January 2011

FrontLine Employee

Wellness, Productivity, and You!

Your Employee Assistance Program at CDH 630-653-4218

Pause to Think about Safety

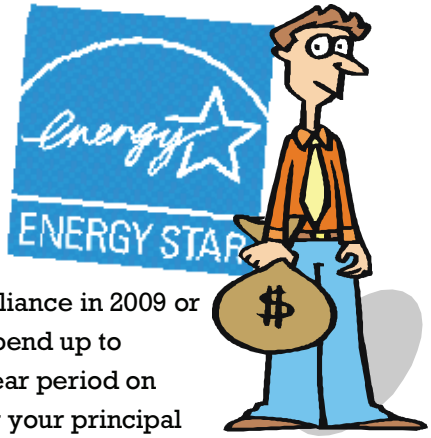
Most accidents on the job are caused by unsafe actions, at-risk behaviors, and poor decisions. Mechanical safety systems are important, too, but a surefire way to reduce your risk of an accident is to take one second to pause and think before you act. Create a habit of stopping your rush before you engage in a work activity where the risk of injury exists. You are already an expert at this technique elsewhere—stopping at an intersection, pausing at the top of an unfamiliar staircase, or stopping briefly just prior to throwing a bowling ball. Would a safety sign in the right spot help you remember to think about safety? See and print free safety signs at www.freesignage.com.

Respect at Work: Listening

The highest form of respect is to listen well to others. If you don't listen well, it is probably not because you are distracted or face a language barrier. It's probably because you don't see the most important reason of all: "What's in it for me?" Listening well is seldom just about courtesy. Real motivation comes from believing you may gain something. To improve your ability to listen with empathy, convince yourself that you will gain something—if not from the information then from the experience itself. One certain thing you will gain is improved relationships on the job.

Source: http://www.ftc.gov/debtcollection

Grab the 2009/2010 Tax Credit



Did you purchase a money-saving appliance in 2009 or 2010? You could spend up to $5,000 during this two-year period on one or more products for your principal residence that you own and live in, and get 30% or up to $1,500 (30% of $5,000 = $1,500) back as a tax credit. Follow the instructions and deduct it. If you got the entire $1,500 credit in 2009, then you can't get anything additional in 2010. Get all your questions answered at www.energystar.gov.

Don't Let Depression Derail Your Goals

2011 may be your year to stop smoking, increase exercise, or eat right to lose weight. These goals remain popular, but consider a fourth goal—getting treatment for your depression. Depression can undermine your goals. It can lower your energy and affect self-esteem, decrease enthusiasm, disturb restful sleep, interrupt concentration, and even reduce your stamina to ward off and fight disease. Depression isn't your fault, but the urge to blame yourself for failures in achieving your goals may be strong, and you don't deserve it. Don't kick yourself. Instead get an assessment from a mental health professional or your doctor, or seek assistance through your EAP.

Important notice: Information in *FrontLine Employee* is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health or legal professional.
For further help, questions, or referral to community resources for specific problems or personal concerns, contact an employee assistance or other qualified professional.

Shortest Distance to Management's Heart

Employee Engagement

Employee engagement is *the* red-hot topic in business right now. It refers to the employee who is enthusiastic, excited to come to work, "pumped," and willing to act in ways that further the goals of the organization. Engaged employees bond to the organization emotionally, and research has shown that they are worth their weight in gold. When you feel engaged, you are sick less often, are at work more, experience greater productivity, and have fewer accidents. Your positive behavior rubs off on coworkers. Customers become more loyal and they send referrals. It's easy to see why being labeled an "engaged employee" is a positive thing. Understand what it takes to "feel engaged." You may have hurdles in reaching this goal, but it can be worth the effort if your job produces greater meaning in your life. A few keys: 1) Work to establish meaningful communication with your supervisor. 2) Be clear on what is expected of you at work. 3) Know what you are passionate about and seek opportunities to engage your passion. 4) Develop relationships with others who care about you as a person. 5) Develop relationships with others at work who encourage your development, give you recognition, and praise you for good work. 6) Seek to acquire relationships with associates who, like you, are committed to doing quality work. These values only scratch the surface of this broad topic. Visit www.Gallup.com and in the search bar type "employee engagement."

Work-Life Balance Not Working?

Frequently the missing piece to finding work-life balance is "mindset." This is a psychological leap to rock-solid commitment that influences your attitude to do what it takes to achieve your goal. Few people acquire a mindset with a snap of their fingers. A mindset typically evolves based upon prior attempts that did not quite work out. Without the proper mindset, you may engage in only a half-hearted effort and be vulnerable to disruption. Because proper mindset is undergirded by your prior attempts, your attitude toward these disappointments is critical. View them as stepping stones. Make them reinforce your determination and mindset for work-life balance—and other goals.

Fire Up Motivation to Exercise with 21 Reasons

Do you need better reasons (or more reasons) to boost your motivation to exercise? It could make a big difference. Keep the following list handy, and consider how many of the reasons listed here fit your purposes for exercise: 1) reducing stress, 2) reducing blood pressure, 3) role modeling healthy behaviors for your children, 4) feeling better, 5) reducing fatigue, 6) improving sleep, 7) feeling a sense of achievement, 8) releasing endorphins to relax mood, 9) managing stress, 10) showing "them" and proving to yourself that you can do it, 11) reducing cholesterol, 12) improving heart health, 13) improving stamina and energy, 14) increasing life span, 15) improving muscle tone, 16) getting more sun and vitamin D by exercising outside, 17) reducing risk of burnout, 18) fighting depression, 19) reducing isolation and increasing interaction with others, 20) achieving a better work-life balance, and 21) improving your fight against diabetes or "pre-diabetes" symptoms. Can you think of more?

Are You Vitamin D Deficient?

You probably aren't feeling a lack of vitamin D, but if you are a two-job, commuting early riser who gets home late at night and never sees "the light of day," you may not be getting enough of it. Some nutrition research experts believe half of adults are vitamin D deficient. Vitamin D has been heavily researched. It's a nutrient required by your body for many things, all of them critical, including possibly cancer prevention. Sunlight is a key source of vitamin D, and so are fish and fortified milk. If you need a supplement, talk to your doctor. Some experts think the recommended daily adult requirement is too low.

Source: Office of Dietary Supplements, National Institutes of Health