Real-Life Help

Assistance and resources for personal, family and work issues

Monthly Webinar • Tuesday, October 16th

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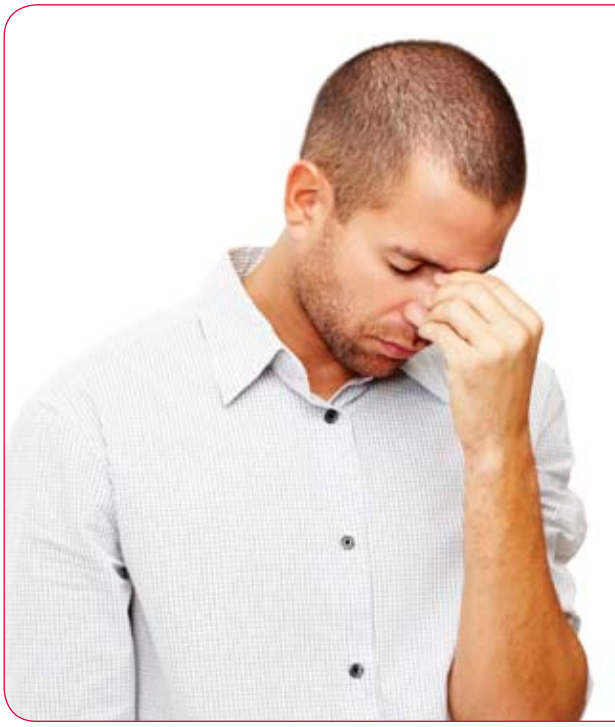

Stress Denial: "I Can Handle It"

Seek help to combat chronic stress

If you fall for the myth that stress is something "between your ears" or imagined, you may be tempted to ignore its effects, dismiss its harmful symptoms or try to "will" it away. Stress is your body's natural response to threats or challenges. Your conscious decisions about the significance of these events may play no part in how your body responds to them. Everyone experiences stressful situations from time to time, but chronic stress can wreak havoc on your body and mind. If you experience poor sleep, impaired memory, problems concentrating, sensations of panic, depression, unexplained heart palpitations, headaches, muscle aches, unexplained weight gain or loss, or excessive tiredness, get these conditions evaluated by a doctor. Follow up with a mental health professional; ideally, seek out a professional who has stress management expertise.

Creating a Positive Work Team

Combining teamwork with traditions

Do things seem a little tense with your team at work? Is negative energy dragging people down? The culprit might be a lack of traditions that help your team stay productive. Team traditions—strongly accepted rules about how your team works—are an important element of group theory. When chosen carefully, maintained and guarded, your team is more likely to stay intact, experience fewer conflicts, and contribute enthusiastically. Traditions might include:

- Members abstaining from talking about each other behind coworkers' backs
- Keeping promises made to the group
- Bringing conflicts to the group for resolution
- Pointing out when team members become distracted or off-task

Establishing traditions helps to prevent less desirable habits—such as lateness, gossiping and leadership takeovers—from emerging within your team. Even the best of teams have problems and conflicts, but the most productive teams and work groups have purposeful traditions that allow them to experience greater rewards.

Turn On Productivity by Turning Off Distractions

Eliminate what interferes with your efficiency

To eliminate procrastination, turn things off! Getting more done isn't about mind games, willpower or gimmicks about focusing. These are all flawed approaches. Instead, the secret is cutting oneself off from the pipeline of distractions. Turn off the internet, noise from music or TVs, access to other people, your cell phone and email. Be extra discriminating about distractions if you're a quick thinker who's full of ideas--procrastination can be even worse, because you are prone to creating distractions (anything from doodling to writing multiple to-do lists) in order to entertain your brain with activity and feel productive. You cannot eliminate every distraction, but you can increase your productivity by eliminating the biggest P-bombs.

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Tuesday, October 16th
12 pm, 2 pm and 4 pm ET

"Preparing to Enter College"

Take the mystery out of the admissions process with tips for applications, financial aid and the emotional aspects of applying for college.

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 "Preparing to Enter College"
- 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.

Build Character

Choose compliments over criticisms

Raising kids is difficult and sometimes frustrating, and it's all too easy to be overly critical. Do you ever regret aiming sharp words at your child or remarking that they are annoying you? Your negative communication has negative consequences. It tears down your child's self-esteem, sets the stage for passing along criticism to others and could even cause rebellion. But you can resolve to change. Practice patience and think before you speak. Try these tips:

- **Look at your reflection in the mirror** when you criticize your child. Ask yourself, "Will my child remember my face in this moment?"
- **Catch your child being good** and offer praise.
- **Give affirmations every day** that your child is valued and respected.

Choosing to compliment more often can build a better relationship with your child. Your positive influence will reach future generations, and you'll be building character too.

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
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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.