



Balance

A newsletter to help employees maintain a healthy work-life balance.



Improve the Relationship with Your Boss

Try these “best tips” with your boss to see if they increase the excitement you have about your job: (1) encourage your boss to share knowledge and experience with you; (2) treat your boss like you would your best customer; (3) ask for feedback rather than waiting for it; (4) initiate contact to keep your boss updated on projects you are working on; (5) have no doubts about what your boss expects of you; (6) encourage your boss to delegate responsibility to you; (7) when bringing problems to your boss, include the solution; and (8) inform your boss about problems early so he or she doesn’t make a surprising discovery another way.

Overcoming Everyday Anxiety

Anxiety happens when we perceive a threat. Fear of running out of gas will cause you to feel anxiety. A notice about downsizing will create anxiety. Everyday anxiety can be manageable with three steps: (1) identify the cause when you feel anxious; (2) develop a plan for removing the cause; and (3) the most forgotten step of all—form a contingency plan to cope with the threat if it actually materializes. Implementing this life skill approach to anxiety will usually reduce suffering. Apply it when anxiety strikes, even at night to stop tossing and turning in your sleep. Note that anxiety disorders also exist. Too much anxiety can be debilitating, so if fear, panic, and a feeling of being overwhelmed are gripping you, then talk to the EAP or your health provider.

Strengthen Your Immune System

Vaccinations may boost resistance, but cures for virus-based illnesses like the flu don’t exist. So, keep your immune system “tuned”—it’s the only one you’ve got!

Boost your immune system with 1) adequate sleep; 2) getting recommended vaccinations; 3) eating a variety of colorful fruits and vegetables rich in antioxidants; 4) getting recommended exercise; 5) washing your hands and maintaining good hygiene; 6) avoiding smoking and heavy alcohol use (or getting evaluated for addictive illness if you struggle with these issues); and 7) maintaining a healthy weight. The immune system becomes less efficient with age. Examine gaps in your immune system maintenance plan, and talk to your EAP, medical doctor, or health/wellness adviser to overcome roadblocks. It may be a first step to a longer life.

Flip the Script to Fight Negativity

Overcome negative self-talk more effectively by “flipping the script” and transforming the moment of negativity into positive energy. Examples: 1) Whether you stub your toe or are criticized on the job, be aware of the impulse to engage in negative self-talk. Instead, think “I could make myself feel worse or beat myself up about this, but I refuse. I’ll focus on preventing a similar experience.” 2) If you’re dieting, don’t say, “I can’t have cake.” This is self-limiting and self-punishing. Flip the script and say, “I don’t want cake.” It’s more empowering. 3) Be your own best personal coach. After a mistake, rather than say, “I am not good at this,” flip the script, and consider how to do it better. If you don’t know how, say, “If I did know how to do this better, what would I be doing?” Then try that!

Couples Counseling: Finding Motivation to Go

More couples have discussed couples counseling than will ever go. Many checklists online will help you decide whether your relationship could use help, but only a strong enough reason will empower you to make the call. If you’re hesitating, you may have misconceptions about couples counseling. One common fear is the therapist will align with your partner and together confront all your imperfections. That won’t happen with an experienced professional. Instead, you will be put at ease, and what you envision as the stereotype will be quickly dismissed. Each of you will discover what you’re doing healthfully, along with what you can consider doing differently in your relationship to make it what you want. With commitment, most couples enjoy a reduction in tension they have grown weary of experiencing each day, along with hope that the changes sought will last.



with boundaries where distractions and unhealthy food temptations are not present. Create structure by arranging your day so snacks, meals, and chores are predictable, not intrusions. Plan a schedule in which health and fitness behaviors remain central to your well-being. Finally, prepare your workplace and do the groundwork daily with “pre-flight” tasks to make your day a healthy and productive one. Get a water bottle in place, flip the switch on your eight-hour Crock-Pot recipe, make a sandwich ahead of time, set up healthy snacks, and lay out your exercise clothes to allow a smooth transition from your job to your workout.

Managing “COVID Fatigue”

After months of social distancing, lockdowns, favorite businesses being shuttered, and a lot fewer places to go for recreation, meals, and entertainment, are you feeling “COVID fatigue”? The term was first coined in July, but the condition appears to be real. Feeling bottled up, intensely irritable, and frustrated are the symptoms, but it is also compounded by grief for the loss of a way life you once knew, and anxiety associated with not knowing when it will return. COVID fatigue may place you at risk for increased substance use, poor diet, mismanaging a health condition, poor exercise, domestic abuse, relationship disharmony, depression, and generally putting plans for your life on hold. Don't settle for the consequences of COVID fatigue. Take action with help from a professional counselor or other guidance that empowers you to take charge.

Source: *Winknews.com* [Search “COVID fatigue”]

Remote Worker Dieting and Fitness Tips

If you are working remotely from home, consider how your job can interfere with a healthy diet and personal fitness. Distractions, hunger (or ignoring hunger), postponing meals, interruptions, deadlines, focus, stress, and how tired you become can each influence decisions about diet and fitness. For example, while wearing earphones on a call, you wander into the kitchen and engage in unconscious eating. Under a high-pressure deadline, you skip exercise. Too busy to eat dinner, you go for the late-night ramen noodle cup. Here are five ways to be a healthier remote worker: awareness, setting boundaries, creating structure, planning, and preparation. Working from home can be satisfying, but use awareness to create the right environment. Manage this environment

Kepro's Employee Assistance Program (EAP)

The Employee Assistance Program through Kepro assists organizations and their workforce in managing the personal challenges that impact employee well-being, performance and effectiveness. Kepro's life management consultants employ a comprehensive approach that identifies issues impacting the employee and assists them in developing meaningful solutions.

The Employee Assistance Program can be accessed anytime, for free, confidential support from a professional consultant or online resource. Call or log on today.

Phone: 1.800.999.1077

Website: www.EAPhelplink.com

Company Code: UI1

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