

FRONTLINE



Health Resources Employee Assistance Program

Counseling Services / Information & Referrals / Professional Coaching

800.451.1834

Health Resources Employee Assistance Program Goes Above and Beyond

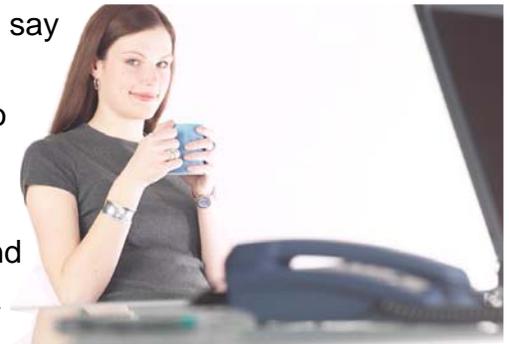
We help you:

- Become a Better Communicator
- Consolidate Financial Debt
- Locate Child Care & Elder Care Services
- Cope with Stressful Situations
- Answer Legal Questions
- Resolve Couple's Conflict
- Adjust to Demands at Work
- Manage Depression and Anxiety

Call 24 hours a day, 7 days a week to speak to someone who is professionally trained to assist you.

Less Noise - More Productivity

“More than 70 percent of American office employees say their productivity would improve if their offices were quieter. The push for open-plan office space adds to the noise, along with the ever present hum of computers, photocopiers, and other electronic devices. A few fixes: Lower the volume on phone and fax ringers, and computer sound effects. If you work in a cubicle or open space where you lack



privacy, make confidential phone calls from a conference room so that your co-workers cannot overhear. In plants with loud machinery, choose the slowest speed that still allows you to meet your employer's output demands. Notice whether you are less irritable and tired after you have given your strategies a try.

Can the EAP help with Chronic Pain?



Don't discount the EAP as a possible source of help if you suffer from chronic pain. There may be resources in your community to help you manage pain, which sometimes can be treated using alternative methods. There are mental health professionals who specialize in working with chronic pain. They use a variety of often-effective techniques - from hypnosis to biofeedback. Talk to the EAP to learn more.

Tomorrow Morning - Eat Breakfast



Is this one of those days where lunchtime is approaching and all you have to “eat” is your morning cup of coffee? Note how you feel right now. Then tomorrow, eat breakfast and gauge your mood and energy level at the same time. You will notice a positive - possibly dramatic - difference. You’ve heard the adage before: “Breakfast is the most important meal of the day.” Think fiber and protein, and avoid sugar and syrups if possible. The most common myth about skipping breakfast: it’s a good way to lose weight. In actuality, breakfast eaters are more successful at keeping their weight balanced.

Bring Your Team Together

The most successful teams naturally lose cohesiveness from time to time, but are helped by remembering one key rule for thriving rather than being thwarted: individual behavior - good or bad - can nurture or nix team cohesion. So express faith in your team members’ ability to make valuable contributions. Praise good work. Ask questions to pick individuals’ brains. Share your expertise - don’t hoard knowledge. Hold back on your proposals for solving problems until everyone has had a chance to contribute to the solution. Learn the art of framing your suggestions by citing teammates’ ideas, concerns, and observations. (It helps make others feel like their ideas counted in the final outcome.) You want to earn a reputation as a team member who doesn’t talk too much, but makes every word count. Are you worried about your team? Talk to the EAP at **800.451.1834** about its ideas for intervention.



Wow Them In Your First Month On The Job

Here are some good moves for the first month on the job (and beyond):

- Show them you know how to work hard. Do more than what you are paid to do.
- Establish goals by asking yourself, “Six months from now, what do I want my boss to think about me?”
- Study the work culture and then act and dress to fit within it.
- Take notes and record the names, titles, responsibilities of others, key players, relationships, and linkages.

