

# Take Five:

## Tips for a healthier, happier you!

### Work • Life Tips

- ▶ Hold your horses! Before you quit a job, consider the issues prompting the desire to leave. Two-thirds of workers cite conflicts with bosses and coworkers as leading reasons they left. The commonality of these problems means that EAPs have extensive experience with them. That's good news. Discussing the issues may lead to a decision to retain your job and finally resolve problems you were convinced had no solutions.

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- ▶ Surprise your coworkers and invest in better relationships using these friendship builders:
  - 1) *Clear the way.* Everyone wants their questions, ideas, and concerns heard. When a coworker is trying to make a point at a meeting, call attention so others will listen. (Example: "Hey, everyone, Mary's got something to say.")
  - 2) *Throw a lifeline.* Support a coworker when roadblocks are encountered or mistakes are made in front of others. Avoid a rush to judgment. Instead, recognize the coworker's effort or positive intent. Example: "Jim, I appreciate what you were trying to accomplish, even though things didn't work out."
  - 3) *Pin a medal.* Praise a coworker's accomplishment in front of others without waiting for someone else to do it first.

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- ▶ As a younger worker, you are 80 percent more likely to be injured on the job, and that injury is more likely to come in the first six months of your employment. That's a key message from the National Institute for Occupational Safety and Health. Many developmental factors contribute to the risk young workers face. How to reduce your risk. Deal effectively with personal issues and conflicts in your life that can distract you on the job and increase risk of injury — home and parent issues, socializing, that new car, etc. Remember the EAP as a source of help for confidential problem solving.  
Source: [bit.ly/young-injured-80](http://bit.ly/young-injured-80)

### Supporting a Partner with Anxiety



If you are in a relationship with someone who suffers from anxiety, feeling helpless is a common experience you share. Still, your support is extremely valuable. To offer support, don't dismiss their anxiety, worries, or fears. Don't try to shorten the episode. Do ask how you can help, and offer reassurance—"This will pass," "I'm here for you," etc. Nearly 60% of people who suffer from anxiety haven't explored getting treatment for it, so encouraging medical evaluation may be a key step if social and occupational functioning suffer. Do

not allow the stigma of a mental health diagnosis to inhibit getting help. Most people with anxiety disorders don't suffer continuously, so intermittent symptoms can lead you to delay treatment. Learn more from [adaa.org](http://adaa.org), the Anxiety and Depression Association of America, or [www.anxietycanada.com](http://www.anxietycanada.com)

### On-the-Job Accident Prevention: "Law of Large Numbers"

The federal Occupational Health and Safety Administration (OSHA) requires fall protection at different elevations—from as little as four feet in construction to greater than eight feet for those who load and unload ships. If you resist using fall protection because you aren't nervous working at great heights, consider the mathematical construct called the "Law of Large Numbers." It states that the likelihood of an undesired event increases the larger the number of instances that occur relative to it. Translation: The odds of your falling increase! The 16th-century math genius who conceptualized the principle never proved it, but insurance companies rely upon it. And so should you. Protect yourself from falls (and other injuries) by following all your employer's safety rules.



### Do You Live with a Problem Gambler?

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If you live with someone who gambles, does a gambling disorder disrupt your life? Gam-Anon is a starting point for getting help. This free program is for family, friends, loved ones, and concerned persons affected by another person's gambling. Gam-Anon offers support and answers. Fellowship members can offer their experience, which may also help you discover what to do, how to intervene, and how to take care of yourself in a relationship with a problem gambler. Learn more at [GamblersAnonymous.org](http://GamblersAnonymous.org) [click on the "Gam-Anon" tab]. You can join a regularly scheduled virtual meeting.



# Time Management: Finding Time Nuggets

Most of us have the same goal with time—to get more stuff done with the amount we have. To maximize the value of your time, first



accept that you can't gain more time, but you can manage it better. You are already managing your time; it's just that you may not be maximizing the returns. Start by tracking what you do for four or five hours in a typical business day. That's long enough to gain significant insight. Note what you have been doing every 15 minutes. Use a kitchen timer to stick with the process. Did you discover any time nuggets? These are blocks of time that typically get burned up by nonproductive activity. If you were idle for a few minutes, did you feel a draw to your email or social media? Decide how you can exploit these blocks by using a to-do list, in which you record plans, steps to your goals, and dozens of tasks that take mere minutes but you never seem to get to throughout the year. Reach for this list when the urge to defocus strikes. Instead of social media or another email check, head for your list. Evaluate your progress after three days.

# Presenteeism: Working While Sick

Presenteeism is what happens when workers who are ill, injured, or otherwise physically or mentally unwell feel obligated to show up and put their best face forward. Some workers have a mistaken belief that dedicated employees put everything else on the back burner to prioritize their jobs. When you engage in presenteeism, you are less likely to perform your duties well and are at risk for making costly, even deadly mistakes. If you feel pressured, in a jam, or caught in life circumstances that compel you to work even if you are ill, talk to your employee assistance program or other mental health counselor. You'll team with a professional to examine all the issues. Whether it is how to communicate needs to your supervisor, negotiate, delegate, find resources, think through options, or explore whatever works, it is likely that answers exist so you remain or become the productive and fully present employee you and employer want you to be.



# Overcoming the Impact of COVID-19 Lockdown

COVID-19 lockdowns have had a severe effect on mental health for millions of people this past year. Depression, isolation, and loads of adverse social consequences are as endemic as the virus itself. One key intervention is keeping a list of projects and tasks for completion to fill one's free time. This strategy is not simply a way to help you stay distracted.



The strategy helps you feel in control with an ability to direct your life. Gaining relief from this sense of entrapment is the goal of activities that give you more of a sense of control. Be balanced in how much you engage in social media. It may increase your sense of belonging and feeling engaged with friends and loved ones, but during this time, the "missing out syndrome" and the false "everyone seems better off than me" can have a more stark effect.

# How to Feel More Secure about Your Job



Feeling insecure about the ability to do your job, making a positive impression, and how you are perceived by others? To feel centered and more confident: 1) Set goals for the day, week, and near future. You will be motivated by feeling directed. 2) Define the steps to how these goals will be achieved. This maintains the motivation you generated. 3) Engage. Feeling insecure can cause you to withdraw or delay communication with others, so be proactive with your team or others with whom you mutually depend to achieve results. 4) Talk to a professional counselor/EAP, and feel the relief that comes with sharing stress and processing fears. 5) Track your successes.

