

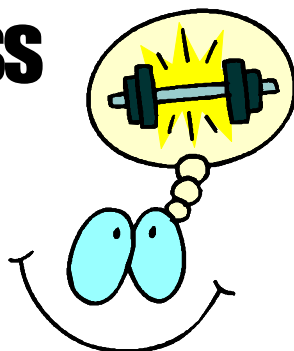
FrontLine Employee

Wellness, Productivity & You!

Quest Employee Assistance Program

Making Fitness More Fun

Has fitness gotten a little boring? Understand the four forms of fitness: endurance, strength, balance, and flexibility. Each requires different fitness behaviors, and concentrating on each one can improve your level of fitness and excitement about it. *Endurance* builds your energy and “staying power.” It results from exercise that makes you breathe hard, like aerobic activity. *Strength* comes from working out your muscles. *Balance* training can help prevent you from falling—standing on one foot, getting up from a chair without your hands or arms, or simply walking heel to toe help train your brain to balance. This kind of activity is especially important for older individuals. *Flexibility* is what you gain from regular light stretching exercises. There are many ways to do it. As with all types of fitness, get the okay from your doctor before you start.



Score Points against Procrastination

If you could only conquer procrastination, you'd see your productivity soar, right? To get leverage, try assigning point values rather than priorities to items on your to-do list. When completed tasks add up to predetermined total point values, give yourself a reward. Make it a good one. Head for a great movie after work, have a pedicure, or simply get together and socialize with friends you haven't seen for a while. Almost any reward can be effective, and over time this strategy can help you accomplish a number of goals you once thought impossible.



More about Employee Assistance and Confidentiality

Did you know that the written assurances of confidentiality that you see in brochures that promote your employee assistance program are derived from the policies and procedures of the organization establishing the service? Confidentiality is recognized and endorsed by top management as essential to an employee assistance service. Concerned about confidentiality? Always feel free to ask a member of your employee assistance team to explain how it works. That way you won't hesitate to take advantage of what the program has to offer when you need it most.



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
www.questeap.com

Overcoming Imposter Syndrome



Do you secretly worry that others will find out that your reputation doesn't match your capabilities? Do you tend to view your accomplishments as dumb luck, being in the right place at the right time, or perhaps the result of good social skills and likeability? When you do succeed, do you think, "Wow, that was a close call—I fooled them, somehow." This phenomenon is often referred to as "imposter syndrome," and it's been studied for nearly 40 years. Up to 70 percent of successful people suffer from it to some degree, so it's not unusual, but it can be a serious roadblock that can prevent you from getting where you want to go in your career. The gap between what you know and what you are trying to learn can produce feelings of anxiety and fraudulence—imposter syndrome. In worst-case scenarios, some employees even quit their jobs to prevent being "unmasked." Don't do it! It's good to challenge yourself to hit the next target or career goal, even if you don't yet have every single skill required to be a master. If imposter syndrome is forcing you to make decisions to refuse promotions or to reject tough assignments that others think match your abilities, talk to a counselor, read about imposter syndrome, or talk to your employee assistance professional. Organizations naturally admire leaders and achievers, and if you possess technical skills, good self-awareness, natural abilities, and an engaging style, you're going to get tapped for these roles. Don't let imposter syndrome rule. We need you!

Don't Keep Job Injuries Secret



Inform your employer if you have injured yourself on the job. Serious injuries on the job are often precipitated by minor injuries; even what seems like an unimportant incident can reduce your capacity to perform your duties safely. Similarly, if you sustain an injury on a piece of broken equipment and don't tell your employer about it so it can be fixed, one of your peers may later experience an injury as well. Likewise, if you are injured at home or are taking medications that may affect your ability to do your job safely, let your employer know it. Never keep an injury secret because you are worried that if you report it your boss will think you aren't cut out for the job.

Family Role in Addiction Treatment

If you have a family member entering treatment for alcoholism or another drug addiction, you have a very important homework assignment—getting involved in the addiction treatment program's family education and counseling program. Addiction is a family disease—not because families cause it, but because the behavior of the addict and the long-term adaptation by family members to it adversely affect everyone in a personal way—physically, mentally, and spiritually. Recovery is the name of the game for everyone, not just the patient. The family program will give you the guidance you need. If one is not available, get a plan of action from a knowledgeable counselor or employee assistance professional. Don't skip the family program, and don't go on vacation. It's time to roll up your sleeves in recovery. Inattention to your own recovery can result in you continuing to think or behave in ways that do not support your family member's recovery program. Don't jeopardize their recovery or your own—get involved in a family program.



Fast Formula for Conflict Resolution

Conflict is normal between people, so memorize the shortest formula in the world for resolving it. With practice, you can sidestep the emotional part of conflict that makes it last longer. Formula: 1) Acknowledge the differences between parties. Recognize, understand, validate, and hear the other party's differences. 2) Let the parties express their feelings. 3) Form an agreement on what's not being disputed—those aspects related to the conflict where differences do not exist. 4) Agree on a common goal—and work backwards to negotiate an agreement. Secret: Chip away at what you are willing to give up.

