

EAP REACHING OUT

A PUBLICATION OF THE EMPLOYEE ASSISTANCE PROGRAM
OF WARREN, WASHINGTON AND SARATOGA COUNTIES, INC.

Cultivate Relationships to Fight Stress

Although relationships can sometimes be demanding, they are one of the single most important ways of coping with stress. This is because only another human can offer empathy—the magical combination of understanding, sympathy, and compassion all rolled up into one experience. With a stressful work environment, frightening economy, or an uncertain future, it may be easy to cope by withdrawing from others, but avoid this self-absorption. During times of stress, connect with others and increase work-life balance by finding out what you have in common with a coworker and build bridges with your interests to cultivate relationships. Knowing you can count on your coworkers will reduce your stress and increase resiliency.



Amazing Writing Templates

Stop staring at a blank page when you have a tough writing assignment. Check out this great resource for dozens of instructional writing templates for almost any purpose: {bitly.com/cool-templates}.

Whether you're writing a how-to article or an article on industry trends, these free templates provide the basic format for almost any kind of writing. Save time, effort, and sweat. The templates help to focus your writing for greatest impact with logical flow. Whether your goal is to improve your writing on your job or put together an annual family holiday letter, you'll want to tell everyone you know about this resource—or maybe not.



Get Vaccines for Children

As you finalize your child's back-to-school checklist — new clothes, new schedule, school supplies — make sure you haven't forgotten his or her immunizations. Failing to have your child vaccinated could mean the difference between life and death. Sixteen diseases can be prevented by childhood vaccines, including chickenpox (varicella), diphtheria, flu (influenza), Haemophilus influenzae type b (Hib), hepatitis A, hepatitis B, human papillomavirus (HPV), measles, meningococcal, mumps, pneumococcal, polio, rotavirus, rubella, tetanus and whooping cough (pertussis). Source: Centers for Disease Control and Prevention.



About Your EAP

Reaching Out is a publication of the Employee Assistance Program to inform you of services available through the EAP. The EAP is an employer-sponsored benefit provided at no cost to you and your household members. The EAP offers professional, qualified resources to assist you in resolving all types of personal or family related concerns. All contacts with the EAP are strictly confidential to the fullest degree allowed by law, so your complete privacy is assured.

Now it's easier than ever to take control of those stressors, achieve a more satisfying quality of life, and reach your personal and professional goals. To get started, simply call us at (518)793-9768 or 1-800-734-6072.



How to Be More Optimistic



Humans are naturally optimistic, so don't be fooled into thinking that acquiring this positivity trait can't be learned. Plenty of research indicates optimists tend to enjoy better physical and mental health, so it's worth giving it a try. Begin by committing to becoming aware of negative self-talk in the face of disappointments or how you play down anticipated rewards from personal efforts you undertake. Example: "I knew we would lose the ACME contract." or "We won the ACME contract, but now we're in trouble with all this hard work." Many opportunities exist to spot your negative self-talk reflexes, but focusing on any pattern of anticipating negative outcomes or minimizing the value of positive events will give ample opportunity for significant change. Next, keep a journal of negative utterances for a couple of days. Make a note every two to three hours. An alarm on your smart phone or computer, or even a string on your finger will keep you on task. Notice the lack of value in this defeatism, and how you become quickly motivated to conquer this limiting pattern. Now try the reverse. Catch yourself turning on your optimism. It will feel awkward at first, but fight this natural resistance until you discover the new you. Whether you hit a red traffic light or drop mustard on your blouse, learn to see optimism as a counterforce to everyday disappointments that we all experience.

Prevent Dating Abuse



Is your child ready to date safely? Romantic relationships are exciting for teens, but they are not devoid of risk. As parents, we want to trust teens to protect themselves and make good decisions. To that end, discuss dating violence. Dating violence includes unacceptable behaviors, such as physical abuse—hitting, throwing things, shoving, kicking, biting, or being forced to participate in sexual behaviors, even kissing. Emotional abuse includes yelling, name-calling, bullying, or manipulation and control, like keeping you away from your friends, demanding limits on who you're with and where you go, or ridiculing you for listening to your parents. Unwittingly, some young teens tolerate a cycle of abuse that includes making-up after an incident only to have it repeat. If you suspect physical violence in the relationship, don't wait. Call law enforcement immediately. <http://bitly.com/dating-facts>

Diversity Brings Value to the Workplace

Diversity awareness is not about you giving up your beliefs and values. Supporting diversity and championing a diverse workforce is about understanding our behavior and the attitudes that we



demonstrate toward others on the job. It is also about recognizing that diversity has powerful economic benefits when valued by the workforce, and hard costs when it is disregarded or when employees who don't possess the same background, values, or beliefs as we do are treated with indifference. Tolerance among employees for coworkers' differences is the foundation of a workplace that values diversity. However, valuing diversity goes further. By eliminating behavior that makes those who aren't in the majority feel uncomfortable, disrespected, or fearful, diversity in an organization presents a positive image of inclusiveness and increases the organization's appeal to customers. This translates to the bottom line. Now you know the business case for valuing diversity in the workplace.

Discover Solutions with a Stress Journal

Journaling is more than just a way to remember; it can be a tool for understanding yourself better. Keeping a stress journal can help you identify stressors, your response to them, and better ways to cope. Add to your journal simple things



you can do when feeling stressed. Strategies like taking three deep breaths or a five-minute break may be true discoveries to help you maintain your productivity at work despite the tension. Be sure to journal how stressors demonstrate symptoms. Do you feel exhausted, snap at people, or reach into the refrigerator? With awareness, you can intervene with a growing list of stress busters. Don't be surprised to discover that the act of writing is itself a stress reducer.