

WORK • LIFE • EXCEL

Work • Life Tips

▶ Money problems can be a nightmare, so it is natural to want to help a friend get through a pinch. But loaning money can also hurt a friendship, or add to a financial crisis if the money issue is a symptom of a larger problem. It's a personal decision whether to loan money, but consider recommending your friend visit the EAP. The EAP can refer employees with financial problems to many types of resources. Your advice may be worth a lot more than the loan.

▶ You are anxious to get started with professional counseling, but the therapist you want has no appointments available for three weeks. You don't want to see anyone else. What do you do? Contact the EAP. The EAP can provide short-term support during your wait and help you begin problem-solving. He or she can also help clarify your counseling goals and assist you in managing any immediate worries or concerns. As a result, you may get more from the counseling relationship once you start.

▶ There are millions of employees nationwide in work positions that place them at higher risk of being infected by bloodborne pathogens. Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include human immunodeficiency virus (HIV), the virus that causes AIDS, and the hepatitis B virus (HBV). Can you guess the most important prevention tool? It's your attitude. More specifically, this means treating all bodily fluids on the job as though they are infectious. Does your organization offer or require education on bloodborne pathogens? If so, don't miss it.

Do You Secretly Fear Retirement?

Do you fear retirement? Many people secretly do. They worry about being bored, losing meaning in life that their job provides, having fewer friends, or dying sooner. Good news. Research does not support these fears. On the contrary, retirement usually boosts positive lifestyle changes. You are likely to be more active, sleep better, and reduce your sitting time when you retire. Data revealed that retirees increased their physical activity by 93 minutes a week, decreased sedentary time by 67 minutes per day, increased sleep by 11 minutes per day, and smokers often quit. Sound good? Start planning to get what you want in your golden years. You may later wonder in your active retirement how you ever had time to work! Source: <http://sydney.edu.au> [search "retirement good for you"]



Yes, the EAP Can Do That!

An employee assistance program can help in many ways you may not have considered. Here are two: 1) Assessment, support, and counseling to assist you in following through with rigorous and mandatory steps required of you by your employer associated with a performance improvement plan; 2) Support and guidance to help you follow through with requirements imposed on you by the courts for offenses such as a conviction for driving under the influence (DUI), domestic violence, etc. If in doubt about whether your employee assistance program can help, always ask.



Safety at the Pool This Summer

Drowning is the #1 cause of death for children ages one to four years old, according to the Centers for Disease Control (CDC). Reduce risk of drowning accidents by not becoming complacent about water safety. Complacency consists of two things: lack of experience with the tragic event and denial that it can happen to you. Prevent complacency by reminding children to be cautious and having an adult stay aware. Pool lifeguards are crucial, but drowning incidents, although rare, have occurred even under their watchful eye.



Apps for Health and Recovery Increasing Your Intrinsic Motivation

Hundreds of apps for wellness, losing weight, mental health, and recovery from addictive disease have arrived on the market over the past several years. Apps run on smartphones and other mobile devices. Many are free or very inexpensive. Recovery apps provide convenient and practical tools to help those recovering from alcoholism track sober time, manage triggers and emotions, find and share 12-step meetings, contact your sponsor discretely, receive daily inspirations, and more. A visit to Googleplay.com or iTunes along with a keyword search for any health-related term will display many choices. Ratings may help find the best app for your need.



Good-to-Know Soft Skills: Collaboration

If you are a good workplace collaborator, you are prized by your employer because you are a goal achiever. Effective collaboration is a learned skill to maximize productivity by teaming with others. Don't confuse collaboration with simple cooperation. Both are positive behaviors, but collaboration is proactive and heavy on taking initiative. Think of bicycle pedals. One pedal does not "cooperate" with the other. Instead, it is an equal push. This is collaboration. Enhance your ability to collaborate: 1) Know what each team member's role will be. 2) Have fast and efficient ways of communicating to address key issues. 3) Create a tradition of team members seeking immediate clarification when unsure or unclear about tactics, tasks, or goals. 4) Spot conflicts early, and resolve them before moving forward. 5) Put group goals above an individual member's personal reward for success. Failure to do so will create hidden agendas and adversely affect communication and lessen your achievements. 6) Good team collaborators are tolerant of each other's quirks and shortcomings, but when personal behaviors threaten progress, make them a group concern for problem resolution.



Intrinsic motivation is inner drive. It is your ability to do something without being prompted by an external or outside stimulus. It is also the ability to act according to the way you think instead succumbing to how you feel at the moment. Thinking you should exercise, for example, and summoning intrinsic motivation to do it instead of slouching on the couch is intrinsic motivation in action. To acquire more of this life-changing behavioral trait, follow these steps: When deciding on a goal, come up with as many "reasons" to do it as possible. This is called finding the "big why." The more reasons produced, the more urgency you'll feel. Also list positive feelings you have for your success. This will multiply the effect. Break your goal into small pieces to overcome mental resistance to this new behavior. If daily exercise requires getting off the couch to put on running shoes, write it down as a step. If the very next step is putting your hand on a door knob to leave, write it down. This highly conscious process can start you toward having better reflexes to respond immediately to goals with action steps. That old internal debate of "should I or shouldn't I" will diminish or vanish. Practice is the key to developing intrinsic motivation, but acquiring this skill will lead you to the achievements that come from it.

Standing Up for Millennials



Millennials (Generation Y) include those persons born in the early 1980s to the early 2000s. They've grown up with a larger world view because of the Internet, and are the most educated and tech savvy generation in history. Millennials have been raised to feel highly confident, possess a hunger to experience "it all," have a strong desire to improve their world, are civic-minded, seek social justice, and want to be leaders—78% see themselves as such according to one study. You may notice a new trend of bashing millennials. Don't get caught in this intolerance fad that borders on discrimination. If you find the drive, high expectations, confidence, and strong self-esteem of millennials off-putting, remember that they are seeking happiness with the tools they've been given just like every generation before them. <http://www.thehartford.com> [search "millennial shaming"]