



JANUARY 2009



Family Time Work Time

A B A L A N C I N G A C T

Building Strong Families

Family Times

Times spent with your family are important times. These family times provide security for your child and give you an opportunity to teach your values. You can also teach your child how to communicate well with others. This will help your child get along well with others in life.

Here are some basic tips for family time activities and good communicating:

- Plan ahead for things to do as a family. Have a balance in your life of work schedules, family activities, and outside activities.
- Watch how you say things, your body language, and your tone of voice.
- Be fair, consistent, and clear about things when teaching your child your values.
- Find ways to laugh and have fun together.
- Really listen to each other.
- Get down to your child's eye level when talking together.
- Help each other. Be willing to let others help you.
- Resolve problems in a constructive way. Show your child what you mean when resolving a problem.
- Think about and value your family's strong points.



Space Heaters

Many people use space heaters to warm up certain areas of their homes and to save on other heating costs. Young children need to be supervised when a space heater is used. Space heaters are a good way to save money, but they can cause fires and need to be used safely. Keep warm, but protect your family!



Here are some safety tips to follow if you are using a space heater:

- Make sure your space heater has an Underwriters Laboratories (UL) mark, as this is a highly recognized symbol of safety.
- Keep heaters away from any combustible materials such as paper, curtains, or clothing.
- Do not use extension cords to plug in your heater. Plug it directly into the wall outlet.
- Never run your heater cord under rugs or carpets because the cord can overheat and catch on fire.
- Buy a space heater that automatically shuts off if tipped over.
- Make sure to supervise young children closely whenever your space heater is on.
- When your child is in a room, turn off the space heater if you need to leave the room for any reason.

Cell Phone Etiquette

If your cell phone rings when you are being helped by a sales associate in a store, let it go to voice mail and call back when you are done with your transaction. It is rude to interrupt someone who is helping you to take a call. The same goes when talking with wait staff in a restaurant, or staff in other public places.

Pay attention to your surroundings when taking a call. Do you really want the people around you to listen to your conversation? This is particularly true when others are trying to enjoy nature or get some peace and quiet in a break room at work.

Text messaging has become a popular way of communicating. Just be sure to do it in appropriate places and not while you should be listening to or communicating with someone else.



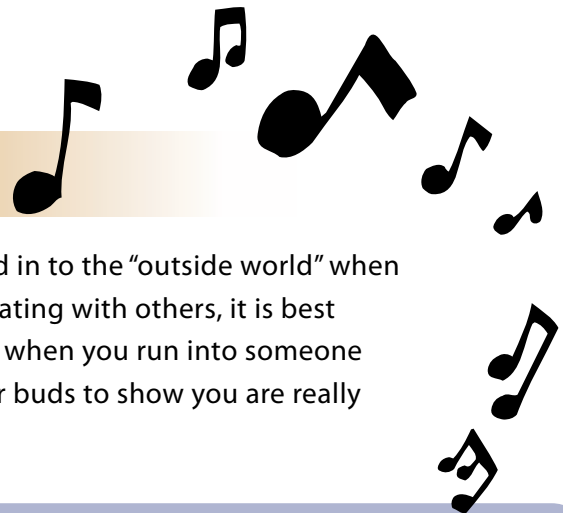
Computers and Email



Do not assume everyone has a computer and email! There are still a few folks, for one reason or another, who do not have access to a computer. When needing to communicate with others, you need to find this out. Keep in mind, a telephone call may be the quickest way to reach some people.

iPods and Mp3 Players

Enjoy your music or messages, but make sure to keep tuned in to the “outside world” when necessary. Sometimes for your own safety or for communicating with others, it is best to make sure you know what is going on around you. Also, when you run into someone while using your iPod or other tech device, remove your ear buds to show you are really listening to that person.



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