



SEPTEMBER 2007

Helping Organizations Retain Their Most Valuable Asset

## FOR YOUR INFORMATION

### Homework Tips

Homework is a very important part of the daily grind of going back to school. To help your child get back into the scholastic swing of things:

- Make sure there's a quiet place that's free of distractions to do homework.
- Don't let your child watch TV when doing homework or studying. Set rules for when homework and studying need to be done, and when the TV can be turned on and should be turned off.
- Never do your child's homework or projects yourself. Instead, make it clear that you're always available to help or answer any questions.
- Review your child's homework nightly to make sure your child understands the assignments.

### Encourage your child to:

- Develop good work habits, such as taking notes, writing down assignments, and turning in homework on time.
- Take his or her time with school work.
- Ask the teacher if he or she doesn't understand something.

Maintain an open channel of communication with your child's teachers by meeting with them as the school year progresses to discuss your child's academic strengths, as well as areas needing improvement.



Source: [www.kidshealth.org](http://www.kidshealth.org)

### COPING WITH CHANGE

Traumatic life events and major changes are an inevitable part of life. From the death of a loved one, personal illness, financial setback or divorce, to starting a new job or moving into a new home, change throughout life is constant. How is it that some people can move beyond crisis and disappointment and actually make their lives better, while others never quite recover and continue to suffer?

The changes that seem to cause us the most problems are the changes that we feel we have no control over. Indeed, numerous external events will force changes upon us, changes which we do not want, changes which can make our life painful and difficult.

People who deal effectively with traumas and changes understand that they have no control over such external events. They realize that they cannot change the traumas or crises; that they can only change themselves.

*Your greatest power in the face of adversity is your power to choose how you will react.*

You may not be able to control the external event. But you can maintain your self-control by choosing your response.

### Approaching Change As A Challenge

Your best approach to successfully deal with a major change is to approach the change as a challenge to be mastered. By doing so, you are recognizing change for what it really is, an opportunity to learn and improve and move forward with your life. You're choosing to be self-empowered and acknowledging that...

*...you are responsible for your own health and happiness, no matter what happens to you.*



### Six Major Kinds Of Change

The first step in dealing effectively with change is to recognize change for what it is. Losing your job is change. Divorce is change. Finding out someone you love has a drinking problem is change.

Researchers have identified six major kinds of change that seem to cause the most turbulence in our lives:

1. Loss - Loss of anything that is important: a loved one, friendship, job, income, loss of a hope or dream.
2. Separation - Being apart (physically or emotionally) from anyone or anything that is important to us: your job, home, loved ones, people or friends you are used to being with.
3. Relocation - Moving, whether it be from one house to another, one city to another, across the country, or moving your office down the hall.
4. A Change in a Relationship - A significant change in any relationship that is important to you: spouse, child, parents, close friends, associates at work, or boss.
5. A Change in Direction - A change in goals or focus: a new career path, getting married, retirement, going back to school, undergoing major surgery.
6. A Change in Health - A change brought on by illness or a health problem, or a change toward good health.

24 Hours a day: 800-343-2186 [www.hmsincorp.com](http://www.hmsincorp.com)

What makes change so difficult for some is that each of the major changes above always brings more change with it. One change is hard enough, but too many changes at once can be overwhelming. Divorce, for example, can change a lot more than just the relationship itself. It can change your finances, where you live, who you spend your time with, how often you get to see your children, and even what you do with the next several years of your life.

### *Guidelines For Dealing With Change*

1. Recognize and understand the change - Learn everything you can about the change. The more you know it, the better you'll be able to deal with it. Ask questions such as: What's the worst thing that can happen? What do I stand to lose because of this change? How is this change affecting me now? Who or what is in control of the effects of this change now? Is there a way to minimize the negative effects of the change? What result do I want to avoid? What result do I want to create?

### *Women Most Likely to Experience Panic Attacks Have Lowest Awareness Levels*

Women who are most likely to experience panic attacks are least likely to be aware of panic disorder, according to a new survey by the Anxiety Disorders Association of America (ADAA). The survey found that almost half (45 percent) of women ages 18-34 and over 55 – two groups most likely to have panic disorder – were not familiar with the condition.

According to the ADAA, women are twice as likely to have panic disorder than men, with two to three million women frequently experiencing panic attacks. The most common age of onset for panic disorder varies from adolescence to mid-thirties.

#### *What is Panic Disorder?*

Imagine you're safe at home, sitting comfortably in front of the TV when out of nowhere, you feel your heart rate accelerate, your breathing becomes erratic, and you experience true terror for no reason whatsoever. This is the experience of the panic sufferer.

People suffering from panic disorder may not be anxious all of the time. However, they do experience unanticipated "attacks" that recur after periods of normal functioning. These "attacks" are sudden, overwhelming periods of intense fear that seemingly come out of nowhere. Quite often, a person suffering from a panic attack will believe he or she is suffering from a heart attack and dying.

#### *Recognizing the Symptoms*

Common symptoms of panic attacks include:

- shortness of breath
- dizziness
- heart palpitations
- numbness or tingling
- chest pain
- nausea
- a sense of "strangeness" or being detached from one's surroundings
- fear of going "insane" or dying.

The person suffering from panic disorder often develops anticipatory anxiety, tension and worry that the panic will happen again.

#### *What Can You Do?*

Contact Human Management Services (HMS) for professional and confidential help. HMS can assist you with counseling or referrals to help you understand and overcome panic disorder. If you need help, why not call an HMS counselor today?

2. Identify your opportunities - Begin by asking yourself, in light of your change: What are my possibilities and opportunities for growing? for learning? for becoming wiser? stronger? healthier? more loving? more productive? What benefits or gains are hidden in this call to change?

3. Choose your action - To deal effectively with change, there is nothing more important than what you actually do about it. Review your possibilities and then ask yourself: What is the most important thing for me to do next? What action can I take today? What action can I take tomorrow? Write down, on paper, the action steps you are going to take. Writing them down on paper is a well-proven method for making goals real and focuses you toward making them happen.

4. Review your progress and make adjustments - On a regular basis, review everything you are doing in dealing with the change. Ask yourself: Am I doing the right thing about this right now? Which strategies are working and which ones are not? Is there something else I should be doing?

### *The Road Through Crisis And Trauma*

The road through crisis and trauma is never easy. There will be setbacks and discouragement. But by approaching change as a challenge, believing in yourself and learning skills for dealing with change, you can learn to take control of change in your life. You can learn to enhance your life in spite of adversity and change.

### *HMS Is Here To Help*

Sometimes our problems are too hard to solve on our own. If you or a family member needs help with a particularly difficult personal, family or work-related issue, contact Human Management Services (HMS) for CONFIDENTIAL counseling, referrals or information. Why not call a professional HMS counselor today? We're here to help.

HUMAN  
MANAGEMENT  
SERVICES (HMS)

800-343-2186

www.hmsincorp.com

