

Winter
2012

Frontline Employee

MIIA Employee Assistance Program

Confidential Counseling

- Addiction
- Anxiety
- Depression
- Family Issues
- Grief/Loss

Resources & Referrals

- Legal
- Financial
- Child Care
- Elder Care
- Work/Life

Stress Management

- Personal Concerns
- Professional Issues

800.451.1834



This issue:

- Prevent Caregiver Depression
- When You Stand Corrected
- Disagree with Your Boss in Style
- Eating Disorders Awareness Month
- Exercise for Better Sleep
- Winning Tactics for More Agreements

Prevent Caregiver Depression



Caregivers suffer from depression at three times the rate of the general population. If you are a caregiver, it is important for

you to recognize the signs and symptoms of depression, and to remember the following five rules: 1) Don't dismiss stress or symptoms of depression with "self-talk" lectures about "handling it better" or "brushing it off." 2) Understand the difference between "caring" and "doing." Be open to help from others and, when appropriate, from devices and technology that can ease your burden or encourage your loved one's independence 3) Don't wait to feel strained before asking for help. 4) Know what activities rejuvenate you, so you can retool and reenergize yourself when you get a break. 5) Develop a friendship with another caregiver so you can bond socially for support.

Find more tips at tiny.cc/care4yourself.

When You Stand Corrected

Facing a corrective (disciplinary) action meeting will test any employee's composure and professionalism. The winning



strategy in most cases is to turn the predicament into a learning experience that leaves you determined to change and achieve. To hit the reset switch and go from dread to determination, understand that a corrective action or disciplinary meeting is an attempt to elevate behavior, not to punish an employee. It's an educational tool. If you adopt this perspective, you'll take a team approach with your supervisor and see *performance* as the issue of management's concern, not you personally. Ask for a follow-up appointment to discuss progress if one is not given, or send short periodic reports of your progress to your supervisor. Naturally, rely upon your Employee Assistance Program for ideas, support, encouragement, and help in reducing anxiety and worry.

Disagree with Your Boss in Style



It's not whether you *can* disagree with the boss - most bosses want to hear from subordinates - it's *how* you disagree that counts. To disagree with style, first understand your boss's outlook and try to analyze issues from his or her perspective. This approach demonstrates empathy, and your willingness to discuss differences will appear instantly "team-like." Lose the fear, and don't stay quiet. Instead, develop a personal approach

that you'll use now and in future boss situations. Don't make stark declarations about being right. Instead, formulate questions that are nonthreatening: "Just to clarify where we stand right now..." "As I understand it, the developments leading up to this point are..." "Let me make sure we're on the same page..." Follow these statements with your idea or a contrasting point of view.

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Eating Disorders Awareness Month

In the United States, as many as 10 million females and 1 million males are battling an eating disorder such as anorexia or bulimia¹. In addition, many individuals struggle with body dissatisfaction and disordered eating attitudes and behaviors. Females between the ages of 15 and 24 that suffer from anorexia nervosa have a mortality rate 12 times higher than the rate of all other causes of death¹. Yet given these statistics, only one in ten people with eating disorders receive treatment².

Your Employee Assistance Program reminds you that February is National Eating Disorders Awareness Month. Take a moment to read the tips below. They could help you or someone you know.

10 Steps to a Positive Body Image

1. Appreciate all your body can do.
2. List the top ten things you like about yourself that aren't related to how much you weigh or what you look like.
3. Remind yourself that "true beauty" is not skin-deep. Beauty is a state of mind, not a state of your body.
4. Look at yourself as a whole person.
5. Surround yourself with positive people.
6. Do something nice for yourself.
7. Shut off the voices in your head that tell you your body isn't "right" or that you are a "bad" person. Overpower negative thoughts with positive ones.
8. Wear clothes that are comfortable and make you feel good about your body.
9. Become a critical viewer of social and media messages.
10. Use the time and energy that you might have spent worrying about food, calories and your weight to do something to help others.

If you or someone you know is struggling with an eating disorder, call your Employee Assistance Program at 800-451-1834 to speak with a counselor.

¹National Eating Disorders Association, www.NationalEatingDisorders.org

²South Carolina Dept of Mental Health Eating Disorder Statistics

Exercise for Better Sleep



Most studies show a moderate connection between exercise and better sleep. One study showed that adults who were able to participate in the nationally recommended exercise regimen of 150 minutes a week indeed reported better sleep. There are many reasons for sleep difficulties, and an evaluation is in order when the problem persists. However, if you haven't tried exercise on a regular basis—about 30 minutes per day, five days per week—it's worth a try. Go to <http://tiny.cc/shut-eye> for more information.

Consult with your physician before beginning an exercise program.

Winning Tactics for More Agreements



Whenever coworkers disagree with you, it's a smart move to focus on understanding how and why they feel the way they do. Don't rush to convince them you're right, or at least not yet. Here's why: Most disagreements are driven by a difference in *unexpressed assumptions*, and you can't know what these assumptions are unless you listen intently and ask good follow-up questions. This winning tactic helps cut through emotional barriers and builds a kind of trust. The longer you're able to listen without arguing, the better you'll understand where coworkers are coming from and empathize with their points of view. Often you'll be able to find a compromise that addresses everyone's needs, even if you don't come to a complete agreement that gives you everything you want.