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(National Health Law Program) Direct Conversation: Hospital Model of Language Access Policy and Procedures - Publishing Best Practices in Policies and Procedures to Address Language Access Issues. (California Institute of Social Security Health) Content created by the Office of Civil Rights (OCR)Content is last reviewed June 18, 2019 By SalesBy Alison Davis, Founder and CEO, Davis and Company@alisonbdavisReading difficult. And people are busy. So when we're pressed on time, the last thing we want to do is plow through a tight document. In fact, Nielsen Norman Group, eye-tracking experts and other studies that show how people engage with online content, recently proved once again that digital readers don't actually read: They scan. When writers and designers have taken no steps to direct the user to the most relevant, interesting or useful information, users will then find their own way, writes Cara Pernice of the Nielsen Norman Group. In the absence of any signals to guide the eye, they will choose the path of minimal effort and will spend most of their fixations close to where they start reading (which is usually the top left most words on the text page). How can you encourage people to keep going so they get all your message without getting stuck? The answer is to cover the subtitles. Subtitles are words or short phrases that help to group paragraphs together and present new pieces of information. They also visually break down large chunks of text, helping the reader digest the information. In fact, a simple subtitle has super powers: Subtitles are used as mini-headlines, they keep your reader engaged and moving through the content. The best subtitles contain compelling and important words, so the subtitles will catch readers' attention as they move down down You can use subtitles in any kind of email: emails, reports, print editions, guides, articles, even PowerPoint.How can you improve your subtitle skills? I recommend you find inspiration from good examples, especially in the major media. Even The New York Times, which previously avoided subtitle, slowly adopted the technique. For example, a recent Times real estate article used subtitles to create a sidebar about a profiled teacher: Occupation: An English teacher in a public high school. She also trains teachers through the New York Teaching Collaboration and New York Teaching Fellows.Kitchen cabinets for art supplies: On the recommendation of a friend, Ms. Williams began to keep her non-commercial food in the fridge to make room for her arts and crafts supplies. She has learned macrame and also makes candles with essential oils. Unexpected bonus: Now that I live alone, my dad wants to visit. He's never visited me in New York before. So it's interesting. On upgrading from scooter to motorcycle: There are so many potholes in New York City, I wanted to focus on learning how to navigate the streets safely before I had to control the clutch. I've wanted a motorcycle since I was a kid. And Melanie Anzidei, a reporter for The Bergen Record, used subtitles to organize an article about the mall expansion. I love the colloquial tone of these subtitles - they make the piece friendly and accessible: What about a residential building? Green space? And the hotel, too? Do I need a shopping mall to approve zoning? What about parking? What about traffic? Buses? As Nielsen Norman advises: Do the work for users rather than forcing them to make an effort and take bad shortcuts. Priorities and text format to direct users to what you want them to see and to what you know they want to see. The best way to do that? Subtitles, of course. Join Mark Cuban, Diamond John, Michael Strahan, Rebecca Minson and other big names in business at the Inc. 5000 Vision Conference October 19-23. Get your free pass right now. The views expressed here by Inc.com are their own, not Inc.com. The last update on October 14, 2020 today was not as you planned, but that doesn't mean you're weak. It just means you're human and you're not bad just because you've had a bad day. Not every day is a good day, but there is something good in every day. -Alice Morse Earle It's not the end of the world when you find yourself thinking I've had a bad day, but it can feel like that. You may have had plans that have fallen apart, experiences that will take you back, and interactions that only hurt. Perhaps you started the day thinking that could take it all over, only to find you could hardly get out of bed. If you have a bad day, you may forget to look at the good. Sometimes self-service helps us remember why we stand. It helps us recharge and reset our mentality. It helps us know that there are still options and that the day is not over yet. Love yourself today, no matter how hard it may be. It's a way of finding yourself among the difficulties you have. That's how you center yourself and regain focus and live a more meaningful life. Give yourself credit and compassion. Here are 7 ways to bounce back from a bad day by using self-compassion as a tool. If you've had a bad day, this is for you!1. Making a Gratitude ListIn a study on gratitude, psychologists Dr. Robert Emmons and Dr. Michael E. McCullough conducted an experiment where one group of people wrote thank you lists for ten weeks and another group wrote about irritations. The study found that the group that wrote about gratitude reported a more optimistic mentality in their lives. In general, having a list of thanks improved well-being and made one truly grateful, considering blessings in their lives. Write a list of what you are grateful for if you had a bad day. Do it as long as you like, but also be sure to note why you are grateful for every single thing you write. What gave you the most joy? What put you on better days? Keep tallying triumphs in mind, especially when you have bad days. The day does not define you and you still have things that surround you. It can be material things, spiritual connections and experiences, relationships, basic needs, emotional and mental well-being, physical health, progress on the path to hopes and dreams, or simply being alive. Here are a few other easy ways to practice gratitude. Write in JournalJournaling affects overall mental health, which also affects physical health and helps in managing stress, depression, anxiety and more. All you need is a pen and paper, or you could make an online password-protected magazine such as Penzu. The key is to get started and not put pressure on yourself about how polished or committed it is. You don't need to have a preliminary experience to start writing a journal. Just start. Write everything that bothers you for 15 minutes. It helps with rumination, problem handling, and can even help with brainstorming solutions. However you approach it, you can find patterns of thinking that no longer serve you and begin to transform the general mental state. This will affect all areas of your life and is an excellent survival skill3. MeditationMeditation can help you overcome negative thinking patterns by worrying about the future, focusing on the past, or trying to overcome a bad day. It changes your mindset and helps you focus on the present or any one thing you really want to focus on. Here's an example of meditation you can do: Get in a comfortable position. Close Rest your body, relieve tension, and impure jaw. Tighten and release each muscle group in body scanning for progressive muscle muscles on your breath, taking a few deep breaths. Let your stomach expand when you breathe in for diaphragmatic breathing. Free yourself completely of air and then return to normal breathing. Then focus on the idea of self-love and let it erase negative thoughts. Think about how you judged yourself, with narratives coming up that your mind can create. Give yourself unconditional love and release the solution. Not the time to meditate on it because you matter. This is especially important if you have had a bad day. Read this article for more information on how to get started with meditation practice.4 In a child PoseYoga outlet says: Baby's posture is an easy way to soothe your mind, slow down your breathing, and restore a sense of peace and security. The practice of posture before bedtime can help free up the day's worries. By practicing in the morning you can help the transition from sleep to wake-up. When you do Baby Pose, it can be between difficult positions in yoga, or it can be anytime you feel that you need rest. This will help you recover from difficulties and relax your mind. It also has physical health benefits of lengthening your back, opening the hips, and helping with digestion. To make baby pose, rest your buttocks back on your feet, knees on the floor. Lengthen your body above your knees with both hands outstretched or tucked back, with your head and neck leaning on the floor. Make this pose as a gift for yourself. You allow yourself to heal, rest, get time for yourself, recover and recharge. When you had a bad day, he was waiting for you.5 Try Positive Self-TalkEngage in Positive Self-Exploring. It's essentially a choice of your thoughts. When you have negative thoughts such as I can't do it, replace it

consciously with the thought I can do it. Give yourself positive approvals to help with this. Negative conversation about yourself fits into four common categories: personalization or blaming yourself, increasing or only focusing on the negative, disaster or expecting the worst to happen, and polarizing or just seeing black and white. When you stop blaming yourself for everything and start focusing on the positive, expecting things to work, and seeing the gray area in life, you reverse those negative mentalities and engage in positive self-talk. When you say words of kindness to yourself, your brain reacts with a more positive attitude. This attitude will affect everything you do. It's how you take care of yourself if you've had a bad day. Check with yourself to know when you have negative self talk. Do you see patterns? When did they start to become a problem? Can you turn these thoughts around?6. Use Coping Skills and take BreakUse to your survival skills. This means not giving your take control of themselves. You can distract yourself and run a bit. Do what you love. You can play sports, sports, to music, dance, volunteer or help someone, be in nature, or read a book. It's not about repression. It's about redirection. You can't stay in thoughts that no longer work for you. Sometimes, it's ok to get out of your own way. Give yourself a break from the things that are going on in your head. You can always go back to the problem later. It may even help you figure out the best course of action as sometimes straying is the only way to see the solution. If you've had a bad day, you may not feel like deciding what went wrong. You may need a break, so take one.7. If a bad day turns into bad days I believe depression is legal. But I also think that if you don't exercise, eat nutritious food, get sunlight, get enough sleep, consume positive material, surround yourself with support, then you don't give yourself a chance. -Jim CarreyIf you've been feeling out of control, depressed or unstable for more than a few weeks, it's time to call a mental health professional. It's not because you failed anyway. That's because you're human and you just need help. You may not be able to quickly bounce back from a bad day and that's fine. Feel how you feel, but don't let it consume you. When you're talking to a professional, share the methods you've tried here and whether they've been helpful. They can tell you additional ideas or get an idea from your struggles not being able to bounce back from a series of bad days. If you have more than just a bad day, they want to know. If you don't have the answers, that's fine too. You just need to try these tools and figure out how you feel. That's all you have to do. Keep taking care of yourself. Any progress is progress, no matter how small it may be. Give yourself a better chance by reaching out. Final thoughtsIf you've had a bad day, don't let it stop you. Know this: It's okay not to be okay. You have the right to feel what you feel. But there's something you can do about it. You can invest in yourself through self-service. You are not alone in this. Everyone has bad days from time to time. You just have to know that you are positive things that you are telling yourself. More things you can do if you had a bad DayFeatured photo credit: Anthony Tran via unsplash.com unsplash.com simple english communication sentences. simple english communication sentences pdf. simple english communication video. communication wikipedia simple english. simple way to improve english communication. simple english words for communication. what is communication skills in simple english. why use of simple english is advocated in intercultural communication

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