

Winter
2014

FRONTLINE EMPLOYEE

MIIA Employee Assistance Program

Confidential Counseling

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

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Stress Management

- Personal Concerns
- Professional Issues

800.451.1834

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Unwritten Rules for Getting Ahead

There may not be universal rules for getting ahead, but there are strategies that, when applied consistently, will land you more opportunities to advance your career. Beyond knowing what you want, working hard, and networking, consider these power plays: 1) Look for quiet opportunities to practice self-promotion. This means asking for “the chance” or taking advantage of opportunities when they appear. There is an old saying: “if you don’t ask, you don’t get.” Its cousin is “opportunity knocks but once.” 2) Eliminate the attitude that only “pushy people” get the best opportunities. This will free you to spot more of them yourself. 3) Join task forces, committees, or teams that put you in touch with important people, notable leaders, influencers, and frontrunners. 4) Develop a personal “Top 40” list of individuals you’ve met along the path of your career who can guide and support you. Stay in touch with them at least annually in the old-fashioned way with a personal, heartfelt letter that updates them on what you’re doing and your career, aspirations, and goals. 5) Nurture your luck. Being in the right place at the right time counts, but luck is more often a byproduct of action you consistently take to advance your goals.

This issue:

- Unwritten Rules for Getting Ahead
- Getting Along With Your Coworker
- How to Make a Decision
- When You See Workplace Bullying
- Nooks & Crannies Stress Management

Getting Along With Your Coworker

Does a fresh start in 2014 with a coworker with whom you were in conflict in 2013 sound like a good idea? Repairing the relationship may improve your mood, bring workplace fun back, and prevent you from going home feeling tired and tense. Being straightforward and admitting it’s your fault is the most powerful fix-up strategy, along with expressing the desire to start over. Before rejecting this idea, realize most conflicts are fueled by both parties. Admitting fault can “reboot” your relationship. You may get an almost immediate reciprocation with instant relief—you will both feel as though you’re freed from a cloud of tension. When you do this, you’ll need to be sincere and not allude to your coworker’s contribution to the problem. Implementing this idea may have you looking forward to a better year.



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How to Make a Decision



Since decisions can have life-changing consequences, it's worth studying the mechanics of how to make a good one. There's a lot of advice out there, but most tough decision making involves a process with common "pieces". These include weighing the information and the choices, examining potential outcomes, paying attention to your feelings and instincts as you go through the process, and stepping away from pressure or urgency (if possible) to ensure that it is not interfering with making a good choice. To gain better control over information, pressure, choices, and risks, give each element its own mini-examination. Focus on information, what's known, and what else can be known. Focus on choices. Consider their outcomes—expected and unexpected, short term and long term—and the risks and value of each choice. Consider feelings and what they're telling you. Ask whether this decision can or should be delayed, or whether it's best to decide now. If all these steps still have you stumped, try the following exercise. Fill in the blank: "If I did know what I should do, it would be _____." Engaging in this mental prompt exercise can tap into a deeper awareness of what the decision should be. Deep down, you may really know. Try this free online decision-making program at www.helpmydecision.com. You'll become a decision-making wiz, have fun, and see the decision-making process in action.

When You See Workplace Bullying

Research shows that coworkers who witness bullying in the workplace are more likely to leave before the victimized worker does.



This sheds light on one cost of bullying—turnover. Make it a rule to take appropriate steps to intervene or bring management's attention to a bullying situation. The talent drain you help prevent might be your own. Be proactive when it comes to helping discourage discrimination, harassment, disrespect, and bullying behaviors. It's called being a "change agent." Peer influence is a powerful dynamic for change and the key force for helping maintain a positive work culture. Consider stepping in, not out, when you witness disrespect.

Source: <http://bitly.com/positive-workplace>

Nooks & Crannies Stress Management



Ten minutes of exercise as often as you can fit it into your workweek can help keep you fit, but you need to train yourself to spot the nooks and crannies in your schedule. (1) Let go of the idea that exercise must be 30 minutes or 300 minutes a week in order to count. These are blocks that thwart your motivation. (2) Think of exercise as an activity you insert rather than plan. (3) Forget the "sweat and shower" piece. A brisk walk for ten minutes can deliver benefits without the obligatory shower. (4) Become an exercise opportunist as you look for the openings—waiting time, rest breaks, errands, short travel between points A and B, and time you usually waste on distractions such as social media or surfing the web. Always get your doctor's permission or approval (if needed) before starting an exercise program.