

Efficiency may not always be preferable to effectiveness

Our responsibilities are many and the lists of projects and tasks that confront us are always mounting and changing. We continually seek methods for getting things done in order to meet our deadlines, and it's satisfying to check items off our to-do lists so we can move on to the next tasks in line. But being efficient may compromise the bigger picture.

To be efficient by definition is to achieve maximum productivity with minimum wasted effort, time or expense. Efficiency definitely has its place in our work, especially as our schools have limited resources, and taking unnecessary extra steps can seem wasteful (and sometimes it is). Efficient people work hard to get things done with the fewest resources, but there are situations when taking extra time with a task can have longer-term benefits.



Efficiency is present-oriented and effectiveness is future-oriented.

Effectiveness, by contrast, means doing jobs with purpose. While individuals tend to choose tasks that fulfill specific objectives, leaders strive to guide their teams toward meeting broader goals by delegating responsibilities that contribute over time to the organization's overall purpose. Doing a task yourself may in fact be the most efficient thing to do in terms of time and resources, but taking the time to delegate the same task to a member of your group while coaching them along the way can help create a more involved, effective and long-term team.

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Sneak physical activity into your work day

Online meetings, helping children with schoolwork, and the everyday obligations of running a home can take a toll on your exercise time. But for overall health and happiness, you need to stay active. So how can you slip some additional activity into your day? Here are a few ideas to get you started:

- **Stand up.** You burn 20 to 50 more calories per hour standing versus sitting. When working, look for opportunities to stand, such as to take a call or to participate in a meeting either in person or on Zoom. Standing improves posture and reduces joint stiffness.

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Update your IIPP and CPP with this free online training

The School Action for Safety and Health (SASH) program is offering a free virtual half-day course to train school district staff on how to develop and implement an effective health and safety program that meets the requirements of the

COVID-19 Protection Plan (CPP) standard and Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard.

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Sneak physical activity

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- **Stretch it out.** Stretching is an easy way to loosen your muscles and keep the blood flowing, especially if you're tied to a desk all day or spend a lot of time in the car. While stretching may not burn a lot of calories, it helps increase your range of motion and prevents soreness from being in one position too long. Simple stretches like neck rolls, cross-body arm stretches and overhead shoulder stretches are all ones you can easily perform at your desk or in your vehicle. Stretching also helps reduce stress and increase flexibility.



- **Walk.** Walking not only burns calories, it can help improve mood, balance and coordination. Walk around the block when taking a phone call. Park farther away from the door when out running errands. Grab some friends or coworkers and commit to taking a walk together twice a week. Holding each other accountable will increase your likelihood of following through.
- **Skip the elevator.** For every minute going up or down stairs, you expend 5 to 10 calories. Taking the stairs also helps develop strength through working multiple muscles simultaneously, including your quads, glutes, hamstrings, calves and hip flexors.

Remember, even small bursts of exercise throughout the day can positively impact your health.

Source: Managed Health Network

EAP help is just a call away

If you or members of your staff need help with the stresses and challenges of daily living, your district may provide an employee assistance program (EAP) that can help. The districts listed below currently have the Managed Health Network EAP available to district staff through SIA. Help is just a phone call away. If you would like more information on SIA's EAP, contact Teresa Franco at tfranco@sia-jpa.org or (916) 364-1281, ext. 1256.

SIA Member Districts in the MHN EAP:

- Arcohe Union SD
- El Dorado County Office of Education
- Folsom-Cordova USD
- Galt Joint Union Elementary SD
- Galt Joint Union High SD
- Hayward USD
- Latrobe SD
- Natomas USD
- Natomas Charter SD
- Placerville Union SD
- Rescue Union SD
- River Delta USD
- Robla SD
- Sacramento City USD
- Sacramento County Office of Education

Efficiency vs. effectiveness

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In other words, efficiency is present-oriented and effectiveness is future-oriented.

To be more effective:

- Take time to reflect, plan and review.
- Define your vision, set goals to meet that vision, and complete tasks that contribute to the goals.
- Create boundaries. For example, don't review emails first thing in the morning as it can let others set your agenda.
- Communicate. Ask questions and seek clarity to eliminate unnecessary reworking of tasks or misunderstandings.
- Stop multitasking. Stay focused on the task at hand and do it well.

Efficiency and effectiveness together are powerful, but often it's better to focus on being effective first, then make the needed changes to be more efficient.



*Self-care in the time of Covid***15 ways to stay both safe and sane**

Deborah Camacho, MS, SIA Prevention Services

With all the uncertainty of living through a worldwide pandemic, it's even more important to stick to some basic principles to help manage the inevitable anxiety and frustration that social distancing and ever-changing protocols can cause. Maintaining a routine, helping others and taking time to focus on self-care are among the top tips presented by Ball State University health science professor Dr. Jagdish Khubchandani. These tips can help offset social distancing and at-home isolation:

1. Focus on your personal health, training, diet and physical activity levels, and maybe even reassess your work habits.
2. Cook for yourself and others in need. Add more fruits, vegetables, vitamins and proteins to stay healthy.
3. Go for a walk or exercise at home. Get outside whenever possible.



4. Do not let anxiety or being at home lead to binge eating or alcohol and drug use.
5. Do not oversleep; keep to a schedule similar to your work schedule.
6. Know that social distancing can cause anxiety and depression. Be aware and reach out if you or someone you know is in need.
7. Attend virtual meetings and engage with co-workers as often as possible during work hours.

8. Consider taking an online course, pursuing a certification, participating in a personal development training, or learning a new language.
9. Spring clean by clearing clutter and donating household items. Home clutter can harbor pollutants, lead to infections and result in unhygienic spaces.
10. Social distancing should not mean an unhealthy life on social media; be aware of myths and misinformation.
11. Limit your time with social media and national news to avoid over-consuming information that may lead to anxiety, fear and/or depression.
12. Reach out to others and offer help while practicing social distancing. Run an errand for an elderly neighbor, walk a dog for a friend, etc.
13. Check on friends and family well-being periodically. Be kind to all. You never know who's struggling.
14. Engage in alternative activities such as listening to music, practicing yoga or meditation, reading a book for pleasure, trying a new recipe, or painting/drawing to stay engaged.
15. Don't isolate yourself completely – social distancing should not become social isolation.

Social distancing can be tough on people and can disrupt the social and economic fabric of every community, young and old. Take a little time to be aware of your routine and your surroundings and be kind to one another. The crisis of isolation has taken a personal health toll on many, so it's important to be aware of how small things can influence how you manage life during a pandemic. Perhaps you can help others to do the same.





Help your staff with free financial education options

Financial worries can distract you and your staff from work tasks and responsibilities. To help relieve some of the stress, SIA has partnered with the SAFE Credit Union to provide free virtual financial education webinars for member school districts. These sessions are open to all district staff and registration can be done through the corresponding link:

Mindfulness & Money – April 22 – noon to 1 p.m.

In challenging times, it's more important than ever to be sure that every dollar has a job. Being mindful with money is the simple process of understanding your finances and creating an intentional plan to improve financial behaviors that can help you in both challenging and more normal times.

[Register here](#)



The Savvy Shopper – May 20 – noon to 1 p.m.

Groceries, toilet paper, laundry detergent and all those other items we shop for regularly needn't hit our pocketbooks hard. Always buying the most expensive items will take its toll on your wallet, but going cheap may be even more costly over time. Learn how to get it just right when shopping for essentials, and learn about the realities of affordability, needs vs. wants, how credit card usage impacts your credit score, and spending with purpose.

[Register here](#)



Wags to Wellness – June 10 – noon to 1 p.m.

Our pets are family members and need to be kept healthy to prevent future and costly health issues that can be stressful on everyone. Having pets can improve our emotional, physical and mental states; learning how to keep them healthy can help alleviate many pet-related financial concerns. Learn ways to provide budget-friendly personal care tips for your furry friends to help you both stay healthy and happy – and prepared in case the unexpected happens.

[Register here](#)



Use WeTip

For more information

contact Teresa Franco at tfranco@sia-jpa.org or 916-364-1281, ext. 1256.

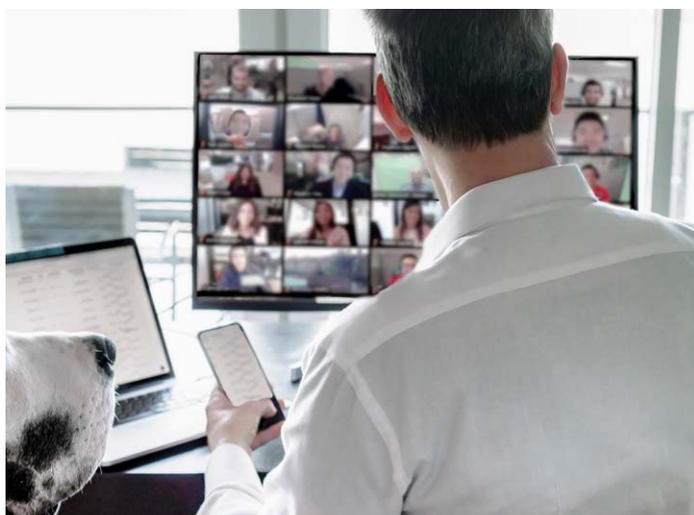


1-800-78-CRIME

SIA offers virtual ergonomics evaluations

Whether working from home or at a worksite, SIA offers virtual ergo evaluations for members in our workers' compensation pool. Contact your district liaison, who'll submit the required form to SIA. If you're uncertain who your liaison is, contact Lita Chang, SIA Prevention Services, lchang@sia-jpa.org.

Also, check out SIA's **Create Your Ideal Workstation** video on the [SIA YouTube Channel](#).



QUOTE TO NOTE

Ineffective people live day after day with unused potential.

– Stephen Covey

Update your IIPP and CPP

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The program is presented by trainers from UC Berkeley's Labor and Occupational Health Program. Topics will include:

- Meeting Cal/OSHA requirements and expectations for an effective CPP and IIPP;
- Identifying and solving common health and safety problems in your school district;
- Steps for investigating school-related accidents, injuries and illnesses;
- Ways to involve employees in your safety program.

Attendees will receive:

- A free guidebook and easy-to-use model template for writing your CPP and IIPP;
- Free fact sheets and tools to help you implement your CPP and IIPP;
- Resources for technical assistance.

The SASH program is a statewide initiative to help school districts reduce the high rate of work-related injuries and illnesses among school employees. The program is funded by the Commission on Health and Safety and Workers' Compensation and is endorsed by State Superintendent Tony K. Thurmond.

Tuesday, April 27 – 8:30 a.m. – 12:30 p.m.

Tuesday, May 18 – 8:30 a.m. – 12:30 p.m.

Tuesday, May 25 – 8:30 a.m. – 12:30 p.m.

To register for any of the upcoming sessions, visit their website at <https://forms.gle/WT8VZit4ReszLtTX9>.

Visit the SIA's website page COVID-19: Remote Work and Wellness Resources to access resources for maintaining your mental, physical and financial health. Offerings include recorded training sessions, tips and links. www.sia-jpa.org

The material in this newsletter should be part of your Injury and Illness Prevention Plan (IIPP).

Keep a copy of this newsletter in your IIPP binder.

RISK REVIEW is published by the Schools Insurance Authority, P.O. Box 276710, Sacramento, CA 95827-6710, (916) 364-1281, 1-877-SIA-KIDS. The SIA is a joint powers authority, composed of 37 members, that collectively provides workers' compensation, liability, property, and health benefit insurance coverage on behalf of its member districts. The SIA school districts are: Arcohe, Atwater, Buckeye, Camino, Center, Central Sierra ROP, El Dorado Co. Off. Ed., El Dorado High, Elk Grove, Elverta, Folsom-Cordova, Galt Elem., Galt High, Gold Oak, Gold Trail, Hayward, Indian Diggings, Kings Canyon, Latrobe, Merced City, Mother Lode, Natomas, North Bay SIA, Pioneer, Placerville, Pollock Pines, Rescue, River Delta, Robla, Sac. City, Sac. Co. Off. Ed., San Juan, Shasta-Trinity SIG, Silver Fork, Twin Rivers, Visions in Education Charter, and Woodland. SIA Officers: Executive Director — Martin Brady; President — Keyshun Marshall, Sacramento City USD; Vice President — Robert Whittenberg, El Dorado Union HSD; Secretary — Michael Borggaard, Elverta Joint SD; Prevention Services Director/Communications — Lisa Tremewan-Konarski; Newsletter: CG Communications