



Teaching Learning Center

THE FALLACY OF MULTITASKING:

A recent article from Health for Women details the “Madness of Multitasking”. “Chronically juggling activities doesn’t make you more productive; it drains your efficiency and can ruin your health” says Olga Norstrom. The task-supervising part of the brain, the prefrontal cortex or PC, needs time to adjust each time you switch tasks. This is because the PC can only do one task at a time. Each time you switch tasks you’re asking the brain to reallocate resources to accomplish a new task. Ms. Norstrom notes that “instead of saving time doing several things at once, we lose time when we switch from one task to another.”

It is possible to suffer consequences from excessive multitasking. The health effects are primarily caused by the hormone cortisol, known as the stress hormone. Cortisol isn’t a bad thing, we need it to stay alert and keep our blood pressure from dipping too low. If our bodies become too overloaded with cortisol due to extended periods of stress the cortisol attacks the germ fighting white blood cells. Then we can come down with a cold or worse. Depression and anxiety are often an effect of increased cortisol levels. Elevated cortisol decreases the production of the feel-good neurotransmitter serotonin. Increased cortisol levels for extended periods of time can also lead to high blood pressure; lower HDL (“good” cholesterol) levels, plaque build up, chronic fatigue, and weight gain.

A few steps to reduce stress:

- ◆ Keep e-mail reminders on silent: check your email at designated times to avoid being interrupted.
- ◆ Set family cell phone rules: Ask family members to restrict (non emergency) calls to lunch hours or fixed times.
- ◆ Power down: Stop working on the computer or online at least one hour before bed.

June/July/August 08 Health for Women

HOLIDAY CARDS & NEWSLETTERS:

Microsoft Publisher is an easy and effective way to quickly create holiday cards and family newsletters. There are plenty of templates available to make quick work of most any project. The MS Office website (<http://office.microsoft.com>) is an excellent resource for clip art and templates. Simply click on the items you want and download them to your computer. All the people on your greeting card list will be impressed! Don’t forget the TLC is here to assist you with technical questions and even help with some design ideas. Drop by today and check one more thing off your holiday to-do list.



WOMEN-SPECIFIC STRESS RX:

Oxytocin: Women have this hormone, men do not. It allows women to bond with their newborn or mate. It has been found to lower stress and revive energy in women.

Try these tips to raise Oxytocin levels and reduce stress:

- ◆ Admire your engagement ring
- ◆ Gaze at a photo of your children or grandchildren
- ◆ Stroke your pets’ fur
- ◆ Cuddle
- ◆ Say a silent prayer
- ◆ Compliment a coworker
- ◆ Sing or dance in the shower
- ◆ Have lunch outdoors
- ◆ Wear your “fancy” shoes on a regular day

Taken from June/July/August 08 Health for Women



HOLIDAY WORD FIND

U	Z	F	H	R	U	D	O	L	P	H	P	U	H	U	BALL	PEACE
N	U	V	A	Y	E	L	L	E	B	A	R	W	N	T	BELL	PRANCER
L	O	S	I	G	T	I	L	S	C	U	P	I	D	E	BLITZEN	PRESENT
T	E	R	A	X	L	S	N	A	M	W	O	N	S	M	CANDYCANE	REINDEER
S	S	P	T	N	E	J	O	D	B	R	H	R	E	O	CHIMNEY	RUDOLPH
T	T	R	S	H	T	N	I	R	E	H	S	A	D	C	CHRISTMAS	SACK
N	O	E	L	U	P	A	A	K	F	E	K	T	Y	H	COMET	SANTA CLAUS
Y	C	S	E	W	G	O	C	C	Z	X	R	S	E	T	CUPID	SLED
B	K	E	D	R	R	A	L	L	Y	Y	O	T	N	A	DANCER	SNOWMAN
G	I	N	G	E	R	B	R	E	A	D	W	I	M	E	DASHER	STAR
S	N	T	N	C	W	M	G	P	E	U	N	B	I	R	DONNER	STOCKING
M	G	N	T	N	E	Z	T	I	L	B	S	A	H	W	ELF	SUGARPLUMS
K	O	U	D	A	N	C	E	R	F	U	S	A	C	K	FROSTY	TOY
D	N	P	R	R	C	H	R	I	S	T	M	A	S	A	GIFT	TREE
L	A	A	G	P	E	A	C	E	A	Z	V	S	V	K	GINGERBREAD	VIXEN
															NOEL	WORKSHOP
															NORTHPOLE	WREATH
															NUTCRACKER	

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-Olga Norstrom, Health for Women

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WRITING A HOLIDAY NEWSLETTER:

- ◆ Keep it as short as possible, but include all the important details.
- ◆ Print it on paper that isn't too busy.
- ◆ Add photos, clip art or both to keep it interesting.
- ◆ Don't try to create it from scratch; download a template & customize it to suit your needs.

ECAMPUS GRADEBOOK IN EXCEL FORMAT:

Educational Technologies Assistant, Mary Lou O'Neal presented a workshop in the TLC on downloading your eCampus grade book and formatting it in Excel. There are some specifics that all online instructors should know to make sure their spreadsheet is formatted correctly. From the grade center for a particular class in eCampus, download your grades. Once downloaded, the file will be able to be opened and formatted in Excel. Please consider the following:

- ◆ Do a spreadsheet for *each* section in Excel
- ◆ Any 9000 sections should be placed on a separate spreadsheet
- ◆ Always include a grading scale on the spreadsheet (may choose to display it via a footer)
- ◆ Make sure your Excel document is set to "landscape"
- ◆ Go through and format the cells so all text is visible (center & expand cells as necessary)
- ◆ The only columns necessary are the students first and last name, student ID, & grades
- ◆ The Header (custom header) should include: (left) name of course, (center) college, (right) date, semester, & section number
- ◆ When saving, save the file as the course title, section number, & semester
- ◆ Always include each students' final grade on the spreadsheet (including all "W" grades)
- ◆ Choose to show gridlines, it makes it easier to read once it's printed

Now you're ready to give your spreadsheet to Mary Lou O'Neal. She keeps track of your "blue rolls" and will make sure the final grades are entered and submitted to LeCroy. If you have any questions, feel free to drop by the TLC for one-on-one help.

Happy Holidays!