Real-Life Help

Assistance and resources for personal, family and work issues

Monthly Webinar • Tuesday, September 18th

hms
A HealthAdvocate Company

Scheduling "Me" Time

The importance of making time for yourself

Finding private time each day for a healthy activity that helps you unwind is a powerful stress management and productivity enhancement technique. You may feel a little guilty at the thought of scheduling "me" time, but being "self-attentive" in this manner can reap huge rewards for you and others who love and depend on you. Whether you take a quiet bath or simply detach to read a favorite book for 15 to 30 minutes, you will rejuvenate yourself, find more creativity, gain motivation, and most importantly, dump that "I'm trapped" feeling. You'll feel good about finding balance, and you'll look forward to your next "me" time appointment.

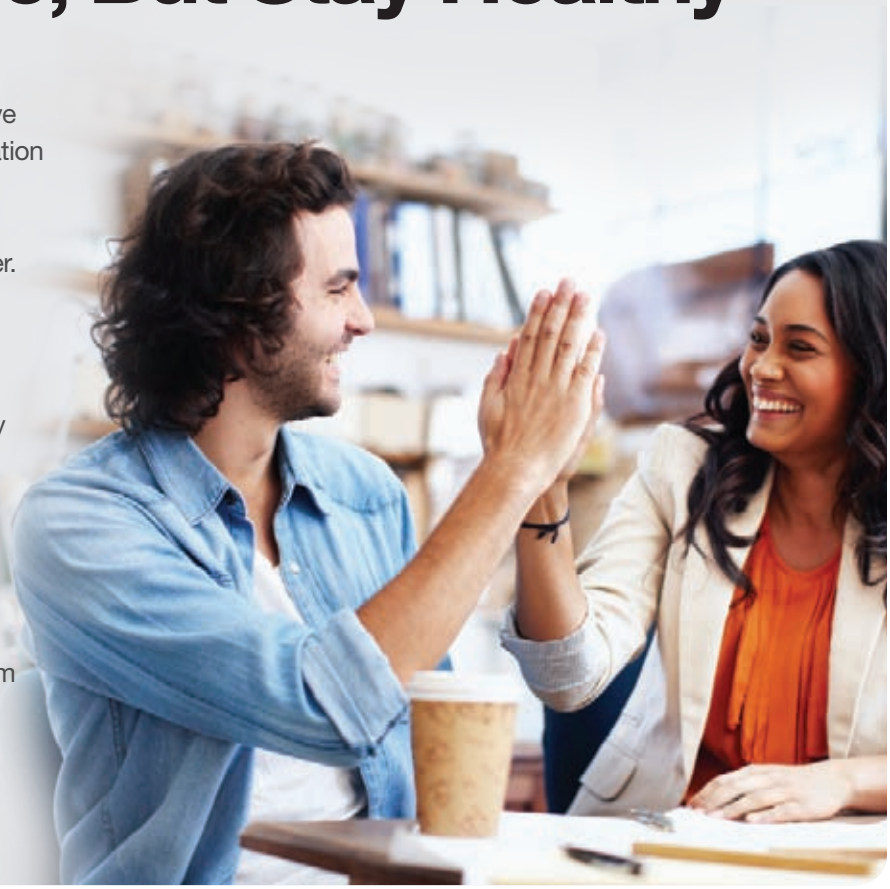
Find a healthy way to unwind and plan it into your day just like a business appointment.

Be Competitive, But Stay Healthy

Have a winning attitude

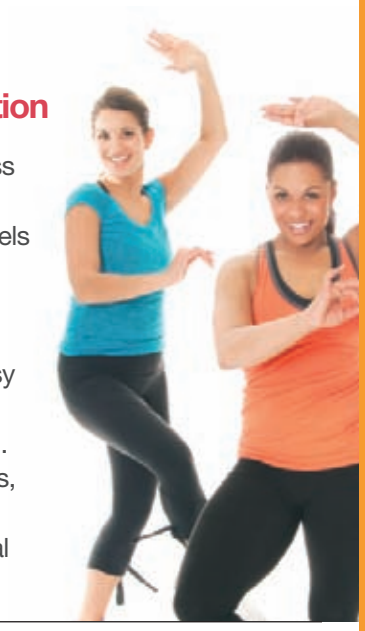
Do you view yourself as competitive? Competitive employees have enthusiasm, energy, and motivation to get a job done. They can be prized assets of an organization because they want to succeed. Opportunity to compete makes them work harder. A few words of caution:

- Don't be competitive for competition's sake. Use competitiveness to help you focus on producing something positive for the company or your coworkers.
- Manage stress, and avoid the stress of competition that can adversely affect your physical and mental health and your personal relationships.
- Celebrate the success of coworkers with whom you compete. The true value in competition is bettering yourself, reaching your next goal, and winning for your employer. It's not about beating others.



Hey, What's Zumba?

The latest exercise craze sweeping the nation



Zumba classes are filled with people of all ages and fitness levels. A mixture of cardio, total body toning, and upbeat Latin dance music, most Zumba converts think Zumba feels more like a party than exercise. This positive atmosphere tends to motivate people to exercise longer, leading to weight loss and physical fitness. No previous dance experience is necessary. The aerobic dance steps are easy and fun to learn. If you're looking for an exciting way to burn calories and increase energy, Zumba may be for you. Check out local gyms and recreational facilities for classes, purchase Zumba workout DVDs or check out Zumba videos at YouTube.com. As always, consult with a medical professional before beginning any workout program.

Monthly Webinar

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

"Relaxation Techniques at the Workplace"

Learn stress busters, breathing techniques, and safe stretching exercises to relieve tension at the workplace or anywhere.

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 "Relaxation Techniques at the Workplace"
- 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.

Keep Your Spine Straight

Spare your back!

Your back is healthiest when all the vertebrae are aligned properly. To reduce stress on the muscles, ligaments, bones and joints in your back, follow these tips during different activities.

- **Standing.** Shift your weight often or place one foot on a footrest. Stretch and move around every half hour.
- **Sitting.** If your chair doesn't provide proper back support, roll up a towel and place it behind your lower back. Sit upright with your buttocks against the chair. Your knees should be level with your hips. Take breaks to walk and stretch.
- **Driving.** Adjust the seat or place a rolled towel behind your back so that you don't have to stretch or lean forward.
- **Sleeping.** Try to sleep on your side with a pillow between your knees. Place a pillow in the space between your bed and neck to keep your neck horizontal.

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
hmsincorp.com

hms
A HealthAdvocate™ Company

©2012 Health Advocate, Inc. HMS-EM-1201001-SEPT

hms

A HealthAdvocate™ Company

About Human Management Services (hms)

Human Management Services, Inc. (hms), a Health Advocate Company, is an integrated counseling and referral resource specializing in Employee Assistance (EAP) and Work/Life Programs. HMS works with companies throughout the United States and draws on over 30 years of experience implementing a broad range of Work/Life, case management and counseling services. HMS is known for their flexibility, commitment to innovation, and EAP marketplace knowledge, giving them the ability to continually deliver enhanced services to their clients.