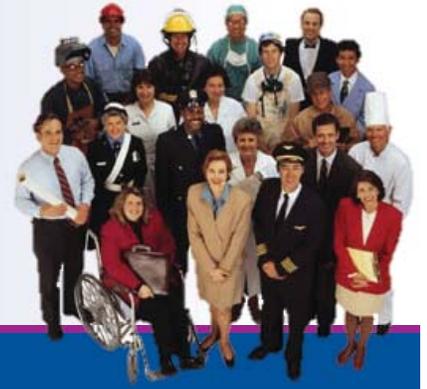


EAPworks

A newsletter to promote employee health in the workplace.



 UnityPoint Health
Allen Hospital

1st Quarter 2015

What does Allen EAP offer?

Allen Employee Assistance Program (EAP) services are a **free benefit** provided by your employer to help you and your family deal with life's problems and the stress caused by these problems.

You can talk to an EAP counselor about:

- Job stress
- Depression or anxiety
- Family or marital conflicts
- Alcohol or drug abuse
- Relationship difficulties
- Grief & loss issues
- Parenting issues
- Financial problems

When should I call Allen EAP?

Does a problem occupy a lot of your time? Does it interfere with your normal activities at work or at home? Have symptoms persisted for more than two weeks? If the answer to any of these questions is yes, it's time to get help.

How do I make an appointment with Allen EAP?

To schedule a confidential appointment, call (319) 235-3550 or toll-free at 1-800-303-9996, Monday - Thursday, 8:00 am to 8:00 pm and 8:00 am to 3:00 pm on Friday. Identify yourself as part of your company's Employee Assistance Program. We'll schedule an appointment to meet your needs. **Evening appointments are available.**

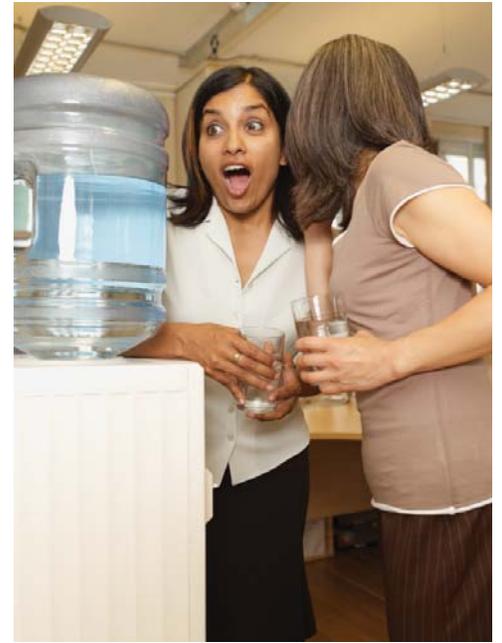
What if it's an Emergency?

If a personal crisis occurs when our office is closed, call (319) 235-HELP or toll-free at 1-800-303-9996. An EAP counselor will contact you within one hour of your call to help you stabilize the situation.

Workplace Gossip: Rules for the Road

According to a study published in the *Journal of Applied Social Psychology*, up to 90% of workplace conversation is gossip. It appears that this type of natural human interaction is driven by the desire to warn group members against the harmful or inappropriate behavior of others. So not all gossip is strictly bad, but a few rules for the modern workplace are important:

1. Don't try to eradicate gossip or scold others for engaging in it. Judging others won't work. Instead model proper behavior for others.
2. If you gossip, do so in small doses. Researchers say those who gossip excessively or with too many people are perceived as untrustworthy.
3. Become a listener rather than a talker.
4. Keep your own comments about others positive and brief.
5. Hesitate to engage in trivial gossip about others.
6. Avoid taking sides in personal disputes.
7. Evaluate trustworthiness and credibility of others before acting on gossip.
8. Not everything you hear is true—ask follow-up questions.
9. Walk away when gossip becomes nasty or personal or part of an employee's consistent bad-mouthing of others.



Know Your Family's Health History

You have your mother's eyes and your grandfather's brow, but did you also inherit risk for an illness? Maybe you've heard stories about heart attacks, depression, or certain types of cancer. Knowing your family's health history can help you prevent some illnesses, reduce the severity of others, or help you stay aware of signs and symptoms so you can act early if they appear. Because family health history is such a powerful screening tool, the U.S. Surgeon General has created a new computerized tool to help make it easy for anyone to create a sophisticated portrait of their family's health. The web-based tool helps users organize family history, save it to their computer, and share it with family members or their physicians. Find the tool at: <https://familyhistory.hhs.gov/FHH>.

Making More of Your Morning Routine

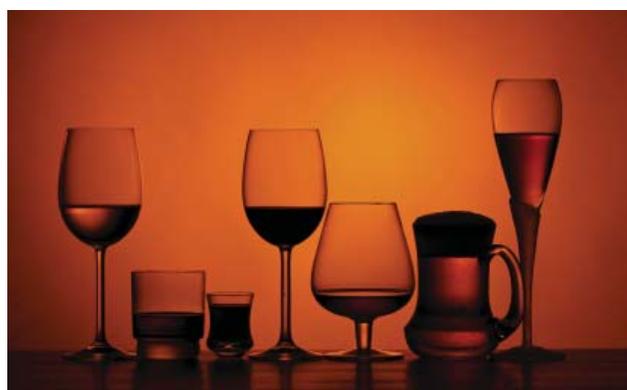


If you research ideas on personal productivity and doing more in less time, you'll discover many spins on this one productivity idea: Work on your biggest, most important, or most rewarding task first thing—the very first thing—in the morning. Not only are you the most refreshed you'll be all day, making it likely you'll deliver at peak performance, but you'll also avoid dozens of tasks and distractions (email, Facebook, and dawdling) that bog you down, possibly all day. You'll avoid that dreaded feeling of not having accomplished much at the day's end. Adopting this

productivity tip creates momentum that builds rapidly. It also rewards you with more positive feelings of accomplishment, and it produces more successes along with their visibility to your employer.

Understanding Enabling and “Terminal Uniqueness”

Enabling by others is how alcoholics avoid consequences for their problems. This need to protect can be difficult to stop. Is there an alcoholic in your life whom you view as unlike other alcoholics, one who is above the crowd, gifted, and who should have a private room in treatment, a celebrity doctor, or special handling? This type of enabling is dubbed “terminal uniqueness” by recovering addicts and those participating in successful recovery from addictive disease. Terminal uniqueness undermines and delays admission to treatment. It reinforces denial, and it speeds the progression of the illness, which can be terminal.



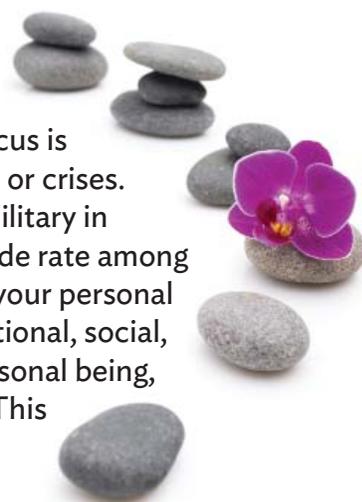
You and Your Great Ideas



You may think that only other people have great ideas, but chances are you have had a few yourself. You simply didn't act on them at the time. Great ideas are inspired by passion about an issue or problem. And acting on ideas begets more of them. Alexander Graham Bell was a genius and produced serial inventions, but inspiration and passion played a decisive role in many of them. Where did inspiration and passion for creating his practical telephone come from? His mother and wife—both were deaf. Are you passionate about something you're doing? Your great ideas lie there.

Ultimate Stress Management: Resilience

There are countless techniques to help you cope with stress—for example, breathing exercises, meditation, counting to 10, relaxation, and taking a long walk. Most of us wait until our senses are stressed before we take advantage of these stress reducer techniques. But there is another side to stress management—building resiliency. Its focus is your ability to withstand stress better and bounce back sooner from difficult situations or crises. The new awareness of resiliency's role in stress management is being pursued by the military in programmatic ways called resiliency initiatives. The idea is to reduce the climbing suicide rate among military personnel, but this is just one of its benefits. Make resiliency training a part of your personal stress management program. Consider any or all of these five areas of well-being: emotional, social, spiritual, family, and physical. Seek to develop strengths in these core areas of your personal being, and you will build resilience that allows you to weather stress, strain, and crisis better. This empowers you to return more quickly to a pre-stress or pre-crisis level of health and mental health. To identify your strengths to be resilient in your life, call your EAP.



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EAPworks is published quarterly by UnityPoint Health – Allen Hospital for Allen EAP clients to provide reliable information on health-related topics. It is not intended to provide medical advice on personal health matters, which should be obtained directly from a physician.