

EAP NEWS

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Even STARS CAN GROW

Every six months, examine your performance. Ask yourself: What things in my control have made my job more difficult, and what do I need to do in the next six months to be more productive? Even if you are a superstar, there is still room to grow. This is do-it-yourself *performance management*. Performance management is a huge and important undertaking in some organizations, with big payoffs. You can practice it on a smaller scale. After six months, take a look at how far you've come. Ask yourself if those changes result from monitoring your own performance. At your review, share your results. You've just earned "outstanding" on initiative.

All WORKERS need to learn SAFETY RULES



Foreign-born workers have a 22 percent higher risk of fatal workplace injuries, according to the U.S. Occupational Safety and Health Administration (OSHA).^{*} If you are new to this country, you may not be familiar with laws in the U.S. that are designed to protect you from injury. If work rules were less strict in your native country, or if you perceive a lack of enforcement of safety rules, you may be tempted to take risks that can lead to injury or death. Follow your employers' safety rules even if no one is watching. Take the extra few minutes to do something safely, participate in safety training, and use proper safety equipment.

^{*} Source: U.S. Bureau of Labor Statistics

Have a Hobby?

THERE COULD BE A GROUP JUST FOR YOU!

Kite boarders, large-dog owners, cake bakers, and African violet growers, unite! There are probably other people like you searching to share that interest, make new friends, and meet you in a non-threatening way. At 56,000 groups and growing, the technology-driven linkup organization meetup.com is worth checking out at www.meetup.com. There's no fee for the basic membership, and it might be the perfect way to turn off the television and find other people who share your particular interests or hobby.

Health Alert FOR Office Workers



Stretch, get up, and take regular breaks if you tend to sit for long periods of time at your job (technology workers, call center employees, etc.). Like airplane travelers, office workers can be at increased risk for potentially deadly blood clots from sitting too long in one spot. It's called deep vein thrombosis (DVT). A study done in New Zealand and recently reported by the Associated Press showed that 34% of people admitted to emergency rooms for DVT had been sitting for long periods of time. However, only 1-2 percent of people admitted for DVT had been traveling.

Focus on your Targeted GOALS



Being a slave to your to-do list is no fun. If all you have for your efforts is a frustrating and disappointing gap between where you are now and where you wanted to be, say, five years ago, something is not right. The answer might be that you have not discovered the power of staying focused. To experience the power of focus, test the following strategy: 1) *Formulate a vision of where you want to be 12 months from now. Include business, personal, and financial goals.* 2) *Write a 60-day plan that gets you started toward the goals you established. Use the plan to check your progress, and make any necessary changes as you go.* 3) *Now create a one-week plan. Do the same thing with it, but narrow your focus to only a few accomplishments relevant to your goals.* 4) *At the end of each day, do an inventory. Did your plan help you stay focused? Are your weekly goals within reach? Celebrate your achievements. There will be many.*

Respectful Behavior =

A happy workplace



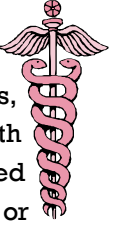
Grab a dictionary and you'll see a dozen definitions for the word respect. Do you view respectful behavior simply as avoiding saying or doing certain things—like what your parents expected of you when you visited your grandparents' house during the holidays? In the workplace, respectful behavior is more than that. Practiced well, it contributes to improved morale, increased productivity, and a happier workplace for everyone. The most important thing to understand is that respect in the workplace is not just about avoiding offensive behavior. It is a process of personal growth by which you recognize the worth of others along with their personal qualities or abilities, and then naturally interact with them from that viewpoint. This can be a difficult challenge if you have come to work with biases that don't make respectful behavior easy to practice. We all have biases, usually about many different things. The challenge is to recognize our own biases, acknowledge the biases of others, and understand how those biases interfere with our personal and workplace productivity.



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HELP for Impaired Professionals



Impaired professionals" are nurses, doctors, pharmacists, mental health counselors, dentists, or other licensed professionals who are addicted to alcohol or drugs, or who suffer with psychiatric disorders, that leave them unable to practice their profession safely. This is a controversial topic because denial, a hallmark of addiction, can be especially difficult to confront in health professionals. Typically, impaired professionals are intelligent, strong-willed, morally conscious, and high achieving. These strengths can make it difficult for them to admit they need help. All 50 states have special intervention programs to help impaired professionals. These programs rely upon patients and peers to come forward with their concerns. Are you concerned about a health care professional but unsure what to do next? Your EAP can help you decide.

MORE Responsibility

Can Mean MORE



Here's an insider's tip: Decisions to promote employees to the next pay grade often hinge on whether more responsibility, not more work, exists. Do you understand the difference between more work and more responsibility? They sound similar, but there are sharp distinctions. Many employees request promotions based on job changes or duties that land more work in their laps. They are then perplexed when they are turned down for pay-grade increases. Although there is no guarantee that you can prove to the decision makers (who may face tough budget realities) how much you deserve a promotion, identifying your increased responsibilities, rather than just increased workload, will put you closer to your goal.