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Helping Organizations Retain Their Most Valuable Asset

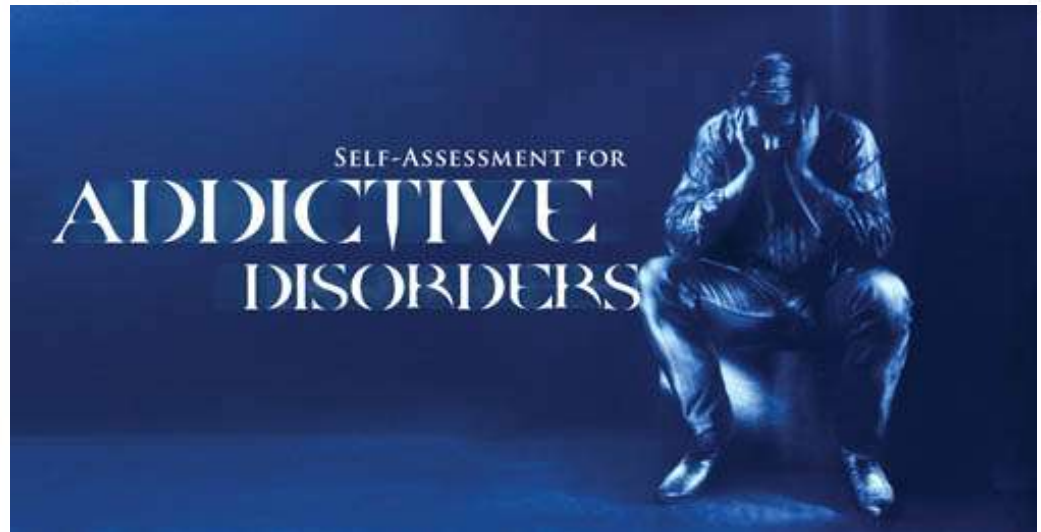
## FOR YOUR INFORMATION

### *Study Strategies for School Success*

These study strategies are fundamental for all ages.

- Beat procrastination! Teach your child, by example, not to put off tasks.
- Instead of denying your child privileges for not studying, offer him rewards or incentives for getting his schoolwork done.
- Get organized! Ensure that your child has separate sections in her notebook for notes, homework, and graded materials for each class.
- After class or in the evenings, encourage your child to write a review of key ideas from each class.
- Teach your child to be an active reader who outlines and annotates her textbooks. If she is not allowed to write in her books have her keep these notes in a special notebook.
- Encourage him to read through textbook sections before they're reviewed in class.
- When studying for a test, suggest that your child arrange class and reading notes chronologically to ensure she's studying the appropriate material.
- Help him create "fact sheets" of key ideas and terms scattered randomly on a page. If he can recall details in random order, they're stored in his brain.
- A combination of memorization and concept comprehension will yield the longest-lasting and most complete knowledge.

Source: TM and © Scholastic Inc.



Everyone has addictive urges and sometimes gives in to them. An addictive disorder exists, however, when you cannot control your habit or behavior despite the fact that it is undermining your health, your relationships, your work, your finances, or your self-respect.

### *Common addictive disorders include:*

- Compulsive overeating
- Alcohol or drug dependency
- Compulsive gambling
- Smoking
- Compulsive spending
- Sexual addiction

### *Signs of possible addiction*

If one of these behaviors has gotten out of control for you (or a family member), review the symptom checklist below to recognize if your behavior has become an addictive disorder. A "yes" answer to one or more statements below may indicate a problem:

1. The person thinks about the activity a lot when they're not doing it.
2. The person seems unable to control the amount of time spent doing the activity.
3. The person keeps increasing the amount of time that is spent doing the activity.
4. The person denies having a problem, when many things are obviously going wrong.
5. The person hides the activity from family and friends.
6. When unable to do the activity, the person becomes irritable, moody, tearful, angry, or hostile.

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7. The person would rather do the activity than spend time with a family member or friend.
8. The person forgets or ignores family events such as birthdays and visits from friends because of his or her involvement with the activity.
9. The person has extreme mood swings that are completely unpredictable.
10. The person blames other people for his/her troubles and does not take responsibility for his/her own actions.
11. The person has headaches, stomach disorders, and other unexplained and ongoing physical symptoms.
12. The person begins to neglect his/her appearance and to do hurtful or illegal things.



An employed woman with an outside work commitment of at least 40 hours a week still spends an average of an additional 26 hours per week on housework. Devising a family plan for housework is a must for any household combining two income-earning adults and family.

*Making a family plan for housework*

1. Be sure that everyone in your family understands that housework is a responsibility for all family members to tackle.
2. Hold a family meeting. Brainstorm on ways to handle chores.
3. Be creative. Tasks can be divided up in a variety of ways: You can make a list together; then whoever gets up first on Saturday morning chooses a chore, and whoever wakes up last gets what's left. You can rotate chores, or leave them to the luck of the draw. Or family members can choose certain jobs they like best, as long as everyone is satisfied with the division of labor.
4. Include standards and regular evaluations, with consequences if a person doesn't do his or her share or doesn't do it well.
5. Suggestion #1: Even very small children can be taught to help in numerous ways. They can: care for the family pet, take out the garbage, water plants, dust and sweep, set and clear the table, put dirty clothes in the hamper, make beds, keep their rooms clean and organized. Fortunately, younger children like doing chores, so you can easily make a game of it. What starts as fun can become a good habit.
6. Suggestion #2: Whenever possible, make chores fun, or at least less burdensome. Add music; work together as a family; build in a reward or special activity when chores are done. Recognize improvement as well as excellence. Frequent praise and mutual appreciation will help your system work.

*We're Here To Help*

Contact Human Management Services (HMS) if you'd like help with issues related to family, parenting or job/family balance. We're here to help you or your dependents with most-any personal, family or work-related issue. All HMS services are FREE and strictly CONFIDENTIAL.

*What to do*

Whether you have reached the "addiction" stage or not, recognizing and admitting that your habit is negatively impacting your life is the first step toward overcoming it. You can build the strength to overcome your addiction, develop alternatives to it, and learn to live a healthy and full life. Human Management Services (HMS) can help you get started by providing you with information, counseling and/or referrals. Remember, all HMS services are strictly confidential. Why not call an HMS counselor today?

*HMS SERVICES*

*PROVIDED BY YOUR EMPLOYER FOR YOU AND YOUR DEPENDENTS*

This confidential prepaid program is designed to help employees and their eligible dependents resolve problems which may be interfering with their personal, work or home life. HMS offers help for marital and family issues, substance abuse, job concerns, emotional problems, life adjustments, legal issues, financial matters, and elder care and child care referrals.

If you're experiencing problems which are causing concern, you and your HMS counselor can work as a team to find solutions.

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