

# 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.

### Making Your Boss Look Good



"To get ahead, make your boss look good." Is this old adage sound advice? Experience shows it's more than a good idea - it's a crucial skill. Making your boss's job easier reflects well on you. It can increase your chances of being chosen for desirable assignments. And you can win the boss's confidence while improving job security. Don't let a difficult relationship sap feelings of cooperativeness. Instead, seek guidance and support for turning your relationship around. The EAP can help.

### Customers Are Closer Than You Think

They are if they work down the hall. You may not see your coworkers as customers, but they can make or break your job. Serve internal customers with care, and you will earn a reputation as a star while building alliances that can open career doors. But if too many people issue too many demands, you may feel swamped.

**Solution:** Prioritize internal customers based on their role in the organization, their needs, and your expertise. Share your list with your boss to confirm you've got your priorities right. Just don't tell colleagues about your list! Some will resent that they aren't your top priority. As long as you work efficiently and take at least quick, incremental steps to satisfy your highest-priority people, you'll free up time to respond to less pressing requests.

## Conquering Insomnia

Sleep medication may not help if the problem gets out of hand. Chronic insomniacs - people whose struggles to fall asleep or to stay asleep last longer than one month - can successfully treat their condition with cognitive behavioral therapy, according to new research. This involves regular sessions with an expert who counsels them on relaxation techniques along with selecting the best bedtime and creating the proper environment for sound sleep. This therapy prevents side effects commonly associated with sleeping pills, such as dizziness, headaches, and lethargy that can spill over into the next day. Sleeping pills can still fill a need, as long as they are taken as prescribed to resolve a short-term problem. Other steps to fighting insomnia: waking at the same time every morning (including weekends); avoiding naps during the day; and not consuming alcohol, caffeine or tobacco in the hours before bedtime.



Source: [www.4woman.gov/faq/insomnia.htm](http://www.4woman.gov/faq/insomnia.htm)

## Escape From Domestic Abuse



If you suffer from domestic abuse, you need a plan of escape just as you need one to flee a fire. But fear of retaliation from your partner can impede your ability to seek help. Fortunately, most communities provide support agencies that are staffed 24 hours a day to aid domestic violence victims. These programs usually offer emergency housing in a safe, secret location. Contact your organization's employee assistance or counseling program or the National Domestic Violence Hotline at (800) 799-7233. You can speak with advocates who will talk with you about your situation - or who will advise someone who calls on your behalf. These advocates provide crisis intervention, safety planning, and information and referrals to agencies in all

50 states. You can also call your state office of the National Coalition Against Domestic Violence for immediate help, support, and shelter. Domestic violence will not solve itself over time, so you must take action. A partner who speaks of murder or suicide puts you in even greater peril, so take such threats seriously. Hotline counselors can help you plan your departure so that you have the support and protection you need to escape safely. *Additional steps to take:* have witnesses of the abuse write down what they saw and call police after an assault.

Source: [www.ndvh.org](http://www.ndvh.org)

## Dangers Of Stress Eating

Harried workers tend to forgo a well-balanced diet. They eat less at regular meals because they fill up on sweets or high-fat foods throughout the day. Working long hours under stressful conditions can make matters worse, research shows. Mental stress - such as worry resulting from a feud with a coworker or fear of giving a presentation - tends to drive people to sugary, fatty foods. Experts sometimes refer to these folks as "emotional eaters." Combat this problem by choosing a healthier outlet for your anxiety. Take brisk walks around the block or try deep-breathing exercises. If you can wait 15 minutes or more to eat, the craving may pass.



HEALTH RESOURCES EAP

Information contained in FRONTLINE EMPLOYEE is for general information purposes only and is not intended to be specific guidance for any particular supervisor or human resource management concern. For specific guidance on handling individual employee problems, consult Health Resources Employee Assistance Program.