



CARING

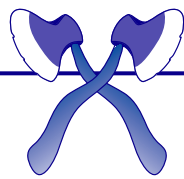
A service of your *Caring for the Mind* and
Employee Assistance Programs

Sharpen Your Edge

A long time ago a lumberjack was given a brand new ax. On his first day in the forest, he cut down 10 trees. On the second day, he cut down 15. On the last day of the week, he cut down 25.

By the second week, he still cut 25 trees a day but noticed he was far more fatigued by the end of each day. By the third week, he worked even harder but cut less per day.

In frustration, he went to see his foreman. The foreman, looking at his ax, asked why the ax was so dull. The



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lumberjack said he was so busy cutting trees, he didn't have time to sharpen his ax.

Most of us, whether we're lumberjacks, educators, business people or artists, aren't productive when we lose our edge. Positive thinking acts like a whetstone to sharpen our minds and hone the edge we need to perform our best.

If you think you're too busy to think positively, remember the lumberjack who was so busy cutting that he lost his edge. Avoid losing yours.

Optimist or Pessimist?

During these tough economic times, our tendencies toward optimism or pessimism are likely to be heightened. Every time we fill our car with \$4+ gasoline, every time we see pages of home foreclosures in the newspaper, every time we shop for groceries, we experience the challenge of keeping a positive attitude. Consider the following:

The optimist turns the impossible into the possible; the pessimist turns the possible into the impossible. The optimist pleasantly ponders how high his kite will fly; the pessimist woefully wonders how soon his kite

will fall. The optimist sees a green near every sand trap; the pessimist sees a sand trap near every green. The optimist looks at the horizon and sees an opportunity; the pessimist peers into the distance and fears a problem. The optimist promotes progress, prosperity and plenty; the pessimist preaches limitations, liabilities and losses. The optimist accentuates assets, abundance and advantages; the pessimist majors in mistakes, misfortunes and misery. The optimist goes out and finds the bell; the pessimist gives up and wrings his hands.

—William Arthur Ward

Saving Money on Gas

Driver's Seat

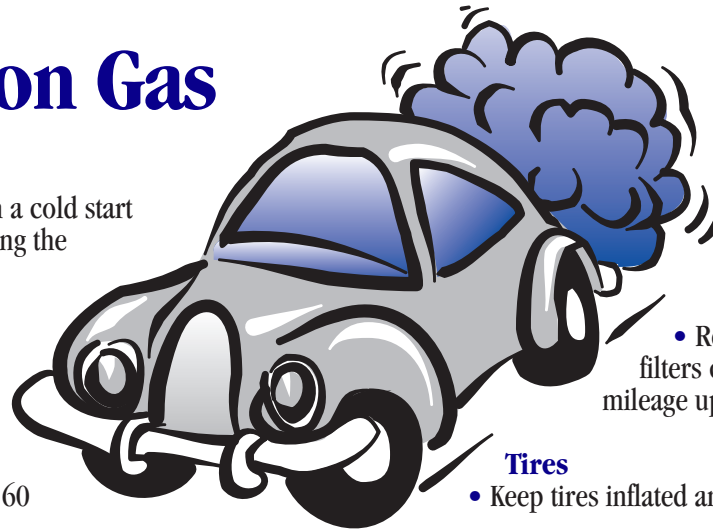
- Combine errands. Several short trips from a cold start can use twice as much fuel as one trip going the same distance.
- Carpool.
- Leave your car at home and take the bus, walk or ride a bike.

Steering Wheel

- Stay with the speed limit. Gas mileage decreases rapidly when you go faster than 60 miles per hour.
- Avoid unnecessary idling. It wastes gas, costs you money and pollutes the air.
- Don't jackrabbit. "Gentle" driving – easy starts and stops – improves gas mileage up to five percent.
- Use cruise control on the highway.

Under the Hood

- Keep your engine tuned. A smooth running car can increase gas mileage by an average of four percent.
- Change your oil. It reduces the wear and tear on your engine.



Use the grade of oil recommended in your owner's manual to get the best gas mileage.

- Replace filters. Clean filters can increase gas mileage up to 10 percent.

Tires

- Keep tires inflated and aligned.

Gas Tank

- Use the recommended octane. Using a higher octane offers no benefit. Unless your engine is knocking, buying a higher octane is a waste of money.
- Don't waste your money on gas-saving gizmos. According to the EPA, they don't work and some can even harm your car.

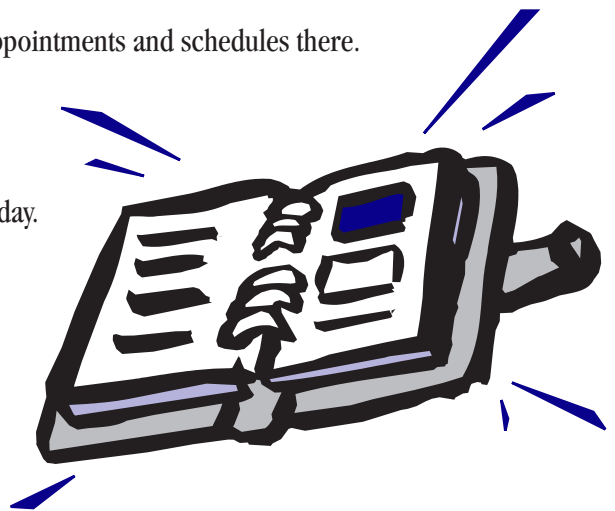
Trunk

- Remove non-essential stuff. One hundred extra pounds in the trunk reduces gas mileage by 2 percent.

10 Tips for Managing Your Planner

You have a planner, but are you using it wisely? Here are some tips for getting the most out of it:

1. Use only one planner. Keep all your personal, professional, events, appointments and schedules there.
2. Keep your planner with you at all times.
3. Set aside two hours a month to plan for the upcoming month.
4. Schedule major priorities at least a month ahead of time.
5. Take five or 10 minutes at the end of the day to organize for the next day.
6. Do the most important things first.
7. At the end of the day, decide what to do with the tasks you're leaving unfinished by dumping, delegating or delaying.
8. Record all your commitments and promises in one place.
9. Organize and group your communication tasks in one place.
10. Note your achievements in your planner and reward yourself for your success.



About CARING

CARING is a quarterly publication of the Business Resource Center of the Pastoral Institute. It is designed as a resource to help you cope with the challenges of daily living at home and at work. Your *Caring for the Mind* and Employee Assistance Programs provide counseling for you and your family when you face personal and family concerns. To make an appointment in Columbus, call (706) 649-6500. In Lanett, AL, call (334) 644-1172. In other areas, call (800) 649-6446 to get a referral to a counselor in your area. Please send comments about this publication to: Editor—Delane Chappell, 2022 15th Avenue, Columbus, GA 31901 or email dchappell@pilink.org