October 2011

Real-Life Help

Assistance and resources for personal, family and work issues

Monthly Webinar • Tuesday, October 18th

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Fight Deadlines with Deadlines

If you hate procrastination, yet frequently find yourself in its clutches, use the following strategy to experience a renewed sense of control and freedom from work pressure.

When you are handed an assignment, decide on the spot to complete it within 75 percent of the allotted time. Then, treat this earlier deadline as the real thing. Stoke your motivation by getting someone to whom you are accountable to inquire about your progress halfway through.

This productivity strategy, ironically, will not generate the same type of anguish that you would otherwise experience with the real deadline. Relish the positive feelings of finishing early. Plan a reward—a movie, a night out or a mini celebration. Become more proactive and creative with deadlines and you'll stay out of the grips of procrastination.

When Trauma Affects a Faraway Loved One

Distance can compound worry and fear when a loved one is in harm's way. Not knowing their whereabouts or an inability to communicate with them, in particular, can cause extreme worry and helplessness. Here's help to manage these feelings:

- **Ask your employer** about time off.
- **Join forces with others.** Organize fundraising events, for example.
- **Keep up communication.** Even if your loved one can't receive your message, writing out your thoughts is an emotional release.
- **Focus on activities** within your control such as exercising or cleaning.
- **Talk about your feelings** with someone you trust.
- **Inform your children.** Allow them to express their feelings through play and art projects.
- **Turn to your employee assistance program.** The professional advice and support is a proven path to wellness.

Exercise: Mix it Up

To get all the benefits of physical activity, all four types of exercise are best. No need to join a gym.

Here are ways to get fit for free:

- **Boost energy with endurance activity.** Commit to 30 minutes of heart-pumping exercise, such as jogging or dancing. Break it up into three, 10-minute bouts.
- **Build muscles with strength exercises.** Instead of weights, use a resistance band or fill an old milk jug with sand.
- **Improve your balance.** This can be as easy as standing on one foot, or walking heel-to-toe.
- **Stretch for flexibility.** Stretch only after your muscles are warmed up. You'll improve your range of motion and reduce your risk of injury.

Monthly Webinar

Tuesday, October 18th
12 pm, 2 pm and 4 pm ET

"The ABC's of working with the XYZ's"

Today's workforce is comprised of generations with different values and priorities. Learn to identify the characteristics and key motivational factors of each generation to foster successful work groups.

You can register at hmsincorp.com

- Click "Employee/Family Login"
- Enter your User Name and Password
- Click "Online Work/Life Services"
- Scroll to online seminars, choose "The ABC's of working with the XYZ's"
- Select your registration session
- Click "Register" on the "Welcome to e-learning center" page
- Enter your name, other information and submit
- You will receive a confirmation email of your registration

*Please note: Webinars are available only in English.

Beating the Time Bandits

Spot and intervene with time bandits, those annoying distractions that interrupt productivity. They're numerous and endless, which makes effectively managing your time an art.

Many time bandits lurk within your habits. They may be as close as your "to-do" list—the oldest and often least understood productivity tool. Rather than using it as a memory jogger and recording everything you could possibly need to do, make a list of only two or three things that absolutely must get done today. Doing so will cause you to work on what counts, rather than focusing on the less important time bandits.

Best-selling author and business success expert Michael Gerber coaches even his high-powered CEO clients in how to use this technique to get more done.

EAP+ Work/Life Program

EAP+Work/Life

Get short-term assistance

- Referral for in-depth counseling, if needed
- Work/life specialists locate support resources, from caregiving to legal help
- Visit website for online articles and other resources
- In a crisis, emergency help is available 24/7

Talk to a counselor to learn coping skills. You may be referred to the appropriate professional for in-depth, long-term help.

Use self-search provider databases, get 4,000 updated and authoritative articles, view video clips, attend monthly online seminars and more.

Confidential assistance is available 24/7.

Just call
800.343.2186
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