

SEPTEMBER 2020

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Happy Wednesday!

In today's edition we look at the importance of **International Literacy Day** and the projects and resources to assist in improving the literacy skills of youth and adults. Other great topics include:

- keeping active with a fake commute
- an email habit that can sabotage your day
- the daily exercise and meditation schedule, including ZUMBA

And don't forget to check out the new **Sleep** and **R U OK? day** 'lunch and learn' session recordings.

Stay well and have a great Wednesday.

International Literacy Day

International Literacy Day has been celebrated on 8 September for over 50 years and marks the importance of literacy and to assist people - youths and adults - to rediscover the joys of reading and writing while raising awareness for those without access to education.

Illiteracy affects a good proportion of the world's population, and not everyone equally. Global statistics indicate that more than 100 million youth worldwide lack basic literacy skills, with women making up two-thirds of the 774 million people in the world who are illiterate.

The COVID-19 crisis has shed light on the unpreparedness of infrastructure, education systems, programs and people, for ensuring the continuity of teaching and learning in such a situation. During this global crisis:

- schools were closed in more than 190 countries
- the education of 1.27 billion children and youth has been disrupted

This has had a significant impact on the education of thousands of children across the world. The World Literacy Foundation is working to increase their capacity and response to provide children with the learning resources needed to continue their literacy development.

Many parents are concerned about the disruption of their child's education, and distance learning assisted by technology has been adopted as a temporary solution to this problem. However, remote learning has also highlighted the impact of the digital divide on the less fortunate. It is undeniable that future literacy programs can also benefit from digital technology. We need to embrace, support, and even scale up, initiatives that pursue the improvement of literacy skills for children and youth through technology.

Action means everything, and International Literacy Day 2020 called on policymakers, advocates, teachers, families and students, to join forces and take action. It is a common responsibility to ensure children keep learning during and after this global crisis.

Children's education requires, now more than ever, free access to quality educational resources and technology. In fact, the world needs to adopt a more inclusive learning system. In Australia, the World Literacy Foundation has been working with a focus on providing services in:

- literacy tutoring
- books distribution
- pop-up libraries, and
- an Indigenous learning app.

The World Literacy Foundation is working day by day to reach children in remote communities with quality educational resources to enhance their literacy skills.

Today a reader, tomorrow a leader

The World Literacy Foundation have created the [Literacy library](#) with a collection of videos, eBooks and podcasts that can be used by children, parents, carers and teachers, with a sole common purpose; to **nurture a love of reading in children**.

Go to [The World Literacy Foundation](#) website learn more about the projects to increase literacy and what you can do to assist. You can also more about their EdTech initiatives: [Sun Books](#), [Dingo](#), and [Indigenous Learning App](#).



Keep active with a fake commute

How does your morning and afternoon work routine compare with what you were doing in January? With most people still working from home, the daily commute to and from work is a distant memory.

The commute to work can be many things for different people. At the very least it can be a **buffer zone** to mentally prepare for the day, used to add physical movement, or for a morning coffee and social interaction at the local café. For some, it simply provides the time to walk out of the house and leave behind whatever was going on.

When so much seems beyond our control, it is important that we try to establish structure to our days to provide some stability. **This is vital for health and wellbeing.**

Now that spring has sprung, it is a great time to assess what you can do differently in the mornings and evening to create a '**buffer zone**' or '**fake commute**' between work and home in your routine. When considering your before and after work regime, make sure you include a 'physical' pause in the day. Some simple ideas include:

- a Pilates or yoga session in the morning
- taking the dog for a 30-minute walk
- meditation after you finish work
- schedule a catch-up with a friend for social interaction
- making a cuppa and sitting in the garden.

Take a few minutes to assess your routine and what simple changes you can make to create a 'buffer zone' or 'fake commute' and introduce activities for your physical and mental wellbeing.

Check out these resources for more ideas:

sessions

- [Exercising and staying active during coronavirus](#)



Lunch and learn sessions

With **new sessions** being added regularly, make sure you keep up-to-date with what's on offer.

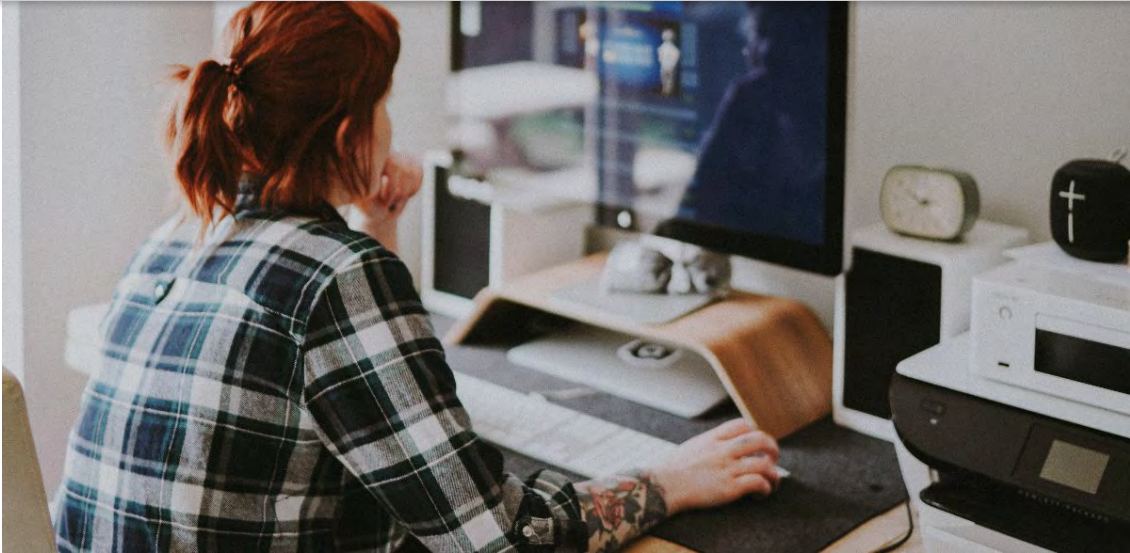
The 'lunch and learn' sessions are designed to provide staff with information and assistance in a range of areas that support their personal and professional needs and interests.

[Click here to register](#) for your preferred session(s). A Microsoft Teams link will be sent following registration.

Upcoming sessions include:

17 September **Demystifying counselling and support services through EAP**

12:30pm - 1:15pm *Ms Marisa Parsons, Team Leader, People Assist at Converge International*



This email habit can sabotage your day

Are you finding you wake up with the urge to check your email first thing in the morning? While we are relying more on technology to be more connected, the habit of checking your email first thing may have crept into your routine, and **this may be sabotaging your productivity for the day!**

Checking email first thing in the morning can set you up for a chaotic, less productive work day. *'Your inbox is nothing more than everyone else's to do list for you'*, explains Working Simply, Inc.'s Managing Partner Carson Tate in a recent Forbes article. *'If you start your day reacting to everyone else's emergencies and needs, you divert time and energy away from your priorities.'*

To reduce stress and enhance productivity, it is important to begin each day in the driver's seat - deciding how you'll allocate your time and energy. Checking emails before you get to plan your day can derail your efforts.

Consider these common scenarios that may sabotage your day:

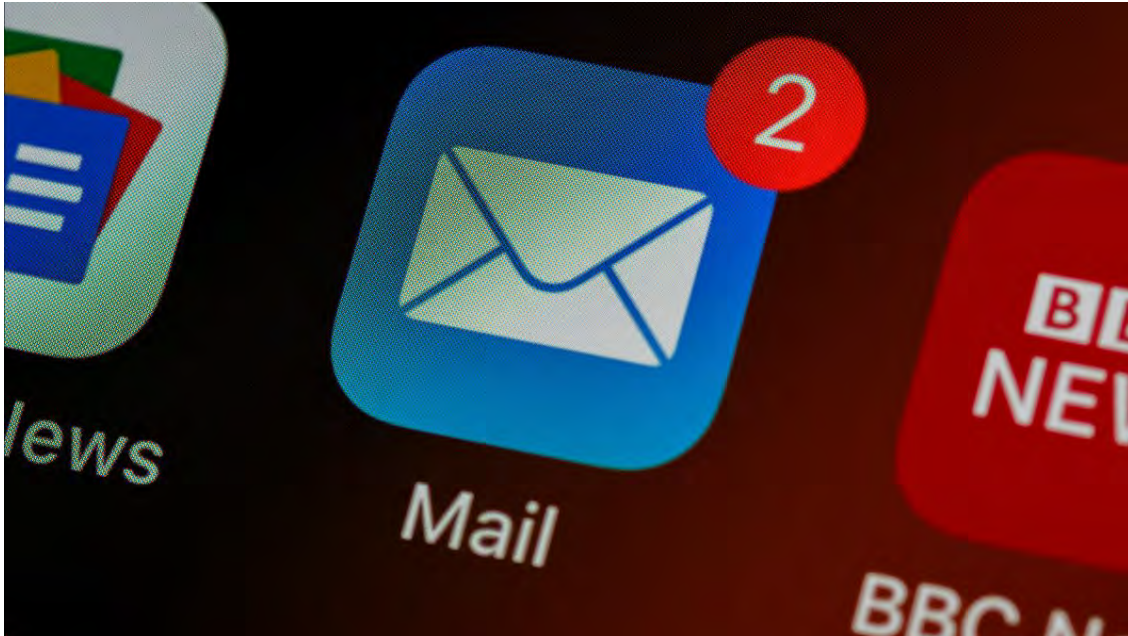
- you 'quickly' check your emails over breakfast, you read an unexpectedly curt email from a colleague and start obsessing over the message
- your alarm sounds, you grab your phone to turn it off and but find yourself 20 minutes later catching up on the daily entertainment news and latest celebrity break-ups, or
- in between getting the kids ready you quickly respond to a message, and find 45 minutes later you settle at your desk that your quick response has created a problem rather than a quick solution.

There aren't hard and fast rules on when and how often to check email, and there will always be circumstances that challenge your plans for the day. For most of us, falling into a habit of checking email first thing in the morning can be a dangerous one.

Consider your own habits. How soon do you check email after waking? Do you quickly

If you're answering 'yes' to one or more of these questions, you may want to step back and consider how well this habit is actually serving you.

[Read the Forbes article 'This dangerous morning habit may sabotage your productivity all day'](#) for further information and to assist you in setting yourself up for success and starting your morning on your own terms.



Get active, stay healthy

ZUMBA session kicked off last week. Check out the sessions being held Tuesdays and Thursdays and register now!

With daily sessions including ZUMBA, Pilates, yoga, meditation, body stretch, and HIIT, you have a great choice of activities to complement your daily routine!

Email Human Resources at hr@federation.edu.au with your preferred session(s) and we will forward you the relevant Zoom link(s).

- Mondays - 12:00pm - **Body Stretch** | 4:45pm - **Meditation**
- Tuesdays - 9:30am - **Meditation** | 12:00pm - **ZUMBA**
- Wednesdays - 9:15am - **Meditation** | 12:00pm - **HIIT** | 12:30pm - **Yoga**
- Thursdays - 9:15am - **Meditation** | 12:00pm - **ZUMBA** | 4:45pm - **Meditation**
- Fridays - 9:15am - **Yoga** | 12:00pm - **Pilates** | 12:30pm - **Meditation**

If you have any pre-existing conditions or are new to exercising, please follow the advice of your health professional. It is vital that we prioritise the health and safety of ourselves, family, friends and the community.



Health and wellbeing recordings now available

New '**lunch and learn**' recordings and **daily exercise sessions** are now available.

The sessions are available via the Human Resources website under the '[COVID-19 support for staff](#)' page in '[Health and wellbeing](#)'. You will find the recordings under the following headings:

Lunch and learn sessions

- [Having connected conversations – there's more to say after R U OK \(45 minute video, 96MB\)](#) ***new***
- [Sleep - How it supports our health and strategies for sleeping well \(50 minute video, 92MB\)](#) ***new***
- [Finance: what choices can we make to best manage our money](#) (42 minute video, 73MB)
- [Keeping fit in isolation](#) (34 minute video, 215MB)
- [Mindfulness, movement and energy enhancing tips to support wellness during isolation](#) (47 minute video, 341MB)
- [Family violence - building awareness of controlling behaviour](#) (53 minute video, 425MB)

- [The shaka project - Uniting men to start conversations about mental wellbeing, encouraging connection, mateship and brotherhood](#) (45 minute video, 252MB)
- [Improving mental health through diet and nutrition](#) (44 minute video, 83MB)

Exercise and movement

- **Zumba session *coming soon***
- [Stream and enjoy a Meditation session](#) (18 minute video, 46MB)
- [Stream and enjoy a UniSports' Body Stretch session](#) (30 minute video, 90MB)
- [Stream and enjoy a UniSports' HIIT session](#) (30 minute video, 120MB)
- [Stream and enjoy a Yoga session](#) (34 minute video, 83MB)
- [Stream and enjoy a Yo-lates session](#) (30 minute video, 75MB)
- [Stream and enjoy a UniSports' Pilates session](#) (33 minute video, 132MB)

We continue to receive great feedback from staff on the value and impact of these sessions on their health and wellbeing. Make sure you take time to review the upcoming 'lunch and learn' schedule and daily meditation and exercise sessions.

Future session recordings will continue to be added and made available on the Human Resources website for staff access.



Quick Links

[COVID-19 support for staff](#)

[Mental health and wellbeing - information guide](#)

[Health and wellbeing resources](#)
