play your favorite dance music and work on your moves. Take a dance class with a friend or loved one.
- ▲ Jump rope or play tag with your kids or grandkids.
- ▲ Use hand-held arm weights during a phone conversation with a friend.

What type of physical activity is best for you? The best type is the one or two that you will do! Pick an activity that you enjoy doing and one that will fit into your daily routine. Start with moderate levels of activity and work your way up. Moderate activities such as walking and climbing stairs for 10 minutes, three times a day can improve your health. Other moderate activities to consider are gardening, vacuuming, or bowling. If you're looking for more vigorous levels of activity, consider bicycling, jogging/running, swimming, marching in place, doing aerobics, or playing sports (basketball, football, soccer, or baseball).

Improving Your Circulation

With each beat of your heart, blood flows into your vessels and throughout your body, carrying oxygen and other nutrients necessary for your body to live. As your blood flows, it also removes waste products, toxins, and other harmful substances in your body. Keeping your blood vessels flowing smoothly is very important. Heart disease can develop when they become clogged, weakened, or damaged.



The best way to prevent vascular disease is to make heart healthy lifestyle choices. **These include:**

- Quit smoking.
- Eat nutritious, low-fat, low-sodium foods.
- Exercise on a regular basis.
- Control your high blood pressure, high cholesterol, diabetes, and other health conditions.
- Maintain a healthy weight.
- Avoid or limit the amount of caffeine you consume.
- Reduce stress in your life.
- Review your family history and discuss it with your doctor.
- Keep track of symptoms you have and report concerns to your doctor.
- Have regular medical checkups.
- Take medications as prescribed by your doctor.

For more information, visit the American Heart Association at www.americanheart.org.

Schedule Exercise

- Work out with a family member, friend, or neighbor. Teaming up with a partner keeps you both motivated.
- Start a physical activity group at your church.
- Keep a pair of walking shoes at work. Hook up with a coworker and use part of your lunch time or breaks to be active. Challenge each other to better health.



Examine Your Breasts

Women should examine their breasts regularly to detect lumps or abnormalities that could signal breast cancer. An exam should be done once a month, several days after the last day of a woman's period.

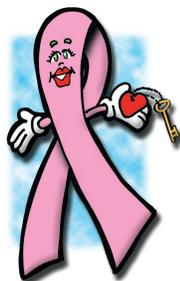
Here are the basic steps for breast self-examination:

- ◆ Standing with your shoulders straight and your arms on your hips, face a mirror. Look for any differences in size, shape, color, swelling or bulging of the skin, changes in the nipple, or any signs of redness or rash.
- ◆ Raise your arms, and examine your breasts for any of those differences.
- ◆ Gently squeeze each nipple to check for any discharge.
- ◆ Lie down, and feel each breast with the hand of the opposite arm. Feel all the tissue, applying pressure to check deep tissue for any lumps or abnormalities. You may want to try this method in the shower, while the skin is slippery.

There's no sure way to avoid breast cancer. Healthy lifestyle choices, however, may help lower the risk of the disease. These choices are:

- Be physically active.
- Maintain a healthy weight.
- Cut down on "bad" fats (saturated and trans fats), and consume more "good" fats (polyunsaturated and monounsaturated fats, like olive and canola oil).
- Take a daily multivitamin with folic acid.
- If you drink, limit alcohol intake to less than one alcoholic drink a day.
- Choose to breastfeed your children if possible.

For more information, visit Susan G. Komen for the Cure at www.komen.org or the National Breast Cancer Awareness Month website at www.nbcam.org.



Know the ABCs of Liver Health

Liver disease affects one out of every 10 Americans. Because of this risk and the fact that your liver performs more than 5,000 important functions every minute of the day to keep your body healthy, it's vital that you take care of it. A healthy liver is essential to a healthy life.

Here are some of the risk factors for liver disease:

- You're exposed to blood or bodily fluids on the job.
- You're regularly exposed to toxins or chemicals such as aerosol cleaners, bug spray, paint fumes, or tobacco smoke.
- You have injected drugs, especially if you shared a needle.
- You have had frequent, unprotected sex with many partners.
- You have had a tattoo or piercing with an unsterile needle.



- You consume alcohol.
- You use certain herbal remedies.
- You have certain conditions, such as obesity, diabetes, or high triglycerides.
- You received a blood transfusion before 1992.
- You're a military veteran (especially a Vietnam-era veteran)
- You have ever had an abnormal liver function test.

To keep your liver healthy, consider these tips:

- ▲ Avoid putting yourself at risk for hepatitis and other liver diseases.
- ▲ Be careful about what you eat, drink, take, and breathe, because everything gets filtered by your liver.
- ▲ Talk to your doctor about vaccines for hepatitis A and B.

For more information, visit the American Liver Foundation at www.liverfoundation.org.

Protect Against Periodontal Disease

Nearly 75 percent of American adults suffer from various forms of periodontal (gum) disease and don't know it. Though reversible in its initial stages, mounting evidence of the relationship between oral bacteria and life-threatening diseases such as oral cancer, heart disease, diabetes, respiratory ailments, and premature, low birthweight babies makes it critical that the condition be prevented or treated aggressively. **Here are the signs and symptoms of periodontal disease:**

- Red, swollen, or tender gums
- Bleeding gums while brushing or flossing
- Loose or separating teeth
- Tooth loss
- Pus around the teeth and gums
- Pain when chewing
- A change in the way your teeth fit together when you bite down
- A change in the fit of partials or dentures



Early detection by a dental hygienist or dentist can lead to aggressive treatment and the control of periodontal disease. It also helps prevent many of the health and life diseases associated with it. Regular dental visits, every six months or as scheduled by your dentist's office, will help you learn more about proper care for your teeth and gums.

For more information about proper oral health care, as well as brushing and flossing instructions, ask your dentist or dental hygienist, or visit the American Dental Hygienists' Association website at www.adha.org.

Invest in Improving Your Productivity

By Paul J. Meyer



A basic part of human nature yearns to achieve, accomplish, attain, and do better in the future than in the past. The term, productivity, captures the essence of this human pursuit of becoming better and doing better. Productivity, in fact, has earned recognition as the key to personal and business progress and success.

Since improving productivity is vital in today's competitive world, a clear understanding of the term productivity is essential. Productivity in a broad sense is concerned with the overall effectiveness of getting things done. Regardless of your particular business or profession, productivity is the force that propels continuous improvement.

Consider these time-use practices that can positively affect your productivity:

- ◆ Concentrate on high-priority activities. The quickest and most effective route to increasing productivity is to spend time on tasks that advance important goals. Empower team members to solve their own problems. This approach saves you valuable time and gives others the opportunity to develop the skills, commitment, and sense of ownership to solve significant problems.
- ◆ Exercise self-discipline. Self-discipline enables you to stay focused on a task and work on it until it is complete. Establish your priorities and then refuse to let distractions, interruptions, or happenings of the moment destroy your concentration. Discipline yourself to give tasks only the amount of time and effort they need.
- ◆ Be persistent. Set definite goals, plan carefully, and concentrate on the actions necessary to meet your goals. This combination of factors enables you to be persistent, and persistence is a characteristic of the successful individual.
- ◆ Get started. The best way to guarantee completion of a project is to get started – now. Avoid the tendency to procrastinate. Be proactive in all instances.
- ◆ Strive for results – not perfection. Distinguish between what is important and what is not. Set aside a reasonable amount of time to accomplish a specific task. Then, stick to your deadline. Recognize that some tasks are not important enough to lavish too much time or effort on.

Invest your time wisely and reap greater dividends!

Paul J. Meyer was a successful entrepreneur and author of personal and professional improvement programs, courses, and books, including his latest book, Forgiveness... The Ultimate Miracle. For more information, visit his website at www.pauljmeyer.com.

Examine Your Priorities

“Things that matter most must never be at the mercy of things which matter least.”
– Goethe

Beck Weathers, a Dallas pathologist with a passion for high adventure, survived a tragic, terrifying day on Mt. Everest. Eight of his fellow climbers didn't survive. Weathers' much-publicized story of being separated from his party, wandering alone on the mountain, enduring temperatures of perhaps 50 below zero and 70-knot winds, and being left for dead is the stuff of bestselling novels and Hollywood megamovies. But for this man, it was not fiction but harsh reality.



Although Weathers survived this ordeal, he lost his right arm almost to the elbow. The fingers and most of the thumb of his left hand had to be removed, and surgeons constructed a new nose to replace the one lost to frostbite. But Weathers considers himself fortunate. He was given the chance to see life in a new light and to get a new vision of what really matters.

As a man obsessed with reaching the summit of both his career and his mountain-climbing goals, Weathers admits that he had lost sight of what really mattered in life, particularly his family. His time was spent working or working out. Since that tragic day on the mountain and his amazing survival, Weathers now has his priorities in order.

Who and what is most important in your life? Are you focusing your time and attention on them, or are you attempting to climb mountains that bring little reward? Create great days for yourself and those you love by valuing those things that have the most value in your life.

Julie Alexander is a professional speaker who works with organizations that want to boost morale and people who want great days on and off the job. She is the author of Great Days: 50 Ways to Add Energy, Enthusiasm, & Enjoyment to Your Life and Make Life Count! – 50 Ways to Great Days. For more information, visit www.JulieAlexander.com.



InSync® Moment #95 – Push the Limits

We create limits through our belief systems. Society creates limits through rules, conditioning, and expectations. There's no limit to what you can learn, think, create, achieve, give, or receive. There's no limit to what's possible. What restricts you? What binds your belief in possibilities? Identify your limits and push!



© Susan Pilgrim, Ph.D., author of Living InSync®. Contact her at pilgrim.s@sbcglobal.net.

Plan Your Fire Escape

No one wants to hear the sound of sirens as fire trucks scream through the streets. But fires are a reality. Firefighters stress the importance for families to have a plan in case of a fire and the need to practice the escape. **The National Fire Protection Association (NFPA) suggests the following when making an escape plan:**



- ❖ Have two ways out of every room in your house.
- ❖ Have the number to call posted in case of a fire emergency.
- ❖ Establish a place outside for members of the family to meet in case the house must be evacuated.
- ❖ Make sure bedroom windows open easily for a possible escape route.
- ❖ Practice and establish that children can unlock doors and can open doors and windows with ease.
- ❖ Test smoke alarms regularly and change the batteries at least once a year.
- ❖ If the house has a second floor, have an escape ladder that can be dropped down from the upstairs window.

For more information, visit www.nfpa.org for a home escape plan grid and home safety checklist. Visit www.sparky.org to register your family's participation in the Great American Fire Drill and for fun stories and activities that stress fire safety to your children or grandchildren.

Make Your Trick-or-Treat Time Safe

Most parents caution their children about such things as sharp objects stuck in apples, getting hit by a car, and going only to certain houses. However, lesser-known Halloween pitfalls include:

- **Hand Injuries** – Make pumpkin carving safer with inexpensive carving kits that provide tiny saws, rather than knives. Kids can also draw faces or designs on the pumpkins and leave the carving to adults.
- **Allergic Reactions** – Dermatologists say allergic reactions to face paint are common. Test paint on an arm a few days before Halloween to see if there's a reaction. Always remove the paint before bedtime.
- **Dangerous costumes** – Beware of tripping hazards such as large shoes, capes, or long skirts. Always check to make sure that a costume's label says it's made of a flame-resistant material. Add inexpensive reflective tape to help drivers see children at night.



Jump-start Your Car Safely

Jump-starting a vehicle can be very dangerous both to the person doing it and to the vehicle. **Here are some safety tips from Prevent Blindness America:**

- Before touching a dead battery, read the owner's manual for the vehicle.
- Check the battery for cracks, corrosion, and loose wires every time you change your oil.
- When working with a battery, wear splash-proof polycarbonate goggles with a Z-87 label on the frame.
- Never smoke or use anything that could spark a fire.
- Make sure your jumper cables are in good condition.
- Call a professional if you're unsure of how to jump-start your battery.



Glue with Caution on Fall Crafts

Fall begins the big season for crafts, and a glue gun is used for many of these projects. **The Hobby Industry Association offers these safety tips:**

- Handle objects you will glue with tweezers or toothpicks when possible.
- Use the right glue stick for wood, glass, fabric, or other surfaces.
- Clean and sand smooth surfaces before attempting to bond.
- Cool the gun when finished, and clean it with a fabric softener sheet.

Skip the Tunes During Storms

According to the *New England Journal of Medicine*, emergency room doctors report treating patients who have suffered lightning-strike injuries while using personal electronic devices, like iPods, other MP3s, and CD players. One jogger received chest and neck burns, ruptured eardrums, and a broken jaw after lightning traveled through his iPod during a thunderstorm.

The American College of Emergency Physicians says electronic devices don't attract lightning like a tall tree or a lightning rod. When a person is struck, however, metal in devices conducts electricity causing burns and other injuries.

Lightning doesn't have to strike a person directly to cause damage. It may strike a nearby tree and flash over to the person. When thunder is heard, it's best to get indoors. A lightning strike can occur when the storm is miles away.

Statistically, chances of being injured by lightning are not high. In 2006, lightning killed 47 people and hurt 246. Those numbers could be higher because many cases aren't reported. Play it safe by not using electronic devices outside in storms.

When You're Feeling Down...

According to the National Institute of Mental Health, depression is a serious medical illness. It's more than just feeling down in the dumps or blue for a few days. It's feeling down and low and hopeless for weeks at a time.



People who are depressed may experience some of these symptoms:

- Persistent sad, anxious, or “empty” mood
- Feelings of hopelessness and pessimism
- Feelings of guilt, worthlessness, and helplessness
- Loss of interest or pleasure in hobbies and activities that were once enjoyed
- Decreased energy, fatigue, or being “slowed down”
- Difficulty concentrating, remembering, or making decisions
- Insomnia, early-morning awakening, or oversleeping
- Appetite and/or weight loss or overeating and weight gain
- Thoughts of death or suicide
- Restlessness and irritability
- Persistent physical symptoms that don't respond to treatment, such as headaches, digestive disorders, and chronic pain.

According to the National Institute of Mental Health, here are ways to help yourself:

- Set realistic goals in light of the depression and assume a reasonable amount of responsibility.
- Break large tasks into small ones, set some priorities, and do what you can as you can.
- Try to be with other people and to confide in someone.
- Participate in activities that may make you feel better.
- Expect your mood to improve gradually, not immediately. Feeling better takes time.
- Postpone important decisions until the depression has lifted.
- Let your family and friends help you.

According to the National Institute of Mental Health, you can help someone recover from depression by:

- Encouraging the person to make an appointment with a doctor, or make the appointment yourself. You may want to go along for support.
- Encouraging the person to stick with the treatment plan, including taking prescribed medicine. Improvement may take several weeks. If no improvement occurs, encourage the person to seek a different treatment rather than giving up.
- Giving emotional support by listening carefully and offering hope.
- Inviting the person to join you in activities that you know he or she used to enjoy, but keep in mind that expecting too much too soon can lead to feelings of failure.
- Not accusing the person of faking illness or expect them to “snap out of it.”
- Taking comments about suicide seriously, and seek professional advice.

For more information on depression, visit the National Institute of Mental Health at <http://www.nimh.nih.gov/healthinformation/depressionmenu.cfm>.

Coping with Life Changes

Change occurs when one thing ends and another begins. Change is inevitable and unavoidable. Not all change is bad. In fact, change can drive you, challenge you, and keep you striving to achieve more in life. Without change, life would become boring and unproductive. Here are several ways to cope with change:

- ◆ Anticipate when things are changing and develop ways to deal with it.
- ◆ Share your feelings about change. Lean on your friends and family for support.
- ◆ Take care of yourself. Eat right, exercise regularly, and get enough sleep.
- ◆ Talk to your doctor or a counselor if you feel overwhelmed with the stress of change.



Living with Alzheimer's

According to the Alzheimer's Association, Alzheimer's disease is a condition that's always changing. However, people who have Alzheimer's can continue to live independently during the early stages of the disease by making simple adjustments, taking safety precautions, and having the support of others:

- Get help with daily tasks.
- Get meals or groceries delivered to your home.
- Use a lawn service to do yard work.
- Ask your bank if they provide services to help pay bills and keep track of your accounts.
- Hire a cleaning service to vacuum, dust, mop and do laundry.
- Use memory aides. Labels, lists, notebooks and sticky notes can help you cope with memory loss.
- Keep important numbers by the phone.
- Post reminders to lock doors or shut windows.
- Have step-by-step instructions on how to work appliances or complete routine tasks.
- Make home safety improvements, such as installing grab bars in the bathroom to minimize falls.
- Make plans now for your future care so your family can honor your wishes.
- Take medications as prescribed.
- Have a plan to get around. If it's no longer safe for you to drive, ask family and friends for a ride.
- Stay active. Continue doing hobbies you enjoy.
- Talk openly about your memory loss and allow them to ask questions.



For more information on Alzheimer's disease, visit the Alzheimer's Association at www.alz.org.

Tomato Basil Sauce

- 1 Tbsp. olive oil
- 2 white onions, diced medium
- 2 tsp. minced garlic
- 1/2 cup minced shallots
- 1 Tbsp. chopped fresh thyme
- 1 tsp. chopped fresh rosemary
- 1 Tbsp. chopped fresh oregano
- 2 Tbsp. chopped fresh basil
- 5 tomatoes, skinned, seeded and diced*
- 1 can (32 oz.) whole tomatoes
- 1 Tbsp. creole seasoning
- 1 Tbsp. Mrs. Dash Garlic and Herb Seasoning

*Tomatoes are easily skinned by immersing them in boiling water for 10 seconds. Remove with slotted spoon. Skins will “slip off.”

Sauté onions, garlic, shallots, and herbs in olive oil until onions are transparent, about 3 to 4 minutes.

Add fresh and canned tomatoes. Cook for 5 minutes at full heat. Lower heat and continue to cook until sauce has reduced by one-third.

Add seasonings. Cook for about 1-1/2 hours, stirring occasionally. Leave chunky; do not grind or blend.

This sauce may be made in large quantities and frozen (after cooling) in zip-top bags for later use. Microwave or place in refrigerator to thaw.

Makes 14 servings, 1/2 cup each.

Each serving contains: 40 calories, 1 g. protein, 1 g. fat, 0 mg. cholesterol, 7 g. carbohydrates, 240 mg. sodium. Calories from fat: 25 percent

From Pamela Smith's Eat Well, Live Well. Visit www.pamsmith.com for more information.

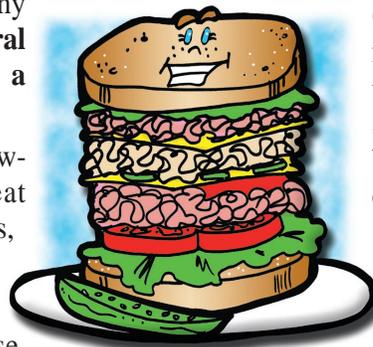
Pamela Smith is a Registered Dietitian and nationally known radio and TV host. For more information, call 1-800-896-4010 or visit her website at www.pamsmith.com. Her book, *The Energy Edge*, gives power points to have energy for life!



Build a Healthier Sandwich

Sandwiches are an American favorite and fill many people's lunch boxes every day. But if you're not careful, your sandwich could be filled with fat and be unhealthy for you. **Here are several tips on how to build a healthier sandwich:**

- Select high-fiber, low-calorie, whole-wheat bread, tortillas, pitas, muffins, or rolls.
- For the condiments on the sandwich, choose mustard, fat-free mayonnaise, or fat-free cream cheese. For added taste, you might try fat-free dressing or salsa for your sauce.



- Select lean, low-fat meats on your sandwich—turkey, ham, chicken, roast beef, tuna. Skip the cheese or choose low-fat or fat-free types of cheese.

- Fill your sandwich with fresh vegetables, like lettuce, tomato, mushrooms, sprouts, spinach, cucumbers, bell peppers, zucchini, and onions.

- For added flavor, sprinkle on some fresh or dried herbs or salt-free seasoning blends.

Tip: For a new “sandwich” idea, wrap some seasoned chicken or lean turkey in a leaf or two of red lettuce.

Keep Your Kitchen from Catching Fire

Things get hot in the kitchen, so hot that the New York City Fire Department says preparing a home-cooked meal is a primary cause of home fires and injuries. **To reduce your risk of a cooking fire, the fire department says:**

- Never leave cooking food unattended.
- Keep kids three feet away from the stove and keep pot handles turned in.
- Have a pot lid handy to smother a pan fire. Don't attempt to pick up the flaming pan.
- Never put water on a pan fire. This can make the fire splash out and spread.
- If you have to plug many electrical appliances into one outlet, use a power strip with a built-in fuse.
- Before leaving a crock pot on for the day or at night, check the cord after the crock pot has been on for 15 minutes. If it's very warm to the touch, the appliance isn't safe to use.

VEGETABLE TORTILLA PIZZA



Makes 1 serving

- 2 fajita-sized, fat-free flour tortillas
- 1/3 cup fat-free mozzarella/Parmesan cheese, blend, divided
- 1/4 cup Tomato Basil Sauce (see recipe)
- 1 Tbsp. chopped fresh herbs (cilantro, basil, rosemary, thyme), divided
- 6 strips red bell pepper
- 6 strips green bell pepper
- 6 strips yellow bell pepper
- 3 broccoli florets
- 1/4 small red onion, diced

Each serving contains: 309 calories, 18 g. protein, 5 g. fat, 24 mg. cholesterol, 48 g. carbohydrates, 460 mg. sodium. Calories from fat: 14 percent

Preheat oven to 450 degrees. Lay one tortilla on round wire mesh pan. Sprinkle it with 2 Tbsp. cheese blend; top with remaining tortilla. Brush the top of the tortilla with Tomato Basil Sauce and sprinkle with 1/2 Tbsp. herbs. Lay peppers, broccoli and onions on top of sauce. Sprinkle with the remaining cheese blend. Bake until lightly browned and crisp, about 5 minutes. Sprinkle with remaining herbs.

From Pamela Smith's Eat Well, Live Well. Visit www.pamsmith.com for more information.

✂ clip and keep

This newsletter is published monthly by Rutherford Communications, P.O. Box 8853, Waco, Texas 76710, 1-800-815-2323, www.rutherfordcommunications.com. Copyright © 2013 Rutherford Communications. All rights reserved. Material may not be reproduced in whole or part in any form without the written permission of the publisher. Subscription price (12 issues), \$25 per year in U.S.

Publisher: Ronnie Marroquin

Managing Editor: Kimberly Denman

Illustrations by RMS Graphics

Editorial Advisory Board: *Bill Anderson, Ph.D., and Richard Jackson, M.D., F.A.B.F.P., and Pamela Smith, R.D.*

This newsletter is not intended to provide medical advice on personal wellness matters, which should be obtained directly from your physician.

ISSN 1072-4788

family and home

Know Where House Keys Are

To maintain the security of your home, you should be able to immediately identify the location of all keys.

Here are some additional tips:

- ◆ If you have a “keyboard” with extra keys to the house, garage, and car, don’t hang it in plain sight for anyone coming into your house.
- ◆ When you have additional keys of any kind, keep them labeled and in a secure place.
- ◆ Don’t hide keys outside the house where burglars can find them.
- ◆ Never attach anything to your key ring that lists your name, address, or telephone number.
- ◆ Separate your house keys from your car keys when leaving the car for service or parking.
- ◆ When going out of town, give a key to your home only to someone you trust.
- ◆ Always lock the door when you leave the house.

Housecleaning 101:

Apply the Bare Bones Approach

Overall, the whole house works together as one. What you do in one room spills over to some degree into another room. How well the storage and work areas are organized impacts the main rooms. It’s like one of the handheld puzzles in which you slide one square after another trying to get them in numerical order. Each time you move one square, it affects all of the squares.

Zoning is the key concept when you consider organizing rooms. All rooms benefit from applying this idea. Basically, developing zones means that similar items are grouped together in specific sections dedicated to certain activities. Examples would be an entertainment zone, baking zone, laundry zone, toy zone, or grooming zone.

There are many ways to clean your house. The bare bones method is one way that can make the biggest splash with the least effort. **Here’s how it works:** Walk around the house with a pencil and paper. Choose one thing in

each room that you feel is a problem. List that problem. From your list of problem areas, choose three that you will focus on. Then, set a goal to clean up these three areas.

While working on these goals, consider the three Cs: • *Consolidate* – Group things together that are alike. • *Containerize* – Put things in drawers, boxes, baskets, and the like that are appropriate for the items. • *Condense* – Get rid of the things you don’t want to put into the container once you see how many duplications, broken things, and excess you have.

Tip: Avoid biting off more than you can chew. You’re trying to streamline your life. If you solve just a few of the messy issues in your home, your life will be improved. After you tackle the first three, you can keep going until you tackle all the problem areas in your home.

Recovering Messies and organizing expert, Sandra Felton, is the founder of Messies Anonymous and the author of several books, including Organizing Magic and Smart Organizing. For more information, visit www.messies.com.

