



Volume 24, Issue 3

Balance

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



Balance is a newsletter produced by your Employee Assistance Program (EAP) that spotlights relevant issues related to personal and professional wellness. The EAP is a confidential and free resource, available to you to help manage life's various challenges. If any of the topics below resonant with you, consider contacting your EAP for more information, including referrals for local EAP counselors.

Discover Your Maximum Potential

Personal effectiveness is the practice of getting the best out of yourself. Have you made an effort to assess your life by examining your goals and what's truly most important to you? Do you have the skills necessary to achieve your potential and your best life?

Focusing on personal effectiveness allows you to gain insight into your strengths, weaknesses, and values. You increase your self-awareness, which helps you overcome roadblocks and take action to reach your most important personal goals. An entire industry related to personal effectiveness exists, with education and training products. Nearly all can be purchased or found online. Be cautious, however. Many self-help and self-improvement materials are not scientifically sound, despite their online recommendations. Some may claim you have psychological problems or deep-seated "personal issues" that you really don't. Still, many personal effectiveness materials have stood the test of time and are effective and powerful. To get started, seek opinions and guidance from professional counselors, your EAP, or other licensed medical and mental health professionals. They can help you find the right resource for self-help that can help you get to that "next level" in your life. The link below will take you to the most popular personal effectiveness materials purchased by the public in 2022.

Learn more: <https://www.goodreads.com/shelf/show/personal-effectiveness>

Managing Workplace Stress Before It Starts

Start your day with a relaxed mindset to better manage work pressure and be more productive. Remember the last time you arrived at work in a calm frame of mind? Was the commute less stressful? Did you have a plan for the day? Was getting out the door less rushed? Were you more aware of the quiet streets and the morning sun? Did you have a few minutes to stroll or get a cup of coffee?

This series of events can influence your state of mind. Keep a diary and experiment with:

- 1) planning your day the night before
- 2) going to bed earlier and waking earlier
- 3) eating lightly but properly in the morning
- 4) arriving at work earlier
- 5) recording whether you feel more control over your day

If you connect this routine with experiencing a more positive day, you are more likely to make it a habit that will help you manage stress better so you can enjoy your job more.



Your Self-Care Checklist

When stress strikes, do you have a set of wellness practices you can turn to manage pressure, stress, and strain—ones tailored to how your body and mind uniquely respond to tension? Start and develop such a checklist, and over time, add to and amend it until you have the support tactics that will keep you resilient. Include whatever works for you—from lighting a scented candle to doing laps around the track. Then make this tool your personal action plan during periods of unusual personal stress. Don't waste time dreaming up stress-management ideas for your checklist. Pick and choose from a menu of hundreds of strategies by searching for "100 ways to manage stress." Many pages with hundreds of ideas will appear, and you can consider which ones feel right to you. Then keep your checklist at the ready for when the going gets tough.

Fight Inflation with Frugality

The 2022 inflation crisis is the worst in decades, but ways exist to save money, and one is living frugally. One key principle of frugality you can start using today is asking yourself before making any purchase, "Is this a want or a need?" This awareness eliminates a ton of impulsive purchases—things you buy without much (or any) prior thought. Learn more: "Beginners Guide to Living Frugally" (2021) by Sammy Reinkemeyer.

Workplace Growth Mindset

The term "growth mindset" was first coined by Carol Susan Dweck, Ph.D., a Stanford University psychologist. She was famous for her studies of mindset, temperament, and personality. Growth mindset refers to the way individuals approach the world of challenges and obstacles with optimism, a sense of opportunity, resourcefulness, positivity, and resilience. This contrasts with individuals who may have a "fixed mindset" and when it comes to the workplace might resist learning something new, give up easily when faced with obstacles, feel anxious about others' successes, and shy away from negative feedback. Do you feel like you could be coming at situations with a fixed mindset? Consider contacting the EAP to help overcome patterns that might be interfering with your growth.



Chronic Pain and the Family

Chronic pain has many secondary effects. You know this already if you live with a chronic pain sufferer or endure chronic pain yourself. Pain can influence moods because of the resulting associated irritability it creates. Communication dysfunction can contribute to everyone becoming angry and snappy. Family members of the pain-impacted individual—the ones who care the most and feel helpless—become victims. Family members also develop unhealthy coping strategies like avoidance and isolation. Household conflicts may be frequent, and even normal conversations become triggers for conflict. The pain sufferer's personality may be wrongly labeled as selfish, narcissistic, or anxiety disordered rather than simply pain affected. Change and relief begin with education about chronic pain dynamics, particularly the “mind body” connection and how pain creates mental stress and how mental stress makes pain worse.

If your family or relationship is affected by chronic pain, it is important to learn how to communicate effectively with real conversations, avoid triggers, separate the pain from the person you love, and drop the blame game.

Seek to overcome personal resistance to professional counseling with experts who specialize in the psychological issues associated with pain. Discover the life-changing positivity of self-help support groups for family members and the pain sufferer. And learn how to take care of your personal physical and mental health so you are more resilient in a relationship with the person experiencing chronic pain. Start with a visit to your EAP, but also review the educational resources at www.uspainfoundation.org, www.paincanada.ca, and painscale.com.

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 any-time, for free, confidential support from a professional consultant or online resource. Call or log on today.

 **Phone:**

 **Website:**

 **Company Code:**

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