



Office of
Employee Relations
Work-Life Services

1-800-822-0244

www.oer.ny.gov/eap

FrontLine Employee

Wellness, Productivity, and You!

Intervene to Manage Financial Stress

Get help from your Employee Assistance Program (EAP) if you are under financial stress. You'll start feeling relief with this first act of taking charge. The EAP will support your referral to the right source of help. Don't wait.

Download a budgeting tool to assist with controlling income and expenses more effectively. Don't juggle numbers in your head. Write it all down--income in column one, a list of anticipated payments in column two, and a record of what was actually spent in column three. Evaluate your budget daily. Seldom mentioned, be sure your personal intervention plan includes health and wellness activities to overcome ill effects from stress. Find hundreds of ways to save money by searching online "100 Ways to Save Money". A ton of ideas will populate the page.

Download: consumer.gov/sites/default/files/pdf-1020-make-budget-worksheet_form.pdf

Stress Management Tip: Don't Wait to Enrich Your Life

"I'd love to learn Italian... Volunteering at the children's hospital would be so satisfying... Someday I will learn the piano..." Start now! Pursue satisfying activities you dream of rather than waiting for the perfect time someday. These enriching activities can give fulfillment and joy and directly enhance well-being, productivity, and help prevent burnout. When you are happier and more content, your productivity increases because a positive mindset fosters creativity, better problem-solving skills, and improved focus. This causes you to be more engaged on the job. Start, if needed, in the smallest way possible and bring balance to your busy life.



Dealing with Difficult Personalities

A thousand books exist on "dealing with difficult people." Nearly all elaborate on skills, labels, interventions, and coping strategies. But there is an overarching skill for having fewer problems with difficult personalities, and it is your ability to build a foundation of trust with coworkers. The vast majority of workplace problems relate to communication, and building a foundation of trust makes good communication thrive. Issues and problems are more quickly and more frequently addressed. There's increased transparency, a more positive workplace, reduced fear among workers, fewer suspicions, less wasted energy, and more valued constructive feedback.



Back to School: Preventing Bullying at School

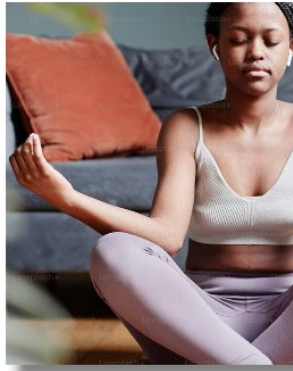
Many parents worry about bullying in school. Early intervention and prevention are possible with proactive communication that encourages openness with the parent, but gentle probing might be needed because some children will resist sharing their victimization. Resistance stems from fear that the bully will retaliate, embarrassment or shame about being bullied, or fear that the parent might recommend some action that would add to the torment. Some might believe that the parent's help would be futile. In addition, some children's desire for independence may drive them to remain silent and deal with the bullying on their own. Knowing these rationales for silence can help you be a more effective interviewer of your child so you can help prevent bullying victimization.



Resource: www.stopbullying.gov/resources/get-help-now

Mentally Prepare for a Better Day

Often, our mood or emotional state is dictated by what's happening around us at any given moment, and we react to each situation as it occurs. However, we have the power to make choices about how we feel and respond. Taking time before work and mentally preparing for the day is a perfect opportunity to practice this life skill. Doing so allows you to work as the real you with an unforced, positive frame of mind. How to do it: 1) Spend 15 minutes in mindful meditation to clear your mind and visualize positive expectations and outcomes for the day. 2) Use deep breathing exercises. Deep breathing exercises improve focus and concentration. This calms you and helps the visualized messages sink in and feel more certain. 3) Listen to motivational podcasts. Motivational podcasts shift your focus from negative thoughts to positive ones and they can excite you about possibilities that boost your mood. 4) Create your own playlist of uplifting songs. This works because upbeat songs release neurotransmitters like dopamine, which lift your mood. 5) Reflect on gratitude. What are you thankful for? This practice has numerous payoffs, but one that will show at work is your more optimistic perspective where challenges are seen instead as opportunities. (This is called having a "growth mindset.") 6) Finally, don't let your day just simply happen. Be intentional. This means planning not just what you want to accomplish, but also how you would like to feel today, taking charge of your mood and what happens to it.



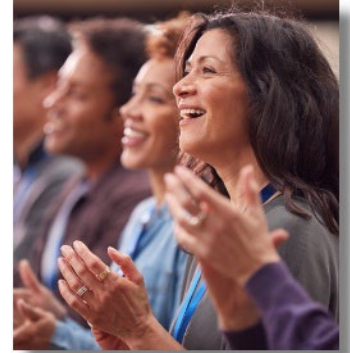
Don't Skip Your Health Checkups

So, you are feeling well and are without any apparent health problems? Great, but are you postponing preventive health care, screenings, and examinations because you don't seem to have any cause for concern? Don't do it, especially as you grow older. Delays in identifying and treating some medical conditions can make doing so harder or even futile later. Many detectable health conditions, like high blood pressure, diabetes, vision problems, and cancer, can be cured when they are spotted early, and you won't notice any symptoms in early stages. Postponing preventive health care might be more likely if you live alone, without someone who may urge and prod you to see a doctor because of conditions like sleep apnea. Use this month (August is National Wellness Month) as your reason for making preventive health care a routine part of your life, so you can enjoy your life longer.



Boost Your Team's Positivity!

Many workplace teams experience stress, but it is often made worse by not nurturing a team culture that can maintain high morale and resilience. Take these steps to reinforce team positivity: 1) Decide to not just perform tasks. Instead, agree on a common vision and set up goals. Then post them. 2) Lose the cynicism and believe in the organization, or discover how to rekindle this loyalty so you have a foundational purpose with your employer and a real reason to engage that naturally pulls you forward; 3) Don't avoid the manager; determine how to elicit praise for your successes. Praise from the boss is pure currency to boost morale. 4) Regularly set aside a few minutes to have honest discussions about issues—even if a moment of silence passes as members consider what's relevant. Don't allow only a concern or issue to be what prompts such meetings. You may miss the opportunity to resolve a problem early-on.



Small Habits with Big Benefits

There's power in performing small, routine behaviors that organize our lives and help maintain our mental health. Something as simple as making your bed each morning can be a component of preventive mental health practices. Surprisingly, however, only 38% of adults do it. Making your bed each morning sets a positive tone for the day. It gives you a quick win and the chance to experience some approving, positive self-talk. The task clears mental clutter and gives you a sense of order and control. And this can carry over to other tasks and goals in your life. Can you think of other habits that promote mental clarity, boost self-esteem, foster discipline, and reduce stress?

