

YourEAP

Your Employee Newsletter

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Be an “Active Listener”

Active listening is a learned skill that elevates and makes communication more valuable and effective. When you actively listen, you're engaged, taking turns confirming what you've heard, restating the key points, and demonstrating interest in the most important communication goal – understanding and agreeing on what is being communicated. When you are actively listening, you are less prone to distraction. You validate the speaker, and you get details and instructions “right” the first time. With practice, active listening becomes second nature and adds to your value as an employee. Professional counselors are taught active listening because it is powerful and helps clients or patients feel heard and hopeful. You can start practicing active listening today. You'll discover the hidden benefits of effective communication at work, improve your relationships, and may feel more engaged with your job.



How to Demonstrate Leadership Now

Is a leadership position in your future? There are plenty of ways to demonstrate leadership potential at work. Critical leadership skills include being proactive at thinking ahead to prevent problems on the job, being decisive even when faced with uncertainty, offering assistance to others, being an active listener, demonstrating a good work-life balance, working from a “service oriented” perspective, leading by example, being willing to take sensible risks, showing self-awareness, and receiving feedback like a pro. Strong leadership skills aren't just about delegating and setting directions. They are about personal competency. Practice these behaviors and others will take notice.



Tardiness has a Big Impact

Employee tardiness is an age-old concern of employers. The possibility of losing one's job is the strongest reason for avoiding chronic tardiness. Other reasons can inspire the punctually challenged to deliver an on-time performance. One is decreased organizational efficiency. Lower productivity is another. Lateness can have negative psychological effects on coworkers. And this can result in morale and motivational issues, even if employees don't have to pick up the slack of their tardy coworker. Finally, tardiness can be contagious, prompting coworkers to also come in late.



Take the Stairs!

Small increments of physical exercise such as raking leaves, taking the stairs, or adding a longer walk to a building's entrance have a cumulative effect in giving your body the exercise it craves. Even two minutes count. It can all add up and equate to a gym workout. A study of more than 6,000 American adults showed that an active lifestyle approach, as opposed to structured exercise, may be just as beneficial in improving health outcomes, including preventing metabolic syndrome, high blood pressure, and high cholesterol. The secret is making *movement* a way of life.



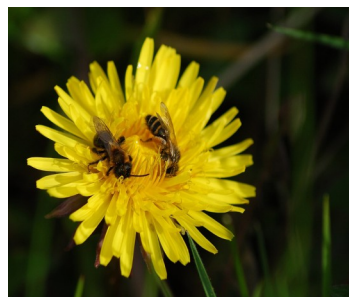
On-boarding

If you're a new hire, consider creating a personal "on boarding" plan for yourself. Whether or not your employer has a formal program to orient you to the organization, organizing yourself around a few tasks can increase your chances of discovering what is expected of you by the organization and avoiding unpleasant surprises. 1) Create a checklist of important people, especially those with authority or in leadership roles. Know who they are and what they do. 2) If miscommunication happens in the first few days or you feel overlooked, out of place, or wonder "what's next," be patient with your employer. Don't assume they aren't excited about having picked you for the position. 3) Find a mentor. Pick someone and ask if he or she would mind being available to show you the ropes. Make this your go-to person. This will prevent you from feeling disconnected and will keep your confidence level high. 4) If you find yourself alone without direction, don't assume the other staff members don't care. Instead, use this time to demonstrate initiative and plan for anticipated assignments. 5) If needed, suggest activities, tasks, field trips, or research projects to help orient you to the organization. 6) Ask your boss for regular opportunities for two-way feedback, and be gently assertive in making it happen if needed. Your No. 1 goal is knowing you are on the right track, no matter what your duties or work goals. Following these steps will create an impression, keep you forward-looking, set the tone for your work style, and help ensure your success in the years ahead.



Pollen is in the air: Allergy Sufferers Beware

Pollen is one of the most common allergens in the United States. Over 67 million people suffer from allergies, and of those 67 million, 81% say they are allergic to pollen. As you may know, pollen is an airborne allergen, which is picked up and carried by the wind. Various trees, grasses and weeds create pollen, which can cause hay fever, irritate your sinus passages, cause rhinitis and irritate your eyes and skin. If you have a pollen allergy it's likely you dread the spring, summer and fall seasons when pollen counts can be at the highest levels. One way to combat pollen allergies is to plan and prepare. The National Allergy Forecast provided by Pollen.com is a great way to stay updated on pollen counts and allergens. The allergy forecast allows you to see what types of allergens are affecting the areas where you live and work. Knowing what pollens you're allergic to and treating the symptoms before they become overwhelming allows you to reduce the amount of impact they have on your life.



Create a Cache to Change

Start collecting a personal cache of inspiring short articles, feel-good video links, funny jokes, and spiritual messages that you can refer to when you're feeling down. This uplifting and mood-changing technique can transform downcast feelings about a bad day at



work, general stress, or a disappointing incident. Normal events can flip the switch and cast a shadow on your sunny mood. The life skill is learning how to get the "positive you" back. It's easier than you think. Your personal collection of positive goodies can recapture your momentum, increase energy, and allow loved ones to enjoy your company more. Psychologists have always known about our ability to change our feeling state. Don't be a victim of unpredictable environmental influences on mood. A word of caution: If you struggle with an ongoing slump, don't rule out professional or medical help. Depression is a treatable disease. Fight it if necessary so you get the happiness back.

Millennial Stress

Millennial adults aged 18-33 are the most stressed among age groups, and their biggest concerns are work and money issues. An online survey conducted last year by Harris Interactive for the American Psychological Association found that Millennial adults are about 6 percent more stressed than others. Overall, that's not too bad, but Millennials are more likely to also suffer from anxiety or depression. Fifty-two percent report losing sleep over work/money issues in the past year. Not all stress is bad, but managing stress to avoid emotional strain that can lead to anxiety and depression is important. Consistently losing sleep, chronic irritability, gastrointestinal problems, headaches, and depression are a few problems that signal a need to take action.

