

OCTOBER
2010

A HEALTHY LIFE

www.ruthieguten.com

Daily Tips

Monday

Planning/Organizing

1. Allocate time for planning and organizing.
2. Create to-do lists that are realistic, not intimidating. Use only one to-do list.

Tuesday

Scheduling

1. Under-schedule your time: Leave time for the unexpected and for interruptions. When you estimate how long something will take, add on a third of that time.
2. Schedule your time in a way that reduces interruptions that lower your productivity.

Wednesday

Prioritization

1. Practice the art of intelligent neglect: Eliminate trivial tasks.
2. Prioritize what is most important and do that first.

Thursday

Task Acceptance

1. If you say yes to everything that comes your way, learn to say no.
2. Ask for help and delegate.

Friday

Letting it go

1. Acknowledge yourself for all that you have accomplished.
2. Make your to-do list for the next week. Leave work with a clear head and a clean desk.



Sunset in the Pacific Northwest

PHOTO CREDIT: GUSHINDESIGNS

CALM JOYFUL

Have you ever wished for a few more hours in the day?

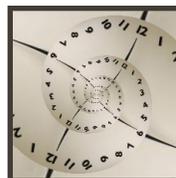
TIME MANAGEMENT

Why is it that some people seem to get everything done effortlessly and others feel that time constantly eludes them? The secret to managing your time well isn't working more hours. It is about prioritizing the important things and learning to use the time you have more efficiently and effectively. The secret is working smarter, not harder.

Some of us, by nature, organize and get tasks out of the way before we relax, while others of us play first and work later. It is important to first recognize which type you are and whether your style is allowing you to have the life you really want. Maybe you are super-organized at work, but burned out

because you don't know how to make time for yourself. Maybe you are naturally a less organized person who knows how to relax, but you are dissatisfied because you aren't fulfilling your goals and dreams.

Rather than labeling yourself or beating yourself up, realize that time management is an area of your life that you can strengthen. Like a new muscle, it takes practice and repetition to make it stronger. To help you get started, here are some steps to streamline your days at work and at home. Try the first one or two that jump out at you.



Food Focus: Root Vegetables

Special Offer: Free Initial Consultation with Ruthie Guten, HC, AADP

This free 45 minute session includes a full discussion of your health history and health goals, a chance to get your questions answered and the opportunity to find out more about a personalized health program, completely catered toward your busy lifestyle and needs.

The roots of any plant are its anchor and foundation; they are the essential parts that support and nourish the plant. Root vegetables lend these properties to us when we eat them, making us feel physically and mentally grounded and rooted, increasing our stability, stamina and endurance.

Roots are a rich source of nutritious complex carbohydrates, providing a steady source of necessary sugars to the body. Instead of upsetting blood sugar levels like refined sweet foods, they regulate them. Since they absorb, assimilate and supply plants with vital nutrients, roots likewise increase absorption and assimilation in our digestive tracts.

Long roots, like burdock, carrots, parsnips and daikon radish, are excellent blood purifiers and can help improve circulation in the body and increase mental clarity. Round roots, like turnips, radishes, beets and rutabagas, are nourishing to the stomach, spleen, pancreas and reproductive organs and can help regulate blood sugar and moods, and alleviate cravings.

“Carrots are excellent blood purifiers”



The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into manageable tasks, and then

starting on the first one. -
Mark Twain



Forward to a Friend

It's such a pleasure to help those closest to us become happier and healthier. Please forward this newsletter to friends, family members or colleagues who might be interested and inspired by it.



Any combination of vegetables will work. Roasting only one kind of vegetable also makes a nice side dish.



RECIPE OF THE MONTH

Roasted Root Veggies

- 1 sweet potato
- 2 parsnips
- 2 carrots
- 2 turnips or 1 large rutabaga
- 1 daikon radish (or substitute/add in your favorites, like squash)
- olive oil
- salt and pepper
- herbs: rosemary, thyme or sage (fresh if possible)

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1. Preheat oven to 375 degrees.
 2. Wash and chop all vegetables into large bite-sized pieces.
 3. Place in a large baking dish with sides.
 4. Drizzle with olive oil; mix well to coat each vegetable lightly with oil.
 5. Sprinkle with salt, pepper and herbs.
- Bake uncovered for 25-35 minutes until vegetables are tender and golden brown, checking every 10 minutes to stir and make sure veggies are not sticking.