UPCOMING EVENTS:

**NOVEMBER 5TH**
ART THERAPY NIGHT
5:30-7:30 PM
VTC CAFÉ

**NOVEMBER 8TH**
HELPING FRIENDS IN DISTRESS
12:15 PM
M206

**NOVEMBER 12TH**
MINDFULNESS
12:15-12:30
M206

**NOVEMBER 13TH**
POP PILATES
12:15 PM
RIVERSIDE 1
ROOM 205B

**NOVEMBER 30TH**
POP PILATES
5:00 PM
M210

**DECEMBER 6TH**
WINTER Extravaganza
1:00-5:00 PM
PUPPIES & PIZZA
5:00-7:00 PM
VTC CAFÉ

---

**Butternut Squash and Chicken Chili**

**Ingredients:**
- 1 lb ground chicken
- 1 chopped sweet onion
- 2 chopped garlic cloves
- 1 1/2 Tbsp cooking oil
- 1 (7 oz) can diced green chiles
- 2 (15 oz) cans rinsed black beans
- 2 (14.5 oz) cans diced fire-roasted tomatoes
- 3 cups butternut squash
- 1 (14.5 oz) can low-sodium chicken stock
- Kosher salt & black pepper

**Directions:**

1. Cook ground chicken, onion, and chopped garlic cloves in cooking oil over medium heat (about 5-6 minutes).

2. Stir in chili seasoning and diced green chiles, cook 1 more minute. Stir in black beans, fire-roasted tomatoes, butternut squash, and chicken stock. Simmer, covered, until butternut squash is tender (about 8-10 minutes). Season with kosher salt & black pepper.


**Leftovers for lunch!**

Wellness Weekly Challenge

Keep an Eye on the Theatre

Mill Mountain Theatre always has something coming to the stage. Remember to keep an eye on the schedule!

On-Going VTC Wellness Activities

Pop Pilates
November 13th
12:15 PM
TBMH 204
November 27th
5:00 PM
Student Commons

Wellness Google Group
Need Wellness Event Reminders!?
Join:
vtcsom-wellness-g@vt.edu

Walking Wednesdays
Every Wednesday at noon—group meets at the base of the Riverside 2 steps.

Mindfulness
November 12th, and December 3rd
12:15-12:30
in M206
with Laurie Seidel
Get Your Mind Set: Ways to Foster a More Organized & Productive Life

Have you ever had one of those days where you intended to spend an afternoon studying for a test or working on an assignment, only to find yourself making minimal progress despite being glued to your chair for hours? We have all been there, but when procrastination becomes a daily occurrence, you feel overwhelmed by your to do list, or simply want to find more time in your day, it is time to act.

Use the following tips to maximize productivity, whether at school, work, or home. In the coming weeks, we will examine each of these tips in greater detail, including the theory behind them and some recommended resources, to help you effectively incorporate them into your daily routine.

1. **Track Your Habits:** keeping a time journal is one of the most effective ways to boost productivity because it allows you to identify what you do, how much time you spend doing it, and how often. For 7-14 days, write down everything you spend at least 10-15 minutes on and track how many times a day you do certain “quick” items such as checking Facebook. Once you have done this for at least a week, review your journal and look for the overall trends. What are you spending a lot of time on? What did you intend to do, but did not make/find time for and why?

2. **Create a Schedule:** once you have a good idea of how you are spending your time, the next step is to create a daily or weekly schedule, including set periods for class, studying, gym/sports practice, and fun. You do not need a time journal to do this, but it may help you identify what you need to include in your schedule – travel time to the gym, laundry/chores, time with your significant other. Time Management Simplified: the most effective things in life are usually the simplest. Here are 3 simple and proven time management methods.
   - **Single Tasking** – do one thing at a time. Keep a notepad nearby and if you remember something else you need to do, write it down and return to the task at hand.
   - **Two Minute Rule** – if it takes 2 minutes or less, do it now. No exceptions!
   - **Pomodoro** – Pick a task and set a timer for 25 minutes. When it goes off, take a 5-minute break. Repeat 3 times. After 4 work periods, take a longer break (20-30 minutes).

3. **Be the Boss of Your Cell Phone:** turn off your phone or silence notifications when you are working and only check them during a dedicated break. If social media notifications or news alerts cause you to check certain apps, delete the app or turn off the notifications.

4. **Limit Social Media Use:** can restrict the amount of time we spend on them, but some of us may find that limiting our time requires logging out/deleting the apps from our phones or deleting our profiles. If you’re not ready to go cold turkey, many social medial platforms allow you to delete temporarily so that you can return at a later date.
3. **Block Time Wasters:** eliminating social media platforms may help if those are your time wasters, but if you find yourself wasting time on other websites, reading the news, etc. You may find it more helpful to utilize technology to block them or use a software to restrict your web surfing for a few hours.

4. **Avoid Perfectionism:** sometimes done is better than perfect. Before starting a task, ask yourself if this needs to be completed to the very best of your ability. Cleaning your bathroom is something that probably just needs to get done. If you have a lot to do, this is not the time to reorganize the medicine cabinet. On the other hand, a research project poster and curriculum vitae (CV) are examples of items that require more time and effort because the little details matter.

5. **Prep Your Workspace:** studies have shown that our environment plays a big part in our focus and productivity. Having a clean desk will allow you to focus on the task at hand and prevent you from wasting time trying to get organized when you need to be studying. Even if you prefer to study at the library or a coffee shop, assign a place in your house to keep your books, papers, and office supplies organized. This will ensure that you have what you need on hand when the time comes because, as many of us have learned the hard way, Staples is not open 24-7!

6. **Pick your Priorities:** at the beginning of your day/week or a project, make a To Do list of everything that needs to be done, then pick your top 5-7 and focus on getting those done. If you find yourself with 20 or more items, look for items that can be cut or moved to another list for “Future Tasks.” Having an excessively long “To Do” list can increase feelings of being overwhelmed and stressed, so pick your priorities and focus on what you do accomplishment.

7. **Create a Study Plan:** When you have a large amount of time (or seemingly so) to complete a task, such as studying for a board exam that you will take in a couple of weeks, it is easy to have great intentions, before finding yourself in a panic several weeks later. Identifying what you need to do, then breaking it out into smaller pieces and setting mini-goals or deadlines, will help you utilize your time wisely. To avoid burnout, be sure to include plenty of time for sleep, exercise, and some fun/relaxation.

8. **Work Less:** Adopting smart habits, honing time management skills, and staying organized will help make the most your work and study time, but they will not have maximum impact if you are overexerting yourself. If you are working or studying all the time, but not getting the results you want, then it may be time to try a different approach. Burnout can happen to all of us so it is important to recognize the signs and take steps to prevent it from becoming an ongoing issue. Sleep, hobbies, and spending time with family and friends are great ways to recharge your brain and boost your motivation before resuming your studies or work.
Sleep & Relaxation Workshop

Virginia Tech Hokie Wellness Presents

This class will cover what happens cognitively and physically when you sleep. We’ll do sleep assessments so you can learn how to change your sleep habits now and start reaping the benefits of great sleep.

Lunch Provided.
Registration Required.

Register Here!

Helping Friends in Distress

Virginia Tech Hokie Wellness Presents

A program designed to help offer guidance to students supporting others in moments of challenge.

This class provides specific strategies to help you help your friends, family members, and possibly yourself with mental health concerns.

Lunch Provided.
Registration Required.

Register Here!
Fitness Challenge Returning Soon....

Start Getting Your Team Ready!!

January 1st

the Fitness Challenge will be kicking off!

Just like last year,

the Fitness Challenge will end with Match Day, March 15th!

Details so Far:

♦ Teams can include: faculty, staff and/or students (any combination).
♦ Teams will be limited to no more than 4 people.
♦ Each team needs to choose a team name & a team captain.
♦ WAC will be tinkering with the points system a bit (more to come on that topic in December).
  ♦ But one new feature: points will be due by NOON on Friday each week, no points submitted after the Friday NOON deadline can be included in the official tally.
  ♦ This year, Elvir Berbic will be helping collect and tally points.
♦ Participants will receive a FREE T-shirt (design currently under construction).
♦ The team with the most accumulated points at the end of the Fitness Challenge will receive a sweatshirt (and the opportunity to help in the design of the sweatshirt).
Please feel welcome to submit articles or ideas to any member of the Wellness Advocacy Committee.

Lindsay Maguire - Class of 2019
Jeff Henry - Class of 2020
Ayesha Kar - Class of 2021
Robyn Goodrich - Class of 2022
Dr. Jennifer Slusher, PhD, LPC
Dr. Allison Bowersock, PhD, CSCS, ACSM-EIM
Laurie Seidel, MSN, RN
Emily M. Holt Foerst, Committee Chair

Quote of the Week:

“Fall seven times, stand up eight.”
- Author Unknown

If you would like to contribute to or comment about the Wellness Weekly, please email Emily Holt Foerst, Office of Student Affairs VTCOM. To send a “Weekly Shout Out” Message, email Emily Holt Foerst at Emily_10@vt.edu