

**CHECK UP**

August 16, 2013

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Even the grass is beautiful in Cowichan... all you have to do is look left or right and find a field!

**Today’s Check up Includes:**

* Meeting Schedules
* Community meetings and events
* Underlying Premise Evidence- (part

 5) Social Environments

* Still No Provincial Ban on Cosmetic Pesticides
* Ottawa Charter for Health Promotion – Article
* Managing Your Email!

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**CCHN Network Member Meetings-**

* Next Admin Committee Meeting September 9th 5:30 pm
* Next CCHN Meeting September 12th, Dinner at 5:30 Meeting Starts at 6:00 CVRD Board Room



**Upcoming Events/ Workshops/ Community Meetings**

**KEY DETERMINANT – 5 Social Environments**

**UNDERLYING PREMISES**

**EVIDENCE**

The importance of social support also extends to the broader community. Civic vitality refers to the strength of social networks within a community, region, province or country. It is reflected in the institutions, organizations and informal giving practices that people create to share resources and build attachments with others.

The array of values and norms of a society influence in varying ways the health and well being of individuals and populations. In addition, social stability, recognition of diversity, safety, good working relationships, and cohesive communities provide a supportive society that reduces or avoids many potential risks to good health.

A healthy lifestyle can be thought of as a broad description of people's behaviour in three inter-related dimensions: individuals; individuals within their social environments (eg. family, peers, community, workplace); the relation between individuals and their social environment. Interventions to improve health through lifestyle choices can use comprehensive approaches that address health as a social or community (ie. shared) issue.

Social or community responses can add resources to an individual's repertoireof strategies to cope with changes and foster health.

In 1996-97:

- Thirty-one percent of adult Canadians reported volunteering with not-for-profit organizations in 1996-97, a 40% increase in the number of volunteers since 1987.

- One in two Canadians reported being involved in a community organization.

- Eighty-eight percent of Canadians made donations, either financial or in-kind, to charitable and not-for-profit organizations.

Evidence from the **Second Report on the Health of Canadians**

* In the U.S., high levels of trust and group membership were found to be associated with reduced mortality rates.
* Family violence has a devastating effect on the health of women and children in both the short and long term. In 1996, family members were accused in 24% of all assaults against children; among very young children, the proportion was much higher.
* Women who are assaulted often suffer severe physical and psychological health problems; some are even killed. In 1997, 80% of victims of spousal homicide were women, and another 19 women were killed by a boyfriend or ex-boyfriend.
* Since peaking in 1991, the national crime rate declined 19% by 1997. However, this national rate is still more than double what it was three decades ago.



**Still no provincial ban of cosmetic pesticides (From First Call)**

During a recent debate in the provincial legislature about budget estimates from the Ministry of the Environment, MLA Selina Robinson of Coquitlam-Maillardville raised the issue of banning cosmetic pesticides. Over forty BC communities have banned cosmetic pesticides, but Robinson spoke of the challenges of implementing and enforcing local level bans given the confusing patchwork of regulations. Premier Christy Clark had committed to a provincial ban on cosmetic pesticides during her leadership campaign, but has not followed through on the promise.

The Minister of the Environment, Mary Polack, defended the government’s Integrated Pest Management Act passed earlier this year, which does not ban these pesticides. Regulations are still being developed, but the Minister said the thrust of the regulations is that pesticides should be used by “licensed people with knowledge and training,” and would provide the Ministry discretion to “identify specific exemptions from the licensing requirement.” The problem with these regulations, as Robinson notes, is that the burden of compliance rests on individual retailers. Many communities with similar requirements to those mentioned by the Minister have found there to be a lack of compliance and that enforcement is difficult.

The Minister admitted that there would be a heavy reliance on the education of retailers and the public, but also spoke of required licenses for the use of cosmetic pesticides on public lands, and a compliance regime that would respond to complaints from the public.

Earlier posts from First Call on cosmetic pesticides in BC are available [here](http://cts.vresp.com/c/?FirstCallBCChildandY/020a9dafb7/321050fb30/b812f3a58c/s=cosmetic+pesticides).

The full exchange between Robinson and Minister Polack is available in the draft transcript of the debate in the legislative assembly [here](http://cts.vresp.com/c/?FirstCallBCChildandY/020a9dafb7/321050fb30/39aa1821a4), beginning at [1515].



**Very Interesting Article on the Ottawa Charter for Health Promotion**

This document may be something that the CCHN would like to look at and review.  It seems foundational to the idea of the determinants of health. <http://www.who.int/healthpromotion/conferences/previous/ottawa/en/index.html>



# 7 Ways to Manage Email So It Doesn't Manage You

August 05, 2013 - linkedin

I'm always struck by the number of people who complain about the amount of email they receive and how much they despise their inbox -- not because their complaints aren't valid but because my own view couldn't be more different.

By design, my inbox has essentially become the central hub of my workflow -- it's the way I routinely communicate and exchange information with our 4,300+ employees operating in 26 cities around the world. That's not to say I've always been a fan of email, or that I haven't had my own Sisyphean inbox experiences.

However, over the years I've developed several practical guidelines that have enabled me to manage my inbox effectively and ensure it's not managing me.

I look forward to hearing your best ideas and hacks for managing email in the comments below.

**1. If you want to receive less email, send less email**

As ridiculously simple as it sounds for such a pervasive problem, I've found this to be the golden rule of email management: Send less of it.

This rule first occurred to me during my experience at a previous company where two of the people I worked most closely with ended up leaving the organization within the span of several weeks. They were both highly effective communicators, worked long hours, and as it turned out, sent a lot of email. While they were at the company, our email cadence seemed absolutely normal. It wasn't until after they left that I realized my inbox traffic had been reduced by roughly 20-30%.

Turns out, it wasn't just their emails that were generating all of that inbox activity -- it was my responses to their emails, the responses of the people who were added to those threads, the responses of the people those people subsequently copied, and so on.

After recognizing this dynamic, I decided to conduct an experiment where I wouldn't write an email unless absolutely necessary. End result: Materially fewer emails and a far more navigable inbox. I've tried to stick to the same rule ever since.

**2. Mark as unread**

When hovering over any individual email in your Outlook inbox, a simple right mouse click results in a series of subsequent options you can take. One of those, "Mark as Unread," has fundamentally changed the way I work.

Having the ability to mark an email unread enables me to quickly glance through my inbox, respond to things that are most time pressing, delete the things that are irrelevant, and mark unread those items I'd like to return to once I have the time. This alleviates the pressure of feeling I have to do everything right now for fear if that one important email falls "below the fold" of my screen, it will be lost forever under the looming avalanche of prospective incoming messages. It also essentially serves as a to-do list of items to be addressed later.

I try to end each day with as few items marked unread as possible, with the goal of having none. If I'm unable to get to everything that night, I'll start the next morning by addressing the unread emails received the prior day.

**3. Establish a routine**

Over the last several years, I've settled into a very specific daily routine during the work week: Wake between 5am and 5:30am; spend roughly an hour on my inbox; catch up on the day's news; have breakfast and play with the kids; workout; go to the office; carve out roughly [two hours for buffers](http://www.linkedin.com/today/post/article/20130403215758-22330283-the-importance-of-scheduling-nothing) each workday; come home; put the girls to bed; have dinner with my wife; and then decompress, typically while watching tv (sporadically cleaning up my inbox via mobile during commercials and the boring parts of whatever we're watching.)

Turns out, my inbox is very manageable when I stick to this schedule. However, every time I've tried experimenting with even the slightest change to this routine, travel for more than a few days at a time, or have a particularly hectic couple of days back-to-back, it never ceases to amaze me how quickly clearing my inbox ends up feeling [like this](http://www.youtube.com/watch?v=HnbNcQlzV-4).

In this case, it's the compounding effect that's particularly troublesome, i.e. the rate with which unread emails from the previous day start to mount and the accompanying pressure that generates. It gets so bad for some that they actually go as far as declaring [email bankruptcy](http://www.wired.com/culture/lifestyle/news/2004/06/63733).

The most compelling way I've found to avoid this state is creating a routine and closely sticking to it. If it worked for [Benjamin Franklin,](http://lifehacker.com/benjamin-franklins-best-productivity-tricks-637033563) it can work for you.

**4. Be precise with your words**

Remember the telephone game you played in elementary school where the teacher got the class in a circle, turned to the student sitting next to them, whispered a line like "Do you want to play kickball at lunchtime?" and then asked each subsequent student to whisper what they heard to the child sitting next to them? By the time it came back around to the teacher, it would inevitably be revealed as something akin to "I want to eat a kickball for lunch." While this was laugh out loud funny in third grade, in business it's anything but.

Words matter. Choose them carefully in email to avoid ambiguity and misinterpretation. The more precise you are upfront, the less likely you'll see subsequent emails generating confusion and asking follow up questions seeking additional clarity -- and the more you and your team will be able to focus on the work at hand.

**5. Give some thought To: the recipients**

It seems like for many people, the To: and Cc: fields in email have become largely synonymous**.** They're not. Use them to draw a clear distinction between who the email is being sent to and from whom you expect a response from (the To: field); and who is being copied so they have the appropriate context (Cc:).

One of the fastest ways to have an email thread blow up in terms of downstream volume is to be less than clear about who you expect to respond. Six people in the To: line will oftentimes have the unintended consequence of generating six different email responses (and up to six different new threads) when one person's response is all you needed.

**6. Acknowledge receipt**

Here's an easy one: If the email sender has taken the time to address you in the To: line (and it really was intended for you vs. what should have been a Cc:), take the time to acknowledge you received it. The response doesn't need to be a diatribe. To the contrary, the fewer words the better, e.g. "Thanks," "Got it," "Makes sense," etc. This lets the sender know you received the message, don't need any additional information or context, and thus they can check it off their list.

If you don't respond, they'll have no idea whether or not they've been heard. Not only will this create worry about whether or not you received it, it is likely to generate another email with fundamentally the same content, but this time a number of additional people in the To: line in the hopes they'll respond given you didn't. The more people addressed, the more crowded your inbox is likely to become.

**7. Take the combustible stuff offline**

Email can be a valuable productivity tool when used properly. It can also be equally destructive when it's not. One of the most egregious examples of the latter is using email to communicate highly nuanced, sensitive subjects that are bound to generate controversy if not a flat out aggressive response.

It never ceases to amaze me what people will convey in an email when they get triggered by something -- words they would never choose to use when in the presence of the same audience. One former colleague of mine described this dynamic as "going strong to the keyboard."

If you find yourself in the throes of what is clearly becoming an antagonistic discussion online, do yourself a favor: Stop. Then either pick up the phone or head over to the person's office to have the discussion in person. Face-to-face interaction will reintroduce all of the important sub-text that will be completely lost in email and help prevent unnecessary arguments or douse heated flame wars before they begin.

These are some of the most valuable inbox practices I've learned and incorporated over the years. Anytime I veer too far from these habits, I inevitably find myself running faster and faster just to feel like I'm standing still. However, when implemented regularly, these rules have resulted in email playing an essential role in my daily work routine.



**Do you have a resource, event or information you would like to share?**

**Send it to** cindylisecchn@shaw.ca **and it will be included in the weekly**

**Check UP Newsletter.**