

## 20 Ways Your Employee Assistance Program Can Help You

1. Take Control. Get an Assessment of a personal problem or concern.
  - help in locating resources
  - help for job, marital-family, anger management, substance use, financial, legal, mental health, grief and loss issues.
2. Difficult relationships with co-workers, supervisors or managers? EAP can help.
3. What type of counselor will work best for you? Choices based on your communication style, goals, and ability to pay.
4. Involve your family. Meet together, get a professional assessment of your relationships, and find resources to provide support and empower change.
5. Deal with depression, fear, anxiety and stress.
  - Short-term support and coping skills
  - Long-term referrals to effectively deal with these difficult issues
6. Get Legal consultation and discounted assistance for issues such as civil, criminal, real estate, wills, trusts, divorce, bankruptcy, DUI's etc.
7. Improve your finances. Financial consultation and discounted/no charge assistance for issues such as taxes, debts, and retirement planning.
8. Find help for difficult work-life issues - like eldercare, child care, relocation, retirement, medical, and health.
9. Deal with addictions. Receive an assessment and treatment planning for addictions such as alcohol, drug, gambling, hoarding and shopping.
10. Stay motivated and involved in your self-help, recovery, or treatment recommendations through a post-discharge support program.
11. Get support for the most difficult decisions - divorce, retirement, resignation, choosing to accept a transfer, promotion, or a life change.
12. When you make a mistake. Guidance for a DUI, positive drug test or other action that may result in disciplinary action or job loss.
13. Dealing with the worse case. Counseling and facilitation following a critical incident involving death, injury, or an event that could have led to death or injury. Help to resolve powerful emotions, memories and anxiety. Learn to live with life's greatest tragedies.
14. Get informed. Find out about health, wellness, productivity, and life improvement. Posters, fact sheets, or reference materials about those issues that concern you or others close to you are available.
15. Phone calls are ok. Counselors will talk with you by phone if a meeting in person is not possible, is inconvenient, or not preferred.
16. Do not burnout. Get guidance and support to prevent burnout.
17. Manage conflict. Mediation to manage conflict between co-workers, with supervisors or within a work team.
18. **For the boss:** Get training for your work team to improve skills and morale. Improve productivity, communication, goal attainment, and manage change.
19. **For the boss:** Understand how to work effectively with employees to improve productivity, and how to respond in helpful ways when personal issues interfere with performance.
20. **For the boss:** Utilize training programs to Prevent Harassment and Violence in the Workplace, Assist with Change and Transition, and Identify and Assist the Troubled Employee.



## Guard Your Attitude

Your attitude is important. So be cautious about acting or thinking in ways that limit your potential. Negative comments and negative self-talk, when things go awry, puts you at risk for undermining other goals for yourself and puts your relationships at risk. Defeat destructive thought patterns by banishing them as they arise. Use a keyword such as "enough" and refocus into positive territory. We have a choice to change our attitudes.

## How to say



### - the right way

Apologies are an important and necessary way for humans to maintain long-term relationships. There are many things that can botch a heartfelt apology and make it appear half-hearted. Here are three guidelines on how to deliver a winning apology.

- **Take responsibility.** Tell the person the apology is aimed at exactly what you are sorry for. "I'm sorry I lost control of my temper yesterday." Stay away from excuses like "I've been fighting with my son a lot and I just lost it." Stick with what happened and don't blame your shortcoming on anything or anyone else.
- **Acknowledge that you've hurt the other person.** Say "I know I hurt you." Avoid saying "You seemed offended from what I said."
- **Let the other person know that you have good intentions for the future.** Be specific. Say "I will remember how much I've hurt you. I will also remember that you don't like to be criticized publicly." This is better than just saying you'll try not to do it in the future.

## A Tip to Simplify Your Life

### Clear Clutter

When your space is cluttered, your mind is cluttered.

Many stressed people live in cluttered homes and work in cluttered offices. But, house and office clutter are both an effect and cause of stress. Clutter can bring a general feeling of uneasiness, and can literally drain your energy.

However, getting rid of it is difficult for stressed people with busy schedules. Strategies to simplify life by clearing clutter are:

- Take 15-30 minutes each day to tackle one pile at a time, decluttering your house or office, space by space.
- Take several hours one weekend and just be done with it.
- Remove anything from your space that is distracting. Clear surfaces of clutter. File papers and documents that no longer require your attention. Adopt a one-touch system. Force yourself to take action, shred, throw away, or file something the first time it touches your hands.

With any of these approaches, you'll remove a subtle but significant energy drain from your life, and replace it with the feelings of relaxation that come from having your home or work be a haven from stress.

Be sure to maintain order once you achieve it.



*Wellness2000, Inc.*

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## *About Wellness 2000*

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