

EAPworks

A newsletter to promote employee health in the workplace.



 UnityPoint Health
Allen Hospital

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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?

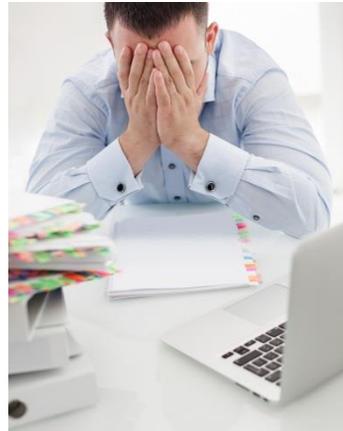
Does a problem occupy a lot of your time? Does it interfere with your normal activities at work or at home? Have symptoms persisted for more than two weeks? If the answer to any of these questions is yes, it's time to get help.

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 a.m. to 8 p.m. and 8 a.m. to 3 p.m. on Friday. Identify yourself as part of your company's Employee Assistance Program. We'll schedule an appointment to meet your needs. Office, phone and telehealth (virtual) counseling sessions available.

What if it's an Emergency?

If a personal crisis occurs when our office is closed, call (319) 235-3550 or toll-free at (800) 303-9996. An EAP counselor will contact you within one hour of your call to help you stabilize the situation.



Oops! When You Make a Big Mistake at Work

Everyone makes mistakes at work, but do you know how to manage these mini crises when they occur? The first rule is to remain calm and assess the true impact. If needed, determine how best to rectify the problem and bring the error, along with your suggested solution, to your boss. Get out in front of any work error rather than have it be discovered by others. Own the error when it's yours. Learn the

lesson from the mistake and commit to not repeating it. Apologize for your mistake. People usually accept a sincere apology and view it as a positive display of character. Avoid the self-punishment of ruminating over your mistake after you've taken all the necessary steps to resolve it.

Reduce Risk of Burglary While On Vacation

Don't come back from vacation this summer to find your house has been burglarized because you shared your personal travel news on a social media site like Facebook. It may be tempting to have your friends go

along for a virtual ride and share your travels, but the following facts make social media posting risky: The person who burglarizes your home is likely to live in your neighborhood, and the average burglary nets over \$2,000 within ten minutes. These two statistics also mean it's very likely that the intruder knows you—and knows what valuables you own. Statistics are from SafeWise.com.



Soft Skill to Know: Employee Flexibility

Change can come quickly in the workplace. How well do you cope with sudden office moves, reassigned duties, taking on more work, or being removed from an unfinished project to start another one?

You may have no control over corporate decisions requiring difficult change, and coping with this sort of stress requires learning to be flexible. Flexibility demonstrates tolerance, maturity, understanding, and a desire to engage with the organization. Responding to change with a cooperative attitude, an open mind, and a positive disposition is not easy, but it's a soft skill that's valued by employers. To become more flexible, see forced change as a new opportunity. This attitude will help you cope with stress, see the positive aspects of change, spot new opportunities, improve your skills, and perhaps discover new ways of experiencing work-life balance.



So Much to Do, Too Little Time

Numerous distractions interfere with everyday work. Constant emails, to-dos, and competing needs of those with whom we must communicate grab at our attention. If you continually end the day having only skimmed the surface of what had to be accomplished, you may be a victim of a work habit called “reactionary workflow.” Reactionary workflow is responding to what’s constantly in front of you and demanding your attention. The result is only skimming the surface of your to-do list and

barely touching the most important work. Reactionary workflow is a problem of the modern workplace. Technology keeps a conveyor belt of information, issues, problems, and needs coming at us full speed—both personal and business related—24/7. To reduce reactionary workflow, practice four intervention steps: 1) Make a list of absolute-must-get-done items with the time needed to complete them each day. 2) Schedule them. 3) Open your “notepad” or WordPad tool on your computer and paste incoming urgent items to this list. 4) Spend the last hour of your day responding to this list of items. This system is not a cure-all, but with practice, it can help turn the table on reactionary workflow. Source: Statista.com

Slips, Falls, and Summer Safety

Slips and falls are the most common types of accidents with injury—over 38 million incidents worldwide each year. For every 100,000 people, ten will die from a fall. Knowing what causes slips and falls can help you prevent them—cluttered floors, loose floorboards, defective sidewalks, parking lot potholes, poorly constructed staircases, torn carpeting, recently mopped or waxed floors, poor weather conditions (ice, sleet, rain), improper training or technique when climbing or walking in hazardous areas or pathways, improper monitoring or assisting of elderly or disabled patients, and unsuitable footwear. Be mindful of these perils and you will reduce falls.



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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.