



March 2011

Helping Organizations Retain Their Most Valuable Asset

MONTHLY WEBINAR

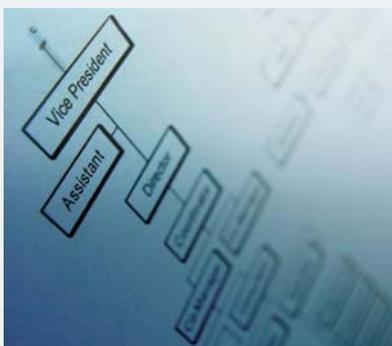


DEVELOPING JOB SKILLS

April 19th at 12 pm, 2 pm, and 4 pm EST

Strong work teams are vital to success and productivity in the workplace. Learn the aspects of successful teams, such as building trust, clarifying goals, self-assessment, problem solving, appropriate roles, and effective communication.

You can register [www.hmsincorp.com](http://www.hmsincorp.com) , Click "Employee/Family Login" Enter your Username and Password On the left hand side of the page. Click access Online Work/Life Services. Go to the Bottom of the page and register for "Developing Job Skills"



"Expanded Availability Stress"?

Many employees have become accessible to business customers around the clock, thanks to technology. Even a sound sleep can be interrupted by an unexpected middle-of-the-night business "emergency" that puts the loss of a valued customer at stake. Anytime, anywhere communication made possible by PDAs (personal digital assistants) has created "expanded availability stress." Be careful and self-aware. If you can't completely detach yourself from your work, it can take a toll on your job satisfaction. The risk of burnout is high; you are unable to completely relax and enjoy rejuvenating leisure activities because a phone call can always interrupt you. If you experience this perpetual connection to work, seek a way to find a better work-life balance. Your employee assistance program can help. Your employer wants you ready and able not ready to leave.



# SURRENDERING TO SOCIAL WEBSITES

Social media sites are fascinating tools, but for many people they have become the primary means of interacting with others. It is easy to slip into compulsive use and rob yourself of time, productivity, and the benefits of socializing with people face to face. Has a website like Facebook become critical to your self-esteem? Are you anxious and frustrated if you can't get online? If you are "defriended," do you experience a grief reaction? If "logging on" is more important than reaching the bathroom first thing in the morning, or if not getting an electronic birthday card has you feeling depressed, consider your use of the computer and its role in your life. Computer addiction is not only about online gambling, pornography, or compulsive shopping. It is also about being overtaken by the Internet, feeling defined by it, and feeling inadequate.

## **Avoid Mistakes at the Gym**

If you're using gym equipment to help create a "new you" in 2011, follow a few simple rules to keep yourself safe. Start with an OK from your doctor, and get expert advice on using gym equipment. The American Council on Exercise says the following mistakes are commonly made by new gym-goers: 1) not warming up prior to training (muscles need time to adjust to demands before you start); 2) lifting too much weight (gradual and progressive resistance is much better); 3) not cooling down after exercise (this lowers your heart rate and boosts flexibility); 4) not doing enough stretching *after* an exercise (this can help you prevent injuries); and 5) consuming energy bars and sports drinks during moderate workouts (unless you are working out for two hours a day or more, you're piling on calories you don't need). Source: American Council on Exercise.

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