Our mission is to achieve excellence in the provision of behavioral health services that lead to optimal health and well being

#BeTheDifference In July

#BeTheDifference in July: Summer Self-Care

Summer is a great time to focus in on your self-care routine. Getting outside, shopping for fresh fruits and veggies at the farmers market and listening to upbeat summer tunes are all wonderful ways to take care of yourself during the warmer months!

For #BeTheDifference in July, we'll be talking about ways to practice self-care so you can stay well this summer.

Here's how you can #BeTheDifference this month:

‣ **JOIN A CONVERSATION.** On Thursday, July 19 from 2-3 p.m., we're hosting a #BeTheDifference Twitter Chat on Summer Self-Care Tips and Tricks. To join the chat, follow @MHFirstAidUSA and use the hashtag #BeTheDifference in your responses.

‣ **READ UP.** All month long, we'll be sharing tips for practicing better self-care on the Mental Health First Aid blog (https://www.mentalhealthfirstaid.org/news-and-updates/). Do you have a self-care tip or a story about how you've used Mental Health First Aid to practice better self-care? Email Erica Hoffman at EricaH@TheNationalCouncil.org for a chance to be featured on the blog!

‣ **SPREAD INFORMATION.** Each week, we're sharing a new infographic featuring tips for self-care on Twitter and Facebook. Look for upcoming graphics online, and feel free to share them with your networks.

Sincerely,
The Mental Health First Aid USA Team

STAFF GETS LICENSED

NICOLE DERMER has obtained her CAC III license!

BRANDY CUTSHAW has obtained her LPC License!

KAITLIN WILSON has obtained her LPC!

CONGRATULATIONS
to you all! Centennial is lucky to have you!

JULY ANNIVERSARIES

32 YEARS
Spencer Green

17 YEARS
Sarah Whitman
Toni Warnick

11 YEARS
Patricia Payne

9 YEARS
Abbi Garcia

6 YEARS
Josh Alexander
Michelle Lynn

5 YEARS
Essie McCall

4 YEARS
Sam Melfi
Jon Perez
Warren Fenn
Nicole Dermer
Joanne Weatherly
Walter Gross
Suze Scott
Jami Brown
Laura Brum

3 YEARS
Jessica Porter

2 YEARS
Bonnie Holzschuh

1 YEAR
Trisha Broadright
Jamie Mondragon
Ke-Anna Myers
Amy Nation
Clay North
Anastasia Romero
Erika Yourdan

WELCOME JUNE NEW HIRES

KRISTAL WATSON	MHP 2	Elizabeth/Limon
MICHELE MAROSTICA	MHP 2 - Crisis	Sterling
ARCELIE LOPES	MHP 2	Fort Morgan
JENNIFER HADLEY	MHP 1	Sterling

Stop Germs! Stay Healthy!
Wash Your Hands

WHEN?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

HOW?

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** hands well under clean, running water.
- **Dry** hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

For more details on handwashing, visit CDC's Handwashing Website at www.cdc.gov/handwashing

CDC
U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

CS245253A

EMAIL ETIQUETTE

EMAIL IS A POWERFUL TOOL. USE IT WISELY.

If you already get more business emails than you care to open, read, and respond to, you're definitely not alone.

Like it or not, emails are a part of business. But as you get more and more inundated, you want to do everything you can to ensure that your emails get read. One way you can do this is to adopt some best practices for professional email etiquette. So read on for some business email etiquette tips that will increase the odds of your emails being read rather than trashed.

1. SPECIFY YOUR SUBJECT LINE: The first step in professional email etiquette is that you should title your email in such a way that the recipient immediately knows what the message is actually about. For instance, if you're emailing to inform a colleague about a specific meeting, you can title your email something like, "Info about budget meeting." You want your title to get to the point, right away.

2. (MOSTLY) AVOID "REPLY ALL.": It's usually a good idea to forego the temptation to hit the "reply all" option when sending professional emails. Proper email etiquette aside, it can be quite annoying for people to be included in a group email if the content of the message has nothing to do with them. So be considerate and hit "reply all" only if the message would be of interest to all of the recipients.

3. PROOFREAD: Sometimes people pay less attention to spelling and proper grammar when composing emails than when writing actual letters, which is the way business correspondence was traditionally done.

But the truth is that proper spelling and grammar still counts. After writing your email, read it through out loud to ensure that your errors don't overshadow your message. The reason for reading it out loud is that sometimes your ears will catch something that your eyes skim over.

4. ACKNOWLEDGE EMAILS: With business email etiquette, whether or not the person emailing you requests a response, it's always a good idea to send one anyway. You should not only acknowledge all emails, but also do so in a timely fashion. This sort of courtesy is not always extended.

5. AVOID ALL CAPS: Using all capital letters in a written communication is like shouting in a face-to-face conversation — and no one likes to be yelled at. So it's usually not appropriate or proper email etiquette to employ all caps in order to convey your message.

6. DOUBLE CHECK THAT EMAIL ADDRESS: When it comes to business matters, the last thing you want is to send an email to the wrong person. That's why you should double check the recipient's info before hitting the "send" button. If you make a habit of verifying the receiver's info, you'll avoid making mistakes.

7. SIGN OFF IN STYLE: It's a good idea to have an email signature as a component of your corporate identity. It will make your emails come off looking more legitimate and professional. In fact, you can look at your email signature as the digital equivalent of your business card. That said, you want your email signature to be as properly formatted as is your printed business card. So drop the multiple font types and go for standardization to present a nice, professional image. **(We may look into setting a standard within the coming months).**

8. TYPE LIKE YOU TALK. Treat each email you send out as if you were actually speaking to the person you are sending it to. This may seem obvious, but it is easy to get angry and fire off something in an email that you wouldn't say to someone's face. This is especially true when emailing up the chain. If you wouldn't say it to your boss' face, don't send it to your boss in an email. Also, if you aren't sure about the email you are about to send, ask an honest friend to read it first.

9. KEEP THE MESSAGE SHORT: Long rambling messages do not get your point across. If you really have a lot to say, try breaking it into three or four main points and put them in multiple emails.

10. DO NOT SEND LARGE FILES: unless the recipients are aware that it is coming. It isn't always easy to tell how large the file you attach is, but as a general rule, any word or excel spreadsheet you have created is probably not that large. Videos, sound bites, zipped files, etc can be quite large. You should have a general idea of the size of an attachment before you send it.

As you can see, there's quite a bit to think about when it comes to email etiquette at work. Email in the workplace is a fact of life, and there is research that suggests that this will be the case in the years ahead as businesses rely on emails to communicate internally and externally. What this means is that you need to learn how to go about using this form of electronic communication effectively, particularly if you want your emails to be read rather than deleted.

Maintaining a professional image includes communicating properly, and that, of course, includes emails. Email is a powerful, professional tool, both in the workplace and for networking. These email etiquette tips will give you a good start as you make effective use of email in the business environment.

If anyone has any other suggestions besides the ones above, or ones we've discussed before please send them my way and we can do a "Part 2". In an effort for all of us to communicate as seemlessly as possible it's important we are all on the same page digitally.

CONNECT WITH US

LIKE US ON FACEBOOK

FOLLOW US ON TWITTER