

# LIVE WELL WORK WELL



Health and wellness tips for your work and life—  
presented by [Your organization]

## Workplace Stress Levels Dropping

Stress in the workplace is on the decline, according to a recent study from health portal provider MediKeeper, Inc.

The majority of respondents said, on a scale of one to five, that their stress level was at a two in 2016. This is down from 2014, where the majority said they were at a level three.

Similarly, the number of people who reported a level one increased by 58 percent over the same two-year period.

Curb your stress with these helpful tips:

- Make to-do lists of tasks that need completing and cross off items as you finish them.
- Talk with a co-worker about things that are bothering you. Getting support from friends is a great way to relax and reduce anxiety.
- If you continually run late, set your clocks and watch ahead to give yourself extra time.
- Read over your job description so you know exactly what is expected of you.

This article is intended for informational purposes only and is not intended to be exhaustive, nor should any discussion or opinions be construed as professional advice. Readers should contact a health professional for appropriate advice.

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## Prepare for Tax Season

Tax season is almost upon us and it is important that you have all the information you need to file your 2016 tax returns. Below is some general information to help you understand the filing process. If you have any specific questions related to your filing situation, it is important to consult with a tax professional.

### How to File

Many people elect to file their tax returns electronically. This can be done in a variety of ways, including tax-preparation software, like Turbo Tax, consulting a tax return professional or using the IRS' [Free File](#) software, if you qualify.

### Forms to Include

If you are filing with a paper form, there are certain documents you must be sure to include. Required forms include the following:

- A copy of your W-2 for each of your employers over the last calendar year.
- A copy of Form W-2C (a corrected W-2 form), if received from your employer.
- A copy of Forms W-2G and 1099-R, if federal income tax was withheld.

For more information on how to file, what forms to include, credits you qualify for or any other filing-related questions, please visit the IRS' [Interactive Tax Assistant](#) tool. This interactive tool was designed by the IRS to help individuals navigate the tax filing realm.

## ROASTED HERB POTATOES

- 1 pound potatoes (3 cups cubed)
- 2 tsp. vegetable oil
- ½ tsp. rosemary
- ½ tsp. salt

### PREPARATIONS

1. Preheat the oven to 450 F. Use vegetable cooking spray to coat a baking sheet large enough to fit the potatoes.
2. Wash and peel the potatoes. Next, cut them into ½-inch cubes and place into a bowl.
3. Combine the rosemary, oil and salt in a small bowl. Then, pour the mixture over the potatoes and stir to coat them evenly.
4. Spread the potatoes evenly on the baking sheet. Bake for 25 to 30 minutes, or until golden brown.

Makes: 6 servings

### Nutritional Information (per serving)

Total Calories	70
Total Fat	2 g
Protein	2 g
Carbohydrates	13 g
Dietary Fiber	1 g
Saturated Fat	0 g
Sodium	190 mg

Source: USDA

## Spring Break Travel Tips

Traveling is usually the most stressful part of any vacation. Things like bad traffic, airport security or misplaced travel documents can set a bad tone for the rest of the trip. Here are some tips to help avoid travel woes.

### Plan Ahead

A good trip is often well thought out and incorporates as many details about the vacation as possible. Things like coordinating transportation to and from airports and hotels, packing appropriate clothing for the destination climate, and having all required travel and reservation documents is essential for a smooth trip.

### Arrive Early

If you are flying, it is recommended that you arrive at the airport at least two hours ahead of your departure. This will ensure you have time to queue through security checkpoints and settle in at the gate before boarding the plane.

### Pack Smart for TSA

Security is a time-consuming and unavoidable ordeal at the airport. Make the process a little quicker by storing liquids in a separate, clear bag so you can pull it out at the screening checkpoint.

## Top 5 Spring Break Destinations

1. Miami Beach
2. Cancun
3. Bahamas
4. Cabo San Lucas
5. Maui

Source: U.S. News & World Report

