EXCHANGE HMS
SPECIALIZING IN EAP AND WORK/LIFE ISSUES

February 2011

Helping Organizations Retain Their Most Valuable Asset

LESS IS MORE

March 15th at

12 pm, 2 pm, and 4 pm EST

Was life simpler with no cell phone, no email, no Facebook? Ask yourself, "Do I really need this?" Evaluate the quality of your life when it comes to technology, apps, and social media.

Studies have shown that too much time spent with digital devices can actually interfere with concentration and memory. But putting down the PDA or letting go of the laptop can be difficult. Let us help with tips to more effectively use technology, time-saving techniques, and suggestions for time spent unplugged.

Goal Achievement: Boiling It Down

There are thousands of books on goal achievement, but not all of them have a unique message. In fact, most boil down to four principles stated in many different ways:

1) You must decide precisely what you are going to achieve and accept no substitute for achievement

2) You must decide that you will act vigorously and relentlessly to make the goal reality;

3) You must recognize progress and lack of progress so you can repeat, add to, or not repeat action steps accordingly

4) You must abandon preconceived notions of what should or will ultimately work.

It's only human to sometimes take your partner for granted, but you can increase your closeness by taking purposeful action. Start by evaluating your current inaction, especially missed opportunities for supplying your partner with the most important relationship enhancers: thoughtfulness, appreciation, respect, supportiveness, and affirmation (this means reassurance and validation). You may be a champ at one or two but haven't considered all five. Together they add up to a "Five Star" relationship! What do each of these things mean for your relationship? Only you know for sure. Devise strategies and tactics to support these facets and you'll elevate your relationship, possibly overnight. You're only human, so keep the list handy as a memory jogger.

Your Self-Care Plan

Unfortunately "self-care" is not something we are usually taught. Instead, the need for taking better care of ourselves dawns upon us, frequently when we are feeling stressed or exhausted realizing we must do something different to manage stress. There are many ways to feel better, have more energy, think more positively, and gain resiliency. Do you have a self-care plan or set of strategies and tactics that you can rely upon to nurture yourself and regain balance in your life? Consider the following list of life management "targets". Do any of them stand out? If so, consider your strategies and tactics: 1) Improved Sleep; 2) Proper Nutrition; 3) Regular Exercise; 4) Social Support; 5) Enjoyable Hobbies; 6) Pamper-yourself Techniques; 7) How You Think: Intervening with Negativity and Shifting to a Positive Attitude; 8) Nurturing Your Intellectual Self; 9) Managing Your Feelings and Emotions; 10) Fostering Your Spirituality.

HUMAN MANAGEMENT SERVICES (HMS)

Provided by Your Employer For You and Your Dependents

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