

# FrontLine

Wellness, Productivity, & You!

# Employee

Quest Employee Assistance Program



## Plug into a Positive Mental Attitude!

**M**otivational books, tapes, and CDs—do they work to improve your motivation, self-image, attitude—your life? Yes, but to maximize the power of these tools, match the subject of the motivational program to what you desire most to gain or change. Is conquering procrastination your goal? Or is being more assertive your biggest challenge? Most motivational material has something in it for everyone, but fit the product to your most burning need. If you don't, it can end up in your "stack of stuff." Establish a regular routine of use. Don't skip a day. Regular use interrupts the limiting pattern of thinking or behaving and prevents their return. Repeat the program. Repeated listening does more than reinforce the message, it contributes to the new mental reflexes or thinking habits described in the program that you seek to acquire.



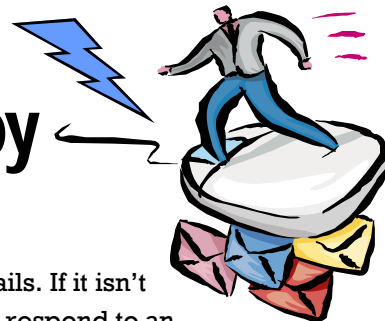
## Relationship Issues Compound Financial Stress

**F**inancial stress is on many people's minds, but is the first part of your solution to financial problems a better relationship and overcoming communication challenges so that you can talk about money? Communication issues and couple troubles can sabotage your most calm and deliberate attempts to discuss financial issues. Rather than repeating this cycle, consider some short-term professional counseling along with seeing a financial counselor or visiting a consumer credit counseling agency. With this approach, you could end up on the other side of this stressful period with better finances and a better relationship as well.



## Avoiding Trigger-happy E-mails

**A**void trigger-happy e-mails. If it isn't necessary "right now" to respond to an emotionally charged topic in an e-mail, wait. Put the message in a text document, save it, and let it rest. Chances are that hours later, or the next day, you'll want to change it, and you'll be glad you waited. Perhaps you've learned to wait awhile before proofreading and then sending an important written document. That's when you'll find the errors. This holds true for e-mails too, especially when they are inspired by emotion. You're not looking for typos, however. Instead, you're looking for language in your e-mail that was inspired by emotions, especially anger, that no longer grip you now that you have calmed down.



A confidential service that helps employees and dependent family members to identify and resolve challenges that may be affecting them either at work or in their personal lives.  
 1.800.364.6352  
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# Powerfully Respectful Workplaces

**M**any behaviors commonly exhibited by employees can be detrimental to the well-being and productivity of coworkers.

A lack of respect in the workplace, if left unchecked, will drag down morale, create higher turnover, and increase risks to the employer. What role do you play in contributing to a respectful workplace? Respect is the regard or consideration we have for others in all aspects of what concerns them—personal property, appearance, character traits, values, personal space, opinions, and emotional well-being. Disrespect toward others can negatively affect any of these things, so it is important to understand the role we play in maintaining a respectful workplace. Each of us has *personal power*, and with it, we affect others around us, whether we know it or not. Your daily actions signal to others the level of personal respect that you hold for them. Understanding that *what you do matters* can increase your personal awareness and give you more control over the direct, indirect, or unspoken signals you send to others. It can lead you to make improvements in your relationships and increase your happiness at work. This awareness is the key to minimizing strife and hostility, and to increasing the courtesy and mutual respect that all of us want from each other.



# Thirty Days to a New Habit?

**C**an anyone create a new life improvement habit in 30 days just by repeating the desired behavior each consecutive day without skipping a day? Although this strategy is still largely considered a myth with a dose of truth packaged as wisdom, the idea of creating a new habit in 30 days (21 days is also a commonly cited number) has been exhaustively recommended by leaders in self-improvement psychology. If you try it, be sure to include two important factors beyond your desire for success. The desire to be successful is less important than planning and then implementing the repetitive plan. Wanting the change badly enough is of course important, but action is the key. The other factor is the ability to “recover” quickly from a setback or a straying from your plan. These two factors in combination predict how successful you will be with the “30 days to a new you” strategy. Now get going!



# Sell Yourself First and the Ideas Will Follow

**Y**ou’re new on the job, and you’re smart, creative, and full of energy. Great, but can you “sell” your ideas to your employer? It will be easier if you can grasp the most important rule of selling anything—people buy people long before they buy products or, in this case, your ideas. In a fast-paced economy with lots of channels for delivering information, trustworthiness and credibility are in short supply. These are the things that employers look for in their employees. Keep your coworkers’ and organization’s needs in mind and work to convey a positive, team player attitude. If you have skills and knowledge, share them with everyone. Your attitude should be how grateful you are to work for your employer, not how important you and your ideas are for their success. As your reputation for being a trustworthy person grows, your ideas will be more rapidly considered.



# Avoiding Accidents with the Elderly

**I**f there is one thing the elderly want, it’s staying safe and independent as long as possible. But they’ll eventually need the help of family members connecting them to resources so they can do it. If you are a busy adult child of an aging parent who can’t pile much more on your plate, search the Internet for one of the many “safety checklists for the elderly” available from associations and agencies that exist to help the aging. From tacking down an unsecured carpet to installing a helpful \$25 handrail near the tub, such a checklist can help prevent falls or other injuries that could lead to dramatic life changes neither of you wants.

