

HR Monthly Newsletter



August 2026



Your Inbox Is Stealing Your Brainpower

You sit down to work on a big project, and boom. You're neck deep in email replies before you've even opened the doc.

Email has a way of feeling urgent, even when it's not important. And without a system, it'll hijack your day before you've made real progress.

Here's how to take your inbox from energy drain to streamlined sidekick:

Switch To a "Triage" Mindset



Your inbox isn't your to do list. But it is where tasks sneak in. Try this: every email should land in one of three buckets: Delete, File, or Needs Action. Only the last one deserves space in your primary inbox.

Everything else? Archive it or move it along. Start by sorting your inbox by sender and mass deleting the noise. Don't overthink it. If you haven't opened it by now, you probably won't.

Create Smart Filters That Work How You Do

In Gmail, set up labels and filters like "Follow Up," "Read Later," and "Waiting On." In Outlook, use categories, folders, and Quick Steps to color code priorities and automate recurring actions. You can even set rules that reroute incoming messages based on sender or subject, so the clutter never hits your main view.

Schedule Your Inbox (and your real work)



Email will fill every inch of your day if you let it. Don't. Check it 2–3x daily; then log out. Put your actual priorities on the calendar and treat them like unmissable meetings with future you.

Tip: Block off one digital clean up session this week. Sort, purge, archive. Use tools like Gemini to summarize or label in bulk. Try Outlook's Clean Up feature to remove duplicate threads.

Try an AI inbox management tool?

You've got better things to do than babysit your inbox. Build a system once, and buy yourself hours of brain space back.



4.7 ★★★★★ (1,942)

Recharge Your Energy for Peak Performance

In this course, learn how to boost your productivity by managing your energy more effectively. This course discusses why energy management is crucial to your professional success, as well as how to craft an energy investment strategy for growth and sustainability. Learn tips for anchoring your attention to what matters most, priming your brain to sleep, fueling wisely with proper nutrition, and creating a seven day recharge sprint.

SUMMER SNAPSHOT

Whether you're jet setting across the globe or soaking up the sun in your own backyard, we want to see how you're making the most of summer! Snap a pic of your adventures (or staycation) and share the fun. You might just land a feature in our next newsletter spotlight!



Email your photos to kkilgore@ccsdetroit.edu

Mark your calendars for the upcoming holiday:

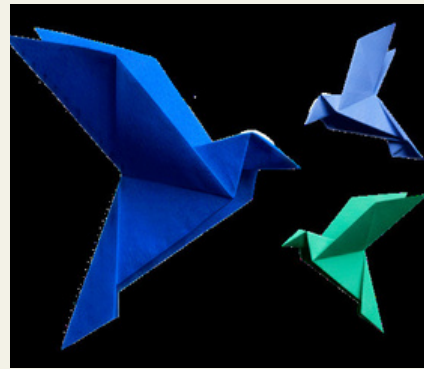
Monday, September 7th 2026– Labor Day

Remember to turn your out of office messages on for your email and phone. Enjoy your time off!



Because life changes— and wishes do too

Naming beneficiaries on your financial or retirement accounts—and keeping that information current—helps ensure your plans are carried out. It’s a simple way to protect the people (and causes) that matter most, while sparing loved ones unnecessary stress or legal delays later on.



Why naming beneficiaries is important

Confidence your wishes are followed

Your accounts transfer directly to the people or organizations you’ve chosen, no extra steps required.

Protection from probate

Without a beneficiary designation, assets may be frozen until a court decides, which can be time-consuming, costly, and stressful for your loved ones.

Clarity for your family

Because beneficiary designations legally take priority over your will, they help minimize confusion or disputes during difficult times.

Most people name a spouse, partner, children, relatives, close friends, charities, or trusts as their beneficiaries—depending on their unique circumstances.

Three steps to designate a beneficiary

- 1 Log in** to your financial or retirement account and locate the “Add/Update Beneficiaries” section.
- 2 Add details** such as names and contact information.
- 3 Review regularly**, especially after life changes like marriage, divorce, or the birth of a child.

Begin planning today.

Access tools, tips,
and resources.



WATCH

[Webinar: Naming
your beneficiaries:
Why it matters](#)



EXPLORE

[Essentials by TIAA:
Financial education](#)

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Don’t forget to update your Life
Insurance Beneficiary if needed.

Peach Lemonade

Ingredients

- 2 cups fresh unpeeled ripe peach slices
- 4 ½ cups water, divided
- ½ cup granulated sugar
- ¾ cup fresh lemon juice



Directions

Step 1: Make peach simple syrup

Bring peaches, 2 cups of the water, and sugar to a gentle boil in a medium saucepan over medium, stirring occasionally to dissolve sugar. Continue to gently boil over medium, stirring occasionally, until peaches are very tender, about 10 minutes. Remove from heat and let cool for 10 minutes.

Step 2: Pour peach syrup

Pour peach syrup through a fine mesh strainer into a small pitcher, pressing on solids with the back of a spoon to extract as much liquid as possible; discard solids.

Step 3: Add lemon juice

Stir in lemon juice and remaining 2 1/2 cups water.

Step 4: Serve

Serve peach lemonade over ice and garnish with peach slices.

Healthy Habit Challenge

A healthy lifestyle is built one day at a time. This month, choose one healthy habit and stick with it for 30 days.

Ideas to get started:

- Walk 30 minutes a day.
- Drink eight glasses of water each day.
- Read for 20 minutes.
- Spend time outdoors.
- Prepare one healthy meal each day.
- Limit screen time before bed.



Challenge yourself to stay consistent small habits can lead to lasting changes.

National Book Lovers Day

National Book Lovers Day is celebrated on August 9 and is the perfect reminder to pick up a good book. Whether you enjoy mystery, history, romance, science fiction, or nonfiction, reading is a great way to relax, learn something new, and take a break from everyday routines.

Looking for your next read? Ask a friend, coworker, or family member for a recommendation you might discover a new favorite!



We want your feedback!

<https://forms.gle/J9qieF1938KJA9YS9>

Be featured in the Employee Spotlight!

<https://forms.gle/Q3GpHraoafNDos3M8>

How Can We Help?

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