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Helping Organizations Retain Their Most Valuable Asset

FOR YOUR INFORMATION

Home Management

With a bit of help, you can find ways to manage your home and spend more time with your family.

- Enlist Help - Delegate jobs to other family members. You don't have to do it all yourself.
- Beat the Clock - Set a timer for 5 or 10 minutes and have everyone clean up. Competition is a great incentive.
- Block and Tackle - Use 5 or 10 minute time blocks to tackle those big jobs (cleaning closets, attic, basement, kids' rooms). The job will get done eventually, and you will get a sense of accomplishment each time you work on it.
- Clear the Decks - Leave a clean house. Make beds and wash dishes before you leave for the day. This keeps you from being overwhelmed when you return.
- Divide and Conquer - Make a "to do list" at the end of each day, prioritizing with "Must Do Today," "Must Do This Week," "Would Like to Do Today," etc. This keeps your tasks in perspective.

Be only as organized as you need to be. Establish a routine that you know your family will use. If you remember that being organized is an ongoing process, not an end result, together you can manage your household and the time that you spend together.

Source: www.organizedtimes.com

The death of a loved one ranks among the most severe traumas we encounter in our lives. The sense of loss and grief which follows is a natural and important part of life. It is not a sign of weakness, but rather healthy and fitting.



Bereavement may cause some short or long-term changes in your family and other relationships and may cause you to be - at least temporarily - closed off from others.

Factors That Help To Resolve Your Grief

1. Accept How You Feel

Death and loss hurts. Why pretend that you're not experiencing terrible inner turmoil? Your emotional reactions are a natural response to the death of a loved one. However, there is no correct emotion to experience and there is no prescribed way to mourn. Accept the validity of your feelings.

2. Express How You Feel

It is not enough to recognize your conflicting emotions; you must deal with them openly. A feeling that is denied expression is not destroyed; it remains with you and can erupt at inappropriate times. Acknowledging the pain when you feel it is much better for your long-term emotional health.

3. Grieving Takes Time

Allow sufficient time for the grieving period to run its course. The process is never the same for any two people. Don't compare yourself with others in similar positions. Heal in your own way and in your own time.

4. Children Need To Grieve

They should not be shielded from tragedy. Death is a crisis that should be shared by all members of the family. Children too often are forgotten by grieving adults. When a loved one dies, children often suffer the death of two people: the one who died and the parent or parents who are too absorbed in their own grief to notice their youngster's needs.

5. Don't Cut Yourself Off

If you stay alone too much, your home will become a protective barrier that keeps you from facing your new challenges in life. You need to interact with the world. You might start with routine chores, like shopping, which do not demand too much exertion and concentration. At the same time, don't over do it. Review your priorities. Stick to what is important and necessary now. Don't worry too much about what's down the road. Take one step at a time outside your home.

6. Allow Your Friends In

Talk to a friend. Share your feelings. Let the right people know that you need support and feedback. They cannot bring you comfort unless you allow them to enter your sorrow. Holidays, birthdays and anniversaries are especially difficult times to be alone. Plan ahead to spend these days with caring and understanding friends.

7. Support Groups

At some point you may be disappointed in the reactions of your acquaintances and even your close friends. Death is probably frightening to them. They may feel awkward in your company. You must now learn to accept people's differing reactions to death and realize that not everyone will meet

your expectations. That's why self-help groups have been successful in providing necessary emotional intervention through the crisis of death. People in these groups understand your fears and frustrations; they have been there before.

8. Counseling

You may need more than the warmth of a close friend or understanding of a fellow sufferer. A professional counselor who is not emotionally attached to you may be more effective to assist you in viewing your problems in a clear perspective.

9. Take Care Of Yourself

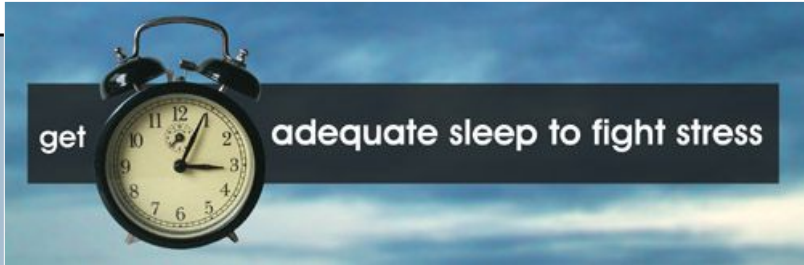
You need people. You also need moments of solitude to find yourself. Why not walk in a quiet place, paint a picture, read a book or take a long leisurely bath. Your faith may also help you to face and survive the inevitable moments of despair. For many, religion offers a philosophical base in the lonely encounter with helplessness and hopelessness.

10. Try to Reframe Your Experience

Death ends a life, not a relationship. Because of your separation, there will always be pain. As you are healing, the pain becomes fainter. In the words of Dr. Elisabeth Kubler-Ross, you have the "ability to turn a painful and negative experience into something positive and creative." Resolve to live as your beloved would want you to live, love as they would want you to love and serve others as they would have wanted you to serve.

HMS Is Here To Help

Remember, Human Management Services (HMS) is always available to help you or your dependents with any type of personal, family or work-related concern, including issues related to loss and grief. All HMS services are FREE and strictly CONFIDENTIAL. If you need help, why not call a professional HMS counselor today? We're here to help.



Stress experts report that chronically stressed people almost always suffer from fatigue and people who are tired do not cope well with stress. When distressed people get more sleep, they feel better and are more resilient and adaptable in dealing with day-to-day events.

Did you know that most sleep difficulties (about 80%) are either caused or reinforced by our own behaviors or daily habits? If you have trouble sleeping, the tips below will help you get the most out of your hours in bed:

Stay away from stimulants. Coffee, tea, colas, chocolate and some over-the-counter medications contain caffeine which stimulates the central nervous system and increases blood pressure and heart rate. Drinking a can of cola or cup of coffee in the late afternoon can keep you awake at midnight. Avoid consuming caffeine at least 4 to 6 hours before bedtime.

Don't smoke, especially before bed. The nicotine in cigarettes is a stimulant. Insomnia is among smokers' greatest complaints. Research shows that smokers take longer to fall asleep and wake up more often during the night than nonsmokers. Having a smoke before bed may feel relaxing, but it is actually putting a stimulant into your bloodstream.

Go to bed at regular hours. An erratic schedule can cause problems such as "Sunday night insomnia." This problem occurs to people who stay up late and sleep late on weekends and then try to switch back to their usual bedtime to prepare for Monday morning. Try to go to bed at roughly the same time each night and, no matter how long you slept, get up at your usual time in the morning.

Exercise regularly. Sleep is facilitated by relaxation and exercised muscles relax more easily. Aim for 20 minutes of exercise that increases your heart rate at least three times a week. Late afternoon is best.

Don't use alcohol to induce sleep. A nightcap can lull you to sleep, but alcohol typically produces light, unsettled sleep. Also, using alcohol to fall asleep could lead to dependency.

Establish a relaxing bedtime routine. Set the mood for relaxation before bed. Start letting down about an hour before bedtime: read, listen to music or take a warm bath.

Don't take sleeping pills; they induce less restful sleep and can cause serious problems. Oftentimes, the person relying on sleeping pills is left with his/her original insomnia, plus a drug problem.

HMS is here to help

If excessive stress is making sleep difficult or negatively impacting your daily life, Human Management Services (HMS) can help you with CONFIDENTIAL counseling or referrals. If you need help, why not call a professional HMS counselor today? We're here to help.


**HUMAN
MANAGEMENT
SERVICES (HMS)**

800-343-2186
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