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- ✓ WorkExcel.com's corporate-look newsletter and "power tool!" A productivity newsletter for the workforce with a pro-people, pro-organization appeal that employers and employees want!
- ✓ Two pages, not four—with an upscale look. Full color. Available in print, digital pdf, or both. You choose the frequency.
- ✓ Boost EAP utilization rates like never before.
- ✓ Make requests and contribute to future article content ideas with our exclusive "Subscriber's Input Hotline".
- ✓ Published, written, and guided by employee assistance and workplace wellness professionals—real pros!
- ✓ No lengthy features that "over-educate" or inhibit referrals to your EAP. No "same old topics".
- ✓ Professional, corporate, fast-moving, and punchy with tips, health news-bites, and "actionable" articles.

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WorkLife Excel® is the only wellness and productivity newsletter written both by mental health and employee assistance professionals with extensive experience.

Articles delve deeper and give employees practical information and actionable tips on increasing productivity, enhancing wellness, improving workplace relationships, and balancing work and family. WorkLife Excel® inspires employees with fast-moving, lively, and energetic articles that don't just get read—they get remembered.

WorkLife Excel® also keeps the employer's needs in mind for increased productivity and reduced behavioral risk and exposure by including articles on safety, injury prevention and recovery, stress management, and better customer service...and your EAP stays a visible part of the company

WorkLife Excel® focuses on:

Work-life balance - improving productivity - managing stress - improving work teams - promoting a respectful workplace - improving coworker relationships - safety tips for employees at home and at work - improving customer service - customer service stress management - motivational to encourage help-seeking behavior - achieve goals - improving relationships with one's supervisor - boost personal performance on the job - recovering faster after on-the-job injuries - better family living - teenager issues - coping with personal crisis - preventing on-the-job violence - selected health and productivity news bites from PR Newswire and the U.S. Dept. of Health and Human Services.



(A) Pricing Chart: PDF ONLY

PDF Used for # Employees Covered	Price for 12 Issues	Price for 6 Issues	Price for 4 Issues
1-99	\$274*	\$155*	Not Available
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251 - 499	\$749*	\$495*	\$395*
500 - 999	\$1020	\$547*	\$402*
1,000 - 2,499	\$1295	\$698*	\$512*
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7,500 - 9,999	\$2120	\$1152	\$845*
10,000 - 14,999	\$2395	\$1304	\$957
15,000 - 19,999	\$2670	\$1454	\$1067
20,000 - 24,999	\$2945	\$1606	\$1178
25,000 - 29,999	\$3220	\$1757	\$1290
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- Simply fill in the number of employees and price using the accompanying order form or phone us at 1-800-626-4327 for help.
- Use the pricing charts to determine the best pricing options for your organization.
- Your employees will love WorkLife Excel®. Employees will instantly recognize its richer content, and agree that it is a more exciting health and productivity newsletter.
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500	4.73	2.60	1.99
750	3.83	2.10	1.85
1000	3.01	1.66	1.45
1500	2.51	1.39	1.23
2000	2.11	1.30	.87
3000	1.77	1.19	.74
4000	1.62	.93	.70
5000	1.39	.78	.60
6000	1.30	.76	.59
7000	1.24	.73	.55
8000	1.18	.69	.54
9000	1.16	.66	.53
10,000	1.15	.65	.52
11,000	1.06	.62	.51
12,000	1.02	.56	.50
13,000	.99	.55	.49
14,000	.98	.54	.48
15,000	.94	.52	.47
16,000	.92	.51	.46
17,000	.90	.51	.45
18,000	.90	.51	.44
19,000	.88	.49	.43
20,000	.87	.48	.42
21,000	.85	.47	.41
22,000	.84	.47	.39
23,000	.83	.47	.38
24,000	.83	.46	.37
25,000	.82	.46	.365
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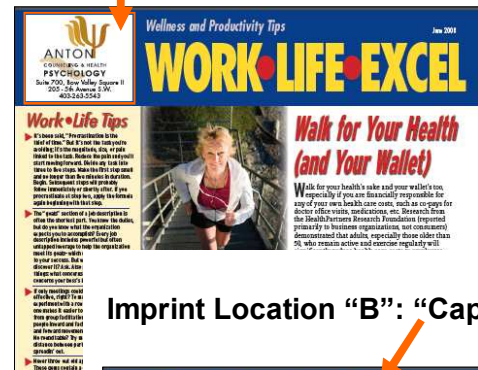
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- ▶ High medical bills, confusion over health insurance small print, overbilling, denials for care, and appeals that go nowhere. Explore some of these healthcare advocacy resources if issues like these are weighing you down and reducing productivity in your life: 1) U.S. Department of Health and Human Services (healthcare.gov/using-insurance/index.html); 2) Patient Advocate Foundation (www.patientadvocate.org); and 3) Advocacy for Patients with Chronic Illness (www.advocacyforpatients.org). Each URL has loads of tips, advice, direction, legal information, and counseling related to healthcare needs, financing, insurance, and more.
- ▶ Don't use LinkedIn just for building lists of people whom you may never interact with. Instead, put these folks to work by posting questions and problems that you want help in resolving for yourself or for your employer. You may receive fantastic answers from those who reply, turning LinkedIn into your own free "mastermind" tool. Use LinkedIn's group tools to find those most likely to respond. Better yet, create your own group. Basic participation in LinkedIn is free. *Source: LinkedIn.com*
- ▶ New research from the Keck School of Medicine of the University of Southern California indicates that how red meat and chicken are cooked may influence the risk of prostate cancer. Men who ate more than 1.5 servings of pan-fried red meat per week increased their risk of advanced prostate cancer by 30 percent. Men who ate more than 2.5 servings of red meat cooked at high temperatures were 40 percent more likely to have advanced prostate cancer. More research is necessary to determine whether these findings can be replicated in independent studies and how to modify cooking methods to lower the risk of prostate cancer. *Source: University of Southern California press release, August 2012 (bitly.com/fried-steak).*

Would Family Therapy Be a Good Idea?



Family therapy is a counseling approach that works with family members to solve personal problems. What many people don't realize is that family therapy is sometimes necessary to help resolve one individual family member's personal problem too. Families are like "systems."

Think of a clock with the hands not working. Is it the battery, a spring, a wire, or a combination of things? All the parts interact. On the surface, you can see the hands not turning, but the answer may

lie in resolving issues with other parts. Family therapy is very similar. Within family therapy, all the parts get some attention to discover their contribution to the issue or issues everyone agrees need to be resolved. Have you participated in individual counseling but wondered if other members of your family could benefit and be part of the solution? Family therapy may be a good idea.

Better Communication: Picking Your Battles

You've heard the expression, "When it comes to people, you have to pick your battles." It's a recipe for fewer conflicts. But exactly how do you "pick"? The secret is viewing conflicts in the workplace not as battles to be won but as problems to be solved. While some people may seem to be naturally combative, you do not need to be one of them. When you recognize a conflict, conduct an experiment: Work hard to understand the opposing point of view. Imagine adopting your coworker's perspective. See his or her priorities. Now you are better positioned to argue your point of view and also be heard. What's the magic? The answer is empathy. You just experienced your opponent's reality. This automatically influences your tone, words you choose to use, and even body language in making yourself heard and trusted, rather than rebuffed out of hand. With this approach, new agreements and better negotiation are forthcoming.



Better Stress Management

The best stress management techniques are those that target the anxiety you experience in specific situations. When considering stress management, look at intervention tactics that target the type and degree of stress that you would like to reduce or eliminate in certain situations. Keep track of daily, weekly, or monthly events to spot stress reactions. Then design a personalized stress management program that works for you. Always include exercise in your program. Research consistently shows that no matter what type of stress you experience, exercise will make your emotional and physical response to it more resilient. Do you experience stress before public speaking and when you feel deadline pressures, or lose sleep the night before an important sales meeting? Your stress response is unique. The challenge is to find the intervention that works for you.



Too Young to Be an Alcoholic?

It is not unusual for young teens or even preteens to be exposed to alcohol. In fact, consuming alcohol usually happens before abuse of other drugs occurs.

Whether alcohol is provided by peers or adults, it doesn't take 25 years for a susceptible young person to acquire a serious alcoholic drinking problem. Depending on biogenic factors, family history, and contributing environmental or psychological factors, the onset of alcoholism could be a couple of years or even months. This phenomenon is why Alcoholics Anonymous began printing educational literature for teenage alcoholics, many of whom are as young as 13. Thousands of teenage alcoholics are members of Alcoholics Anonymous. Hundreds of treatment programs were established in the 1970s after the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act came into effect in 1970. For teenage alcoholics, many of whom also abuse other substances, the primary drug of choice is alcohol. Could you spot early symptoms of potential alcoholism in a teenager? Common experiences of teen alcoholics reported in testimonials, monographs, and educational literature include reports of one drink producing feelings of significant euphoria, positivity, excitement, empowerment, acceptance by peers, popularity, confidence, and an overwhelming desire to return to the next drinking opportunity as soon as possible. The majority of teens who experiment with alcohol do not experience these reactions, but former teenage alcoholics report these experiences consistently.



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Cost of a Cluttered Desk

Your desk may look like a war zone, but it isn't cheap to keep it that way. Although not readily visible, there are financial costs to a cluttered desk. Consider the following:

- 1) Time lost from searching for buried or scattered materials.
- 2) The expense of recreating or duplicating materials.
- 3) The delay or failure to act on forgotten requests in writing from management.
- 4) Fatigue from searching, reaching, digging, and experiencing frustration.
- 5) Working on urgent matters as they appear during the workday, rather than on important tasks that aren't visible.
- 6) Negative self-talk from feeling disorganized.
- 7) Adverse respiratory effects from dust, if susceptible.



Making More of Your Morning Routine

If you research ideas on personal productivity and doing more in less time, you'll discover many spins on this one productivity idea: Work on your biggest, most important, or most rewarding task first thing—the very first thing—in the morning. Not only are you the most refreshed you'll be all day, making it likely you'll deliver at peak performance, but you'll also avoid dozens of tasks and distractions (email, Facebook, and dawdling) that bog you down, possibly all day. You'll avoid that dreaded feeling of not having accomplished much at the day's end.

Adopting this productivity tip creates momentum that builds rapidly. It also rewards you with more positive feelings of accomplishment, and it produces more successes along with their visibility to your employer.



Adapting to Change: Positive Outcomes Lie Ahead

Undoubtedly, you've heard stories about change, where average folks adapt, bounce back, or find new jobs, skills, and vocational passions. The positive message about organizational change is the adaptability of people. We're all change experts. We're hardwired to cope with change because we've been facing it for a million years. The key is understanding what accelerates

or hinders the speed at which you adapt. Next comes focusing on maximizing your positive response to change by identifying personal strengths and resources, increasing communication, and planning and making informed decisions to help you grab the highest rung on the ladder of opportunity that change presents. Seek to be proactive and involved with change to avoid a longer delay at arriving at a new place in your job, career, or life. You will get there.



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▶ You've heard a lot about drunk driving but less about drugged driving. More than ever, you're likely to be on the road with drug-using drivers. The problem has been increasing since 2005. On a weekend night, approximately one out of nine drivers is using illicit drugs. Eighteen percent of fatally injured drivers test positive for illicit drugs. Don't believe the myth that driving stoned is safer than driving drunk. Both are menacing. Any psychoactive drug can impair one's motor skills, reaction time, and judgment. Avoid using drugs or being a passenger in a vehicle driven by a drunk—or drugged—driver. <http://tiny.cc/drugged>

▶ Many people claim their best ideas and solutions to problems come to them out of the blue—while taking a shower, taking a walk around the block, or sitting on a park bench. Make this phenomenon work for you. Define your problem and take a 20-minute walk. Bring paper and pen. Once you are temporarily removed from environmental distractions, a solution may come to you. The reduced distraction allows you to focus better and visualize, process, and imagine outcomes more easily. Incorporate this strategy for greater productivity.

▶ Be careful with climbing, placing, and hanging holiday decorations. According to the National Safety Council, falling is one of the most common causes of serious injury or death. The most common type of fall leading to death is falling from a ladder. This is followed by other dangerous fall hazards, including slipping, tripping, and stumbling and falling off a bed, chair, or other furniture. Accidents are the fifth leading cause of death in the United States. Sources: www.learnnottofall.com; Statistics: <http://tiny.cc/dont-fall>

Winning with Ethics in the Workplace



Is your conduct at work guided by moral principles—standards of behavior—that are proper and supportive of your employer's mission? No employees would label themselves unethical, but anyone—of any rank or status—could face an ethics challenge. Common ethics challenges include the need to make the right decision, not necessarily the easy decision. Common challenges include stealing, the appearance of impropriety (inappropriate and improper behavior), and participating in a conflict of interest. Here's a quiz to help you make the right and ethical decision: 1) Is the behavior legal, harmful, or against company policy? 2) Is the activity

something I would not want others to know about? 3) Am I rationalizing my behavior about this decision (i.e., everyone does it, the company won't miss it, "they owe me," etc.)? If you answered "yes" to any of those questions, you have a decision to make.

Managing Holiday Stress: What Are You Anticipating?

If the holiday season is stressful, a large piece of that stress may be the sheer act of thinking about what's coming and along with it indecision about obligations, social events, family expectations, or the in-laws. This type of stress has a name: "anticipatory stress." You can deal with anticipatory stress and weather the holiday season better with a few easy maneuvers. The first is to decide you won't respond to seasonal stress with negativity and discouragement this year. Instead, act upstream and avoid denial and procrastination by making decisions quickly and deliberately regarding issues you know require action. This no-wait policy removes stress that will hound you until the last minute. No interest in visiting the Cleavers' house this Dec. 24th? Decide now that it's a "no go." Now it's off your mind. Acting upstream takes a little practice, but you will discover it energizes you by freeing your mind for other things. It removes anticipatory stress. Practice catching yourself responding negatively to anticipatory stress, and you'll discover a life skill you'll keep and share with others.



Family Communication and Modern Technology

Your family is harried and on the go, but technology gadgets won't substitute for meaningful interaction together. Do you have established rituals that allow your family to come together regularly so you can talk and share the day's ups and downs, issues, and concerns? Sharing a meal without technology interruptions (a tech-free evening) can help your family begin a much-needed ritual that may endure—an established procedure to promote family bonding, which is crucial to problem solving, growing together, dealing with crises, and learning. If your family is passing like ships in the night or it seems as though you never talk to each other anymore, then it's time to intervene.

More Powerful Reasons to Smile



Research has shown that 60 percent to 70 percent of our communication is nonverbal. If that's true, how important is your smile? It's enormously important. Advertisers on television understand the importance of the smile. So do telemarketers whom you never see. They are taught to smile

while speaking on the phone with you to influence a positive attitude and engage with you effectively. Your smile is a vehicle for transforming your personality. You may find you have untapped power and ability to influence others if you choose to smile more. You might argue, "But if I don't feel like smiling, it will feel and look phony." You're right, so you need better reasons. Here they are: A smile brightens someone's day; opens doors, making others accept you faster; makes you appear less threatening; and sends a message of safety. These are powerful reasons to smile. Consider: This is why virtually all adults approach small children with a big smile, even if they don't feel like smiling.

Reducing the Risk of Getting Sick

Reduce your risk of catching whatever's going around—especially from family members or roommates. Your best bet is the five-part battle plan: wash your hands frequently, wipe down surfaces (phones, keyboard, door handles, toys), get plenty of rest so your body fights off viruses, eat nutritiously, and exercise regularly. Beware of these trip-ups: not having sanitizing wipes handy when warm water and soap are not available, inaccessible disinfectant wipes (get a few containers—you'll misplace one), eating too much fast food, and accumulating a sleep

deficit from serial late-night work sessions. Did you know that employers lose \$250 billion each year from lost productivity related to employees who are off work because of illness? *Source: <http://tiny.cc/absence>*



Exercise Your "Resiliency Muscles"

Do you anticipate major changes in your life in 2013, either at work or at home? You can increase the likelihood of successfully adapting to these changes when they arrive by practicing a key principle in coping with change: see change as opportunity.



Taught by change management experts, this perspective helps you establish resilience. Instead of feeling dread or fear about change, your new attitude empowers you to anticipate and spot its benefits more quickly and act on opportunities sooner. To practice this strategy and understand how it works, start this tomorrow: Respond to unexpected, undesirable events in your daily life by looking for the opportunities each presents. Stuck in traffic? It's an opportunity to listen to an educational CD. Flat tire? Use your waiting time at the tire center to catch up on reading or paperwork. No milk for your cereal? Get the grocery shopping done earlier this week. Practicing this "what's in it for me?" perspective when faced with these mini-crises will exercise your "resiliency muscles." Later, you will be more likely to avoid resistance to change or be able to adapt better to problems that linger.

Combating Childhood Obesity

Childhood obesity is a serious problem, and it has tripled during the past 30 years, according to the Centers for Disease Control (CDC). It's a bigger concern among parents



than is drug abuse. The percentage of children age 6-11 years in the United States who are obese increased from 7 percent in 1980 to nearly 20 percent in 2008. These children are at risk for psychological problems and serious health issues such as heart disease and diabetes. Both the CDC and the American Academy of Pediatrics recommends a Body Mass Index (BMI) be used to help screen for obesity in all children age 2-19. Find a special youth BMI calculator at <http://tinyurl.com/bmi-child-1>. AHA Report on Childhood Obesity: <http://tinyurl.com/obesity-rep>

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- ▶ Aesop's tale "The Tortoise and the Hare" is a good metaphor for practicing fitness. It is not fast and hard that counts; it is frequency. A little bit of fitness training, practiced regularly, will give you the benefits needed to improve fitness. A brisk half-hour walk daily can generate a new level of fitness and reduce the sluggishness felt when you stand up, play ball with the kids, or attempt household chores. Did you know that when you're fit, you burn more calories when you're sitting, even when watching TV?
- ▶ If your child appears to have behavioral issues in school, pay attention not only to those you trust for medical advice or counseling, but also consider whether sleep issues exist. New research on the subject appeared in the October 2012 issue of *Pediatrics*, the journal of the American Academy of Pediatrics. Recent research demonstrated that additional sleep for kids—about 30 more minutes than their peers—made them more attentive in school, allowed for more emotional self-control, and improved alertness. *Source: <http://tiny.cc/kids-sleep>*
- ▶ If your audience is more focused on the number of times you say, "uh," "like," or "um," during an oral presentation, then it's time to reduce peppering your sentences with these superfluous words. Don't allow your credibility to suffer. Start by getting a friend to help you track the frequency of these utterances. Next, record your presentation so you can hear it for yourself. This will pique your motivation and determination for change. The next step is to practice control by giving the presentation to a friendly audience, and while doing so imagining with your mind's eye the words you are speaking passing like strings in front of you as you say them. Improvement should follow. For added control, rehearse any presentation several times before delivering it.

Turning on Passion in Your Job

Are you passionate about your job? If not, don't wait for it to show up like a late train. Instead, decide to be passionate by enthusiastically pursuing outcomes that excite you. You may become more of the tireless performer you want to be. Those who are passionate about their jobs aren't necessarily fortunate to like what they do. Instead, they decided to make the most of it. One of the world's best examples of applying passion is the sculptor who pursues the "statue" inside a block of stone. Let good feelings follow what you accomplish. This is one of the secrets to being more passionate, and possibly enjoying your job more.



Avoid Job-related Emotional Exhaustion

Not all job stress is alike. Some jobs include unique types of stress that can be occupational hazards. One type of stress and health risk for affected workers is "emotional exhaustion." If your job entails interacting with very sick people in healthcare settings, you probably already know about the risk of emotional exhaustion. It is a real threat that must be managed by being attentive to your own well-being. This problem is getting more attention in the news and healthcare literature as staff are called upon to manage more patients who are sicker, with less support. If you work in a patient care-intensive environment that places you at risk for emotional exhaustion, you should know that a recent study discovered that younger healthcare workers are more at risk from this stress than older healthcare workers. Experts aren't sure whether older workers process stress differently or benefit by actively reaching out for support more than younger workers. It is recommended that younger healthcare workers seek out older staff for support and develop mentor-like relationships with them as a key coping strategy for the prevention of emotional exhaustion.

Source: <http://tiny.cc/exhaustion>



The Battle Over Household Chores

Dividing up chores and keeping to agreements on who does what and when is a centuries-old domestic struggle. If you believe chores should be equally divided, but struggle to make it happen, follow these steps during a sit-down discussion: 1) Decide to agree that chores should be equally divided. 2) Discuss what chores exist and which ones are priorities. 3) Agree on the frequency of each chore. 4) Discuss who likes what chore and divide these up. 5) Decide which chores are most unpleasant and how they will be divided up and done. 6) Post the list of the chores, labeled by responsibility. 7) Agree on a rotational schedule so chores aren't permanently assigned and job stereotyping by sex is avoided.



Internet Use Disorder

Internet Use Disorder (IUD) may soon be accepted by the American Psychiatric Association as a recognized mental disorder. The leading organization on classifying psychiatric conditions recommended that the condition receive close study in 2013. IUD applies mostly to compulsive gaming on the Internet.

Are you affected by IUD, or does someone you know appear to experience this condition? Hallmarks of the condition include “a preoccupation” with the Internet—incessantly thinking about it when unable to be online, exhibiting a feeling of urgency to get back online, failing to keep commitments to cut back on Internet use, feeling guilty about the use of the Internet and lost time or productivity, and experiencing absentmindedness due to distraction by thoughts of the Internet. If you are concerned about symptoms, talk to a mental health professional. You can learn more about IUD at <http://bitly.com/iud-help>



Stopping Covert Aggression at Work

Employees often rank improved communication and reduced conflicts as top concerns in the quest for a more positive workplace. Resolving these problems often requires an important skill: being able to share your thoughts and feelings appropriately and assertively when conflicts or squabbles arise. This opens the door to dialogue and solutions. Fail to understand this principle, and you risk becoming passive-aggressive in your dealings with others. You could exhibit unwillingness to cooperate with others or perform tasks assigned to you, pout, place blame, or exhibit stubbornness. You may feel negative more often, and you will risk passing negativity on to others. Become a new you by recognizing it is essential to express your thoughts and emotions in close interactions with others, even at work. Practice catching yourself “feeling” your feelings. Label what you are feeling so you can describe it in interactions with others. Practice this life skill, and you’ll foster closer relationships and experience fewer conflicts. The payoff is feeling more control over your life and being more positive about people at work.



Be Proactive with Signs of Mental Illness in the Family

Even though 54 million Americans suffer from a mental illness, most people will initially demonstrate denial if a family member shows symptoms.

Like physical illnesses, it’s important to recognize the symptoms of mental illness enough to seek an assessment or evaluation. As with most illnesses, getting a patient evaluated and treated quickly can lead to improved or better-managed outcomes. Consider the following general list of signs and symptoms of possible mental illness from the Mental Health Association. If you notice any of these signs, talk with a medical doctor or mental health professional, and decide with them if an evaluation is recommended: 1) confused thinking; 2) prolonged depression (sadness or irritability); feelings of extreme highs and lows; 3) excessive fears, worries, and anxieties; 4) social withdrawal; 5) dramatic changes in eating or sleeping habits; 6) strong feelings of anger; 7) delusions or hallucinations; 8) a growing inability to cope with daily problems and activities; 9) suicidal thoughts; 10) denial of obvious problems; 11) numerous unexplained physical ailments; 12) substance abuse (start with an evaluation with a professional who specializes in addiction medicine or has a related professional background). *Source: <http://bitly.com/help-mha>*



Encouraging a Family Member to Quit Smoking

If a person stops smoking for just one day, there’s a chance he or she may quit for good. That’s the goal of the annual Great American Smokeout on November 15, 2012. Do you have a friend or family member willing to give it a try? If so, offer encouragement by reinforcing responsibility for getting help. Avoid the old guilt and shame approach. Encouragement is a “pull” strategy that affirms responsibility for getting help. Guilt and shame is a “push” strategy. It can backfire by impeding progress and provoking continuation of the addiction. Did you know that the pull strategy is used by alcoholism and drug addiction treatment programs to teach families how to focus on encouraging and insisting on acceptance of responsibility for treatment, rather than blame for having the illness? It works. More information: American Cancer Society, <http://cancer.org>

