Real-Life Help

Assistance and resources for personal, family and work issues

Monthly Webinar • Tuesday, November 20th

hms
A HealthAdvocate Company

Better Work/Life Balance

Having targeted goals can help

Achieving better work/life balance does not have to be as difficult as it appears. Focusing on too big a picture of what you want can be overwhelming. Instead, break the large goal of attaining balance into chunks. Focus on specific, targeted goals—one small goal at a time. This approach can get you to your bigger goal faster. Set aside the next 90 days to work on balance. Identify specific activities in the most valued parts of your life. Target the "hunger"—fun time, relationships, personal, exercise, family, etc. Write down what and when specific things will happen. Balance is not about divvying up time and allotting percentages. It is about doing things to match your values—those things you hold dear, the things that really matter to you.

Besides feeling that your life is more balanced, this approach allows you to feel a sense of pride as you accomplish each piece of your goal.

Getting Credit for Your Ideas

Taking—and giving—credit where it's due

There is nothing wrong with wanting credit for your good ideas, but to increase your chances of getting the credit you deserve, brush up on the delivery of your ideas. In group settings, be assertive without being aggressive. Speak clearly while looking group members in the eye. If you have a good idea, ask for discussion so the group develops it further without delay. Where applicable, put detailed ideas in writing before meetings. Pass out copies (with your name on top) while explaining your idea, saying you brought outlines to work from. Email or meet with your boss directly regarding your ideas; this ensures he or she will know which contributions are yours. Don't forget to give credit to others when appropriate—it's only fair and it helps teams thrive.

Can Weight Lifting Help You Quit Smoking?

Curb cravings with exercise

Research indicates that lifting weights for exercise may be able to help you quit smoking. A recent study found that three months of pumping iron helped curb cigarette cravings and made participants twice as likely to kick their smoking habit. As a bonus, the smokers also shed pounds and body fat on their way to a nicotine-free lifestyle. These results didn't require hours in the gym. Participants spent just two hours a week exercising. If you want to give this a try, remember to talk to your doctor before beginning your exercise program.

Source: tiny.cc/smoking-weights.

Monthly Webinar

Tuesday, November 20th
12 pm, 2 pm and 4 pm ET

"Who Takes Care of the Caregiver?"

Caring for dependent adults can be overwhelming. Caregivers and their families learn tips to manage stress and identify resources.

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 "Who Takes Care of the Caregiver?"
- 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.

Rebound From Setbacks

Change your response

Whether it's a relationship that went sour, an important project that fell apart or a sudden financial loss, some setbacks can seem insurmountable. But you can learn to control how you respond to your situation and build resiliency. Here's how to start:

- **Shift your focus to what you can do next.** This will help propel you from feeling stuck. Let go, see what you **can** control, and plan your next steps.
- **Take an inventory of your strengths.** Think of those built-in traits that have carried you through in the past. Are you creative or humorous? Compassionate or steadfast? Engaging in your strengths can stoke your energy.
- **Develop healthy coping activities.** Regularly engaging in exercise, meditation, yoga or another relaxation activity can help diffuse the stress of setbacks so you can move forward.

Building resiliency skills can help fortify you, allowing you to bounce back sooner. It is also a cornerstone of sound mental health.

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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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.