

BREAKROOM BUZZ

August 2025

Seedless Secrets for Success: Workplace Productivity

Boosting productivity doesn't always mean working harder; it means working smarter. Start by prioritizing tasks using the **80/20 rule**: 80% of the results often come from 20% of the efforts. Focus on high-impact work first and break larger tasks into manageable steps.

Time blocking is another powerful strategy; assign specific periods in a calendar to focus on a single task. This reduces multitasking and helps maintain momentum. Minimize distractions by silencing non-essential notifications and setting clear "do not disturb" times.

Take short breaks, try a quick walk, or drink water, maybe even watermelon juice. These breaks improve focus and reduce burnout.

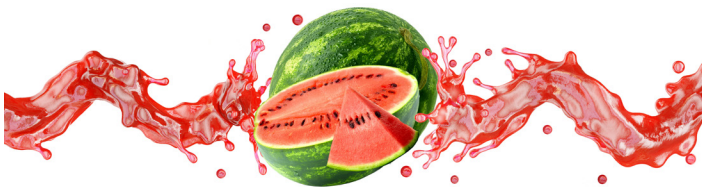
Stay organized with a simple system, like the **two-minute rule**: If something takes less than two minutes, do it immediately. Otherwise, schedule or delegate it.

Lastly, **communicate clearly**. Misunderstandings waste time, confirm next steps in writing, and don't be afraid to ask clarifying questions.

Remember, productivity isn't about doing more; it's about doing what matters most, efficiently and well.

Resource: Vaccaro, Pamela J. "The 80/20 Rule of Time Management." Family Practice Management 7, No. 8 (September 2000): 76-76.

Watermelon Time — Tips for Picking and Storing This Juicy Fruit



August 3 is National Watermelon Day. It's a great time to enjoy this sweet and juicy fruit. Here are some easy tips for picking a good watermelon and keeping it fresh longer:

- **Pick the right one:** Look for a watermelon with no soft or dark spots. Check the spot where it sat on the ground; it should be golden yellow. That means it's ripe and ready to eat.
- **Wash before cutting:** Wash hands with soap and water for 20 seconds. Then rinse the watermelon and scrub it with a produce brush. This helps remove any dirt or germs before cutting into it.
- **Store it safely:** A whole watermelon can stay fresh for up to two weeks if stored in a cool, dry place between 45 and 50 F. Once cut, store it in the fridge and eat it within four days.

Source: U.S. Department of Agriculture.

SUMMER WATERMELON SALAD

Yield: 4 servings

Ingredients:

- 5 cups cubed watermelon
- 1.5 cups diced English cucumber
- 6 fresh mint leaves, torn
- 6 fresh basil leaves, torn
- ¼ cup crumbled feta cheese, optional

Honey Vinaigrette:

- 1 tablespoon of honey
- 1 tablespoon lime juice
- 2 teaspoons olive oil
- Pinch of salt

Directions:

1. Wash hands. Mix honey, lime juice, and salt in a small bowl, then drizzle in olive oil while whisking. Set aside.
2. In a large bowl, combine watermelon and cucumber.
3. Wash and dry basil and mint leaves. Tear basil and mint leaves into the large bowl of watermelon and cucumber.
4. Top the watermelon salad with honey vinaigrette and gently toss to combine. Top with feta cheese and serve.

Nutrition information per serving with feta: 120 calories; 3 g protein; 4.5 g total fat (saturated fat 2 g); 20 g carbohydrate; 1 g dietary fiber; 160 mg sodium.

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