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# Tea Break

Recognising how hard people work, LOC8 wants to provide some business free, easy reading for that all important Tea-Break moment. We hope you enjoy this production and find it interesting.

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## Corn is good for your eyes

According to nutritional expert Andrew Weil, as you age, you might want to consider eating a diet rich in lutein and zeaxanthin. These compounds form the yellow pigment of the retina and absorb blue light, believed to be a potentially harmful component of sunlight.

Research shows that lutein may fight against macular degeneration and cataracts. These compounds are often found in orange and yellow vegetables. Here are some of the best foods for getting enough lutein and zeaxanthin, according to the Department of Ophthalmology and Visual Sciences, University of Texas Medical Branch, Galveston:

- corn
- orange pepper
- grapes
- orange juice
- egg yolk
- kiwi fruit
- spinach
- zucchini (and other kinds of squash)



## Scientists surprised by swiftness, severity of fast-food diet damages

After only four weeks on a high-fat food and high-fructose-corn-syrup diet mice suffered from fatty liver disease. Fatty liver disease can lead to cirrhosis and, ultimately, death. St. Louis University researchers said they expected to see some evidence of damage but were surprised at the severity of the damage and how quickly it occurred. The mice were also kept sedentary, being allowed very little movement. The diet consisted of 40 percent fat and enough high-fructose corn syrup (a sweetener commonly found in many soda and fruit-juice drinks) that would translate into about eight cans of soda per day in a human diet. The fat content is about what would be found in the average fast-food meal. Researchers say the lesson is clear: A high-fat and high-sugar diet combined with inactivity can spell trouble for the liver and other vital organs.

## Change your diet, one step at a time

If you want to start improving your diet, go slowly. Learning to eat better is a process, and you'll probably be more successful if you tackle one goal at a time, they say in an interview with Charles Stuart Platkin, aka The Diet Detective ([www.DietDetective.com](http://www.DietDetective.com)). Freedman and Barnouin agree that probably the worst food in the world is soda, because there's no benefit from drinking it. That includes regular and diet. Try giving up soda and replacing it with water and see what a difference it can make. Once you see for yourself that you feel better you'll be motivated to make other changes. Just remember to pace yourself and focus on one change at a time, and you'll be on your way.

## Understanding cholesterol

Do you know what cholesterol is? It's a type of fat in your blood. Your body makes its own cholesterol, and you also get it from the foods you eat. The problem? Some people have too much of it in their blood and need to change their diet or take medication to bring the level under control. That's because cholesterol can build up inside the blood vessels of your heart. That can result in reduced blood flow, which can cause a heart attack.

Usually the only way to know if you have high cholesterol is through a test. If your cholesterol is high your doctor may ask you to change your diet, exercise for 30 minutes per day and possibly take medication.

Here are some facts according to the Food and Drug Administration's Office of Women's Health ([www.fda.gov/womens](http://www.fda.gov/womens)):

- High cholesterol can raise your chance of having a heart attack or heart disease.
- Women over the age of 20 should have their cholesterol checked by a doctor.
- Most people do not show any signs of having high cholesterol.
- Sometimes cholesterol can build up in your heart and cause chest pains.
- You can find out your cholesterol number by getting a simple blood test.
- Your total cholesterol number should be under 200.

## Time management tips for busy people

Need to manage your workload? According to Robert Half International ([www.roberthalf.com](http://www.roberthalf.com)), you need to take the following steps to manage your work life:

- Organize and get rid of the clutter. Make two piles important and unimportant. Deal with everything in the important pile that you can, and set aside some time to tackle the lower priority papers that still need to be dealt with.
- Set task priorities. Consider each task that needs to be done and ask yourself whether it needs immediate attention or can wait until later in the day.
- Break large projects into smaller tasks, then prioritize them as above.
- Use tools that can help you save time and energy. Don't choose electronic programs or devices that are complicated to learn or hard to use.
- Get focused and refuse to become distracted. Once you enter the flow of work, you might be surprised at how quickly you can get the work done.



## Slow down, simplify to be understood

According to Loren Ekroth in *Conversation Matters* ([www.conversation-matters.com](http://www.conversation-matters.com)), if you're having trouble understanding someone who is a native speaker of your language, the trouble could lie in the following areas:

- The rate of speech is too fast. You can't grasp the meaning of what is being said, because it's flying right by you. The average speaking rate per minute in the United States is 150 wpm.
- The vocabulary choice of the speaker is inappropriate and should be changed. Things to take into account are the listener's age and education.
- Too many abstractions are being tossed about. This creates ambiguity in meaning. To battle this demon, use concrete language. Lunch is an abstraction; a ham sandwich is concrete.
- Your sentences are too long and tangled to understand. Be brief and you'll be better off. Avoid sentences that tack on dependent clauses. "A girl who wanted to be an actress walked up to the man and asked him for his autograph so that she could give it to her sister." Too much to take in. "The girl dreamed of being an actress. She walked up to the actor and asked for his autograph. She wanted to give it to her sister" is better.
- The voice is hard to listen to because it's flat and toneless. People give up listening to voices that are monotone and lack energy. The speaker seem to be droning on and on and not care that you aren't following what they're saying.
- Verbal and nonverbal cues don't match. That means your words and your facial and body expressions are confusing. You're talking about relaxing, but your words are rushed and your brow is pulled down into a tense or worried position.



## Is it time to clean your e-mail in-box?

Are you using your e-mail account as an archive? If you are, you might want to keep your eye on how much of the available storage you have used and occasionally get rid of things you definitely don't want anymore.

Some people like to save everything and others just don't want to deal with throwing out what they don't want. But eventually both of those practices can cause the same problems that being a packrat in the brick and mortar world causes—space and clutter issues. E-mail with large attachments can use up a lot of space and even though many of the e-mail accounts available are increasing storage capacity for users, it's a good idea to keep a handle on what you're saving and delete what you don't want. Use the search function to pull up lists of e-mail you're sure you don't want and start cleaning.



## Make your speech come to life

Do you need to give a speech? Why not reach past teaching skills and go right to the heart of motivating your listeners to action, says Doug Stevenson of Story Theater International ([www.StoryTheater.net](http://www.StoryTheater.net)). Move them emotionally and you will inspire them to make a difference in the world maybe even inspire them to fulfill their souls' purpose.

Here are some questions to ask yourself, Stevenson suggests:

- When you speak, are you speaking from the depths of your soul?
- Are you sharing your deepest truth, based on the pro-found meaning you have discovered?
- Are you only sharing what you've gleaned from reading books by others who have found meaning and purpose and have written about it?
- Do you spend time in quiet contemplation seeking to understand the meaning behind the patterns of your life?
- Are you willing to look into the shadows of your past and illuminate them with meaning so you can help others understand their lives?
- Are you prepared to ask more questions than you have answers for?

## Heading toward excellence

The European Foundation for Quality Management helps companies improve through its Excellence Model. Their recommendations for organizations can easily apply to individuals as well. Here are three of their recommendations adapted for individual use:

- Look at where you are now. You have to determine your current situation. Form a picture of yourself and your circumstances. Once you understand where you are currently, you'll put yourself in a position to make necessary changes.
- Set your priorities. Understand your present strengths and weaknesses. Make a list of all things important, then reflect on levels of importance, until a clear snapshot begins to form of what you value.
- Identify what you need to improve. Once it's clear what you want and need to change, start observing people who are doing what you want to do, living how you want to live or are known for their success. Learn from the examples around you. Do research. Identify good practices you see in others.

## The best leaders listen

What's the key to good communication? Good listening. And how does someone know if you're a good listener? You have to let them know that they've got your undivided attention, according to Cecil Greg in "Exceeding expectations" on the Robert Half Web site (originally appearing in Contract Management). Here are some pointers on letting someone know you're with what they're saying:

- Restate key points of the conversation.
- Ask for clarification when necessary.
- Ask questions to enhance your understanding of what the other person needs.
- Make eye contact.
- Reassure the listener that you are getting what he or she is saying.

This method is called reflexive listening, and it should help you express yourself clearly and directly.



## Laser focus your company

Need to align employee performance with your company's goals? Then you'll need a performance measurement plan. You'll need a way of determining what success looks like. Here are a few things recommended by Workforce Management ("Best Practices in Talent Management," [www.workforce.com](http://www.workforce.com)) to consider while you're setting up your plan:

- Ask what criteria are relevant to your strategy. This will empower your employees to excel in their own careers while making a meaningful contribution to the company goals.
- Listen to your employees. They can give you useful feedback about your customer. This can help you know if you've got a disconnect between your strategy and everyday reality.
- Does your measurement system accurately interpret employee performance? Your measurements should help you invest in areas that help your employees solve problems.
- As your organization evolves, keep your finger on the pulse by continually re-evaluating your performance criteria. Whatever your criteria are, embed them into your communications and training. This will make your employees feel personally connected to your strategy.
- Develop a strong internal communications plan that spells out performance goals and key behaviors. Make your plan part of your corporate culture.

## Common-sense practices for managers

When it comes to management, there really aren't any quick fixes, says Jim Clemmer, management team developer and author ([www.clemmer.net](http://www.clemmer.net)). Here are a few of his common-sense bromides which he recommends you put into practice:

- Continuous improvement. Always asking yourself if what is being done is the right thing and if it is, is it being done in the right way?
- Laughter and fun. High performers often have highly developed senses of humor. They want to have fun, and they're playful in their lives.
- Alignment between who you really are and where you're taking your team. Whoever you are, your team will be at least partially a reflection of that.
- Taking action. You act your way into new ways of thinking more easily than you think your way into new ways of acting.
- You blaze your own improvement path. There is not a right or wrong path; the most important thing is that you have an improvement plan or process.

## Try mini-relaxations in minutes

Feeling scared, stressed or annoyed? Researchers at Harvard Medical School (“Stress management: Techniques for Preventing and Easing Stress” at [www.health.harvard.edu](http://www.health.harvard.edu)) say there are really some quick fixes. Here are some of their recommendations:

- A one-minute mini-relaxation. Put your hand just beneath your navel. Breathe and feel the rise and fall of your breath. Then breathe in slowly pause to the count of three and exhale for a count of three. Practice this technique for a full minute. Take note if your body starts to relax. Notice how when you change your breathing, you change your body and mind-set as well.
- A two-minute mini-relaxation. Count down backward from 10 to zero and while doing so fully inhale and exhale to each number. Here’s how: Say “Ten” to yourself and breathe in deeply. Then breathe out slowly. Next say “Nine” to yourself and repeat the practice until you reach zero. When you reach zero you should feel more relaxed. Repeat until you feel changes in your body and mind. (Note: If you feel lightheaded, you should count down more slowly and space your breaths further apart.)
- A three-minute mini-relaxation. Take a deep breath and note where you’re feeling tension in your body. Relax your face, allowing your jaw to drop open slightly. Drop your shoulders. Feel the weight of your arms at your sides. Loosen your hands so that spaces open up between your fingers. If you’re sitting with your legs or ankles crossed, uncross them. Let your thighs sink into the chair and feel their weight. Feel the heaviness of your shins and calves, and visualize your feet growing roots into the floor. Breathe in and out slowly.



## How to bring your goal to life

When you really want to bring a goal to life, how do you do it? Personal development expert and author of Personal Best David Rock (<http://resultscoaches.com>) says you need to create a picture for yourself of what it will feel like when you actually achieve your goal. To do this, he recommends trying one or two of the following things:

- Think of the day you finally achieve your goal. Now write a one-page story about what that day is like.
- Write your story of achievement as if it is a newspaper article reporting on what you have done.
- Make a list of 20 things that will be different about your life once you achieve your goal.
- Write an imaginary letter to your best friend telling him or her what you have achieved.
- Make a visual collage of your life and your achievement.

## Opportunities to show courtesy abundant in everyday life

Want to set the tone for feeling good the entire day? Try one of these methods. If you see someone looking lost or struggling with a map ask them if they need help. They will be grateful, and you will feel great for helping someone make their way in the world. Or the next time you’re in the grocery store waiting in line with a big order and you see someone coming through who has just an item or two to pay for let that person go ahead of you. Taking small actions such as these can set the tone for a positive and happy day or evening.

## Can fruit hurt your teeth?

Are snacks like yogurt, fruit and soft drinks harmless? Not when it comes to your teeth, say members of the Academy of General Dentistry. Improper consumption and overuse may lead to devastating and permanent damage to teeth. What happens is known as tooth erosion, which is the break down of tooth structure caused by the effect of acid on teeth that leads to decay.

Dental enamel is the thin, outer-layer of hard tissue which helps maintain the tooth's structure and shape while protecting it from decay.

To prevent tooth erosion, Bartlett says patients who eat or drink acidic foods should wait at least 20 minutes before brushing so as not to destroy the weakened enamel. He also suggests snacking on acidic foods quickly within five minutes, rather than stringing out the snacks the entire day, and possibly eating these types of foods only at mealtimes, to minimize the time the acid is on the teeth. Here are some foods and practices that can cause irreversible tooth erosion.

- Fruit juices
- Pickles
- Fresh fruit
- Yogurt
- Honey
- Raisins
- Sucking on lemons
- Swishing soda

Bartlett says it's really not what you eat but how you eat that can cause the problems.



## Take these steps for fire and burn prevention

According to the Home Safety Council, 57 percent of fire and burn related injuries occur in the home. Here are some tips from its report "The State of Home Safety in America":

- Prevent burns by lowering the temperature of your water heater. Make sure it's set no higher than 120 degrees Fahrenheit.
- Install working smoke alarms on every level of your home especially in sleeping areas.
- Test smoke alarms every month by pushing the test button until you hear a loud noise.
- Replace smoke alarm batteries at least once a year.
- Plan and practice a home fire drill. Know how to escape a fire. Find two exits out of every room the door and possibly a window. Designate an outdoor meeting place in front of your home. Practice your plan twice a year with all of your family members.

### On patience

Patience is the companion of wisdom.  
St. Augustine

### On questions

A prudent question is one half of wisdom.  
Francis Bacon

### On wisdom

By three methods we may learn wisdom: First, by reflection, which is noblest; second, by imitation, which is easiest; and third by experience, which is the bitterest.  
Confucius

### On experience

Good judgment comes from experience, and often experience comes from bad judgment.  
Rita Mae Brown

### On delays

You may delay, but time will not.  
Benjamin Franklin

### On anger

Holding on to anger is like grasping a hot coal with the intent of throwing it at someone else; you are the one who gets burned.  
Buddha

When anger rises, think of the consequences.  
Confucius

### On change

We all have big changes in our lives that are more or less a second chance.  
Harrison Ford

Life belongs to the living, and he who lives must be prepared for changes.  
Johann Wolfgang von Goethe

### On rules for life

Always speak the truth, think before you speak, and write it down afterwards.  
Lewis Carroll

### On genius

Genius ain't anything more than elegant common sense.  
Josh Billings

### On intellect

We should take care not to make the intellect our god; it has, of course, powerful muscles, but no personali-ty.

Albert Einstein

### On accomplishment

It's not that I'm so smart, it's just that I stay with problems longer.

Albert Einstein

### On friendship

Friendship ... is not something you learn in school. But if you haven't learned the meaning of friendship, you really haven't learned anything.

Muhammad Ali

The only way to have a friend is to be one.

Ralph Waldo Emerson

### On stepping into life

It may be hard for an egg to turn into a bird, it would be a jolly sight harder for it to learn to fly while remaining an egg. We are like eggs at present. And you cannot go on indefinitely being just an ordinary, decent egg. We must be hatched or go bad.

C.S. Lewis

### On football

Football's not a matter of life and death. It's much more important than that.

Bill Shankly

### On children

Children are a great help. They are a comfort in your old age. And they help you reach it faster, too.

Anonymous

Children are unpredictable. You never know what inconsistency they're going to catch you in next.

Anonymous

### On placing blame

When you can't find anyone to blame but yourself, it's time to hire help.

Eileen Mason

### On collaboration

Conference: A place where conversation is substituted for the dreariness of labor and the loneliness of thought.

Anonymous

### On patience

I am extraordinarily patient, provided I get my own way in the end.

Margaret Thatcher

### On living beyond your means

I'm living so far beyond my income that we may almost be said to be living apart.

e.e. cummings

### On executive ability

Executive ability is deciding quickly and getting somebody else to do the work.

J.G. Pollard

### On education

The scramble to get into college is going to be so terrible in the next few years that students are going to put up with almost anything, even an education.

Barnaby Conrad Keeney

### On speechwriting

The best impromptu speeches are the ones written well in advance.

Ruth Gordon

# Sudoku

	8		6		3		7	
		3	5		4		8	
		6			8	4	2	3
		7		4			9	
			2	6	9			
	3			7		5		
3	7	9	4			1		
	5		1		7	8		
	6		9		2		3	

Sudoku is very simple to learn, it needs no calculations, and provides an amazing variety of logic situations. All that's required is brain power and concentration. Try this month our easy level. Enjoy!

# Word Search

Test your word-finding skills with this word search game! A list of words is hidden within the square of random letters. Words may be hidden horizontally, vertically, or diagonally - forward or backward. Enjoy!

W	H	A	T	I	S	B	K	O	A	L	A	B	E	A	R	L
A	C	K	A	N	D	W	S	R	E	T	S	O	O	R	S	H
I	T	H	E	A	S	N	D	H	R	E	D	A	H	L	N	L
O	V	A	E	R	T	A	Z	E	I	B	R	I	A	N	I	C
E	N	T	K	V	A	B	V	P	X	P	N	F	B	G	U	R
L	K	E	A	G	B	L	W	D	A	O	P	K	T	M	G	T
E	G	E	N	Y	L	Q	S	T	C	N	K	O	F	I	N	O
P	R	H	G	L	T	K	L	E	T	Q	D	G	R	X	E	L
H	I	C	A	I	M	L	R	X	L	B	P	A	T	P	P	E
A	Z	R	R	O	P	O	Y	T	F	T	F	Y	B	F	K	C
N	Z	X	O	N	U	Q	T	F	Y	F	R	G	P	E	T	O
T	L	Q	O	S	T	K	C	D	E	E	R	U	B	W	A	N
S	Y	L	R	B	L	A	C	K	B	E	A	R	T	T	K	R
E	B	J	A	Z	M	P	O	L	A	R	B	E	A	R	F	Q
A	E	W	M	M	D	G	N	P	E	A	C	O	C	K	V	F
L	A	N	R	G	A	L	L	Z	N	L	E	O	P	A	R	D
S	R	Z	F	L	O	W	S	E	O	G	N	I	M	A	L	F

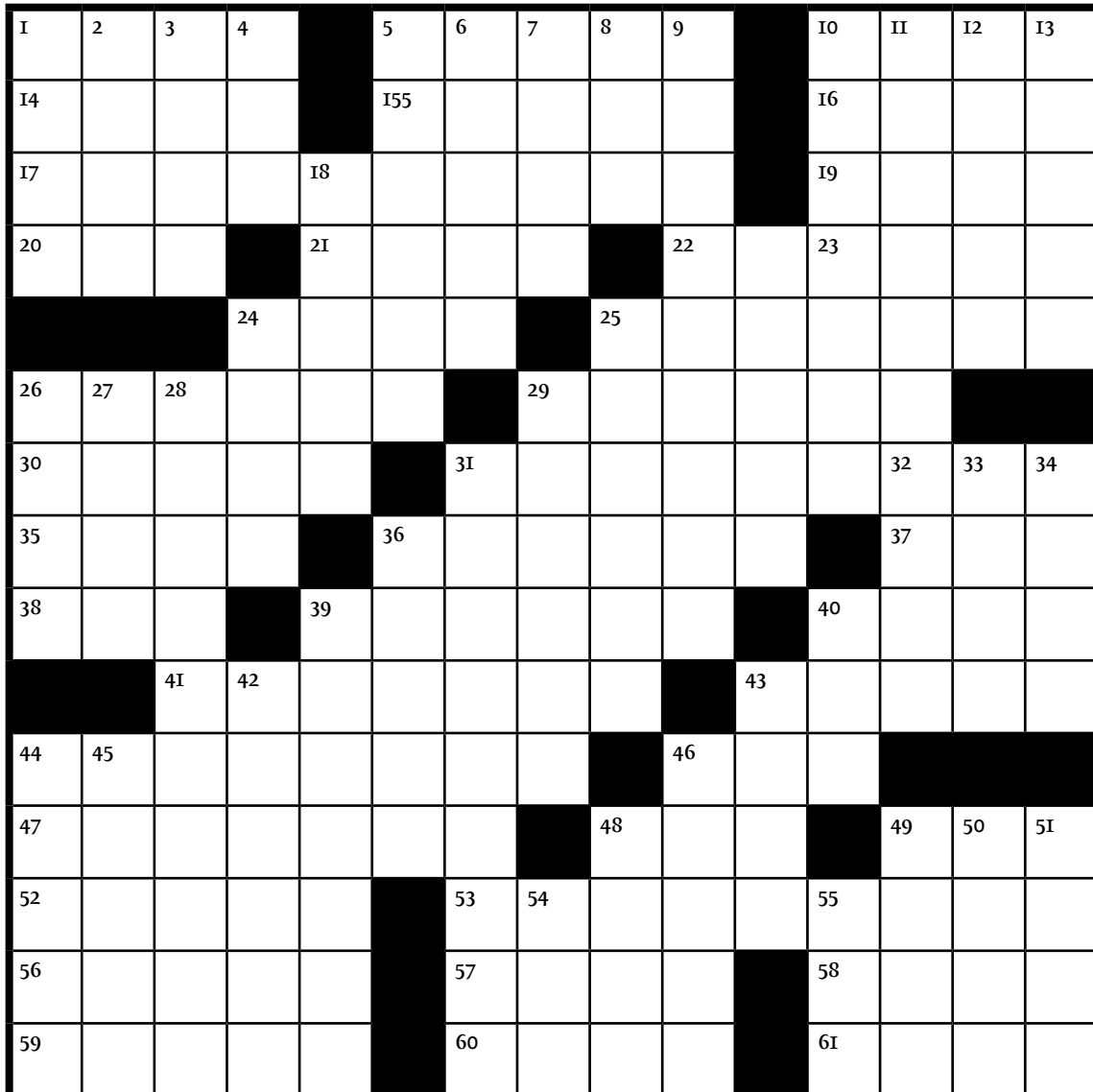
Bats  
Black Bear  
Cheetah  
Deer  
Elephant  
Flamingoes

Giraffe  
Grizzly Bear  
Hippo  
Kangaroo  
Koala Bear  
Leopard

Lion  
Llama  
Ocelot  
Panda Bear  
Peacock  
Penguins

Polar Bear  
Rhinoceros  
Roosters  
Seals  
Turtles  
Wolf

# Crossword



**CROSS**

- 1. Goddess of discord (Greek mythology)
- 5. Betel palm
- 10. Prig
- 14. Solitary
- 15. Spermal fluid
- 16. Bean curd
- 17. Chronological sequence
- 19. Car
- 20. Estimated time of arrival
- 21. Glove
- 22. Fish hawk
- 24. Not more
- 25. Roadside truckstops (British)
- 26. Powerful
- 29. Locales
- 30. Alter
- 31. Respond
- 32. Indicates incomprehension
- 35. Richly adorn
- 36. Subsequently
- 37. Novice
- 38. French for "Summer"
- 39. Undue speed
- 40. Australian wild dog
- 41. Grins
- 43. Dwarf

- 44. Get over an illness
- 46. Arid
- 47. Wears away
- 48. Dross
- 49. Astern
- 52. A superhero might wear one
- 53. Achievable
- 56. Purposes
- 57. A-list
- 58. Fortuneteller
- 59. Repose
- 60. Gunpowder ingredient
- 61. Flower stalk

**DOWN**

- 1. Consequence
- 2. Beat badly
- 3. Ancient Peruvian
- 4. Dry, as wine
- 5. Help
- 6. Relaxes
- 7. Radiate
- 8. Chief Executive Officer
- 9. Proclaim
- 10. Paper fastener
- 11. Nutritious
- 12. Frequently

- 13. Bright-colored floats
- 18. Alter
- 23. Strumpet
- 24. Give temporarily
- 25. \_\_\_\_\_ and quiet
- 26. Part of a book
- 27. Bypass
- 28. They help see stars
- 29. Blowholes
- 31. Stair part
- 33. Encourage
- 34. Owl sound
- 36. Pitchmen
- 37. Ocean motion
- 39. Home for bees
- 40. Requiem
- 42. Meek
- 43. Inadequate
- 44. Happen again
- 45. Delete
- 46. An old-fashioned writing tablet
- 48. Agitated state
- 49. Assist
- 50. Run away
- 51. Course
- 54. The greatest boxer ever?
- 55. Donkey