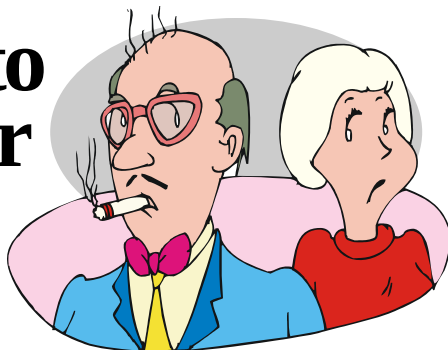


EAP REACHING OUT

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

Talking to a Smoker about Quitting (Again!)



Don't give up on helping a loved one quit smoking if he or she states they can't do it. View this defeatism as a normal attempt to eliminate anxiety associated with the need to quit. Stay positive and offer support for help in handling the stress, feelings, and mood changes of tobacco withdrawal, not for preventing the picking up of a cigarette. Avoid provocative nagging and preaching. It impedes motivation. Instead, show admiration for the person trying to quit. The quality of your relationship plays a powerful role in whether you can influence a smoker to quit or offer effective support. If you sense difficulty, sometimes counseling in this area is the best first step.

What is Emotional Wellness?



Emotional wellness is just as important as physical health; in fact, it's difficult to achieve one without the other. But emotional wellness does not mean perpetual happiness. Emotional wellness is the ability to be aware of, express, and deal with emotions that we experience—anger, fear, disappointment, and many more. The goal of emotional wellness is to face these difficult and unpleasant experiences with a proactive attitude, rather than impulse-driven reactions that may create larger problems. To improve emotional wellness—like physical wellness—identify areas where you need improvement and target them to be worked on.

Parenting and Teens “Tips to Consider”

Once teens begin to date, shared loyalty with their peers can be a tough experience for parents. Don't fret; your parenting role is still crucial. The task is to finesse your influence to maximize its impact. Let your teen know that he or she can talk to you at any time. Dating is learned, so when teen quarrels begin, listen and reflect; don't interrogate. You'll draw out more information and insert more wisdom. Don't harp and lecture about “the don'ts,” but do set firm rules about curfews and boundaries.

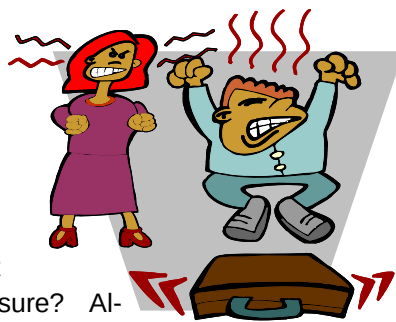


Talking about Testing for STDs

Most parents report that talking with their teenagers about sex is one of their more challenging assignments. Still, there's one subtopic about sex that you may wish to discuss because it can save a life or prevent a lifetime of health problems: sexually transmitted diseases (STDs) and, specifically, how to initiate a conversation with a future sex partner about getting tested for STDs. Check out this brief resource from the Centers for Disease Control and Prevention: <http://1.usa.gov/std-talk>. It won't do the talking for you, but it is a great tip sheet for helping you be a responsible parent.

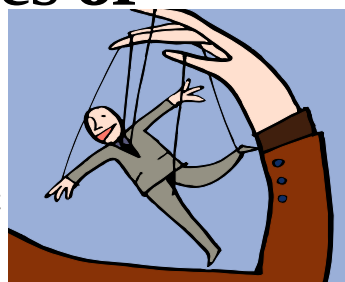


Responding Positively... Under Pressure



How do you respond at work when under pressure? Although most people think of pressure as impossible deadlines or a sudden request to make an oral presentation to a large audience, more common job challenges can prompt highly visible and charged reactions. These work pressures incite emotions such as anger, alarm, or distress. Working under emotional pressure produces greater challenges. Turn these moments into opportunities to demonstrate self-control and cool leadership skills others will admire. Provocative event categories include crisis, criticism, and conundrums (conundrums are problems that appear impossible to solve). The key is developing reflexes that allow you to take control of your psychological response so you can engage in rather than “flee” (lose control of) a difficult situation. To engage catapults you into problem-solving mode, while losing control produces a regrettable reaction and possibly greater problems. The business case for being able to respond positively under pressure is the positive resultant effect on your productivity. Knowing the value of self-control can help your desire to practice snatching the moment when these events occur, so you can learn coolness under pressure. Practice is key, and plenty of opportunities are on the way.

When Employees or Bosses Bully

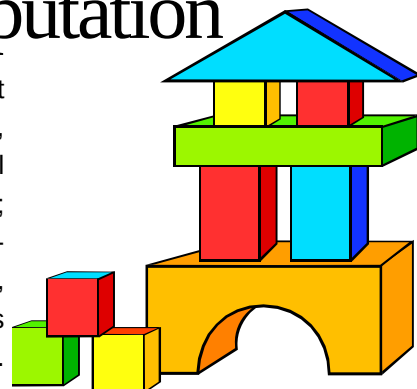


Research by polling organizations and federal agencies yields different findings, but minor percentages of employees and supervisors bully workers. The National Institute for Occupational Safety and Health reports that about seven percent of bosses themselves are bullied by employees. Obviously bullying is a common problem in the workplace. Are you bullied by a boss or coworker? Confronting inappropriate behavior can be disconcerting, but rather than keep your head down or experience health problems as a result, make an attempt to inform the bully in a calm manner what behavior or circumstances produce an adverse effect on you that is unwanted, is offensive, or feels hostile. Request that this behavior stop. If the bullying is covert, ask that the circumstances associated with your unwanted experience be examined or considered so it is curtailed. Bullying often ends when it is confronted. Having taken these steps, however, you can seek additional help from your organization if the bullying does not stop. If your organization has a policy related to bullying, do follow it. Go to <http://1.usa.gov/bully-help> for more information.

Secrets of Building Your Reputation

If your project at work goes badly, others may recall it for a long time; however, if you exceed expectations, people's memories are often shorter. Don't be disheartened; this is a natural process. You're more likely to remember a bad haircut than a good haircut years afterward.

To build your reputation, capitalize on your successes. Keep a record of each achievement, including details to mention at review time. Maintain a current résumé and add to it throughout your career. You may marvel at the number of stellar achievements that occur over the years. If your company has an internal newsletter, it's worth a shot to request a write-up that can immortalize your achievement with a brief interview. Be sure to highlight the project and why it was a success for the organization. Offer your expertise as a knowledgeable, helpful coworker to others working on similar projects. Unconditional assistance to others is powerful stuff.



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.