

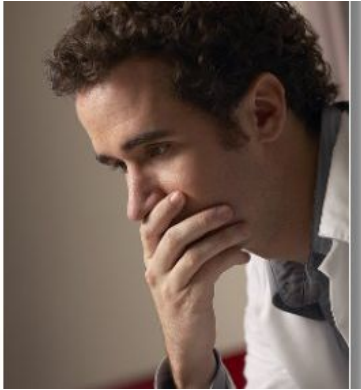


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Worrying on the Clock

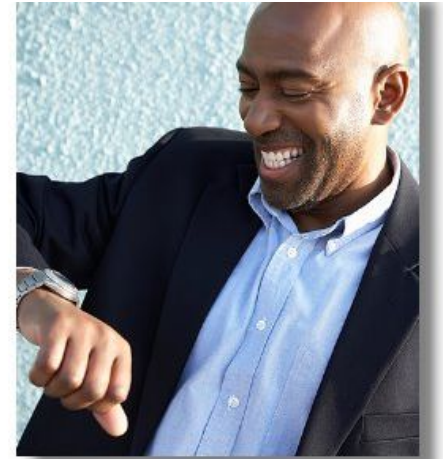
According to a recent Colonial Penn Life Insurance study, 20% of workers are spending up to five hours per week on the clock thinking about their stressors and worries. Worrying may be the single most costly personal and business problem in existence, yet finding relief from it can feel so elusive. When you worry, your mind becomes stuck in a cycle of stress as it tries to analyze, fend off, or find a solution for some threat in order to prevent its negative effect. When fears are vague and you don't have all the information, exaggerated worries mount. Rather than suffer in this cycle, contact your EAP or a professional counselor and find the relief your mind is failing to deliver.

Source: www.coloniallife.com/about/newsroom [search: 'worry']



Time Management Tip: Optimize Time Pockets

Time pockets are unplanned, short periods of unfilled time in a busy day that are opportunities for you to be surprisingly productive and get things done. Take advantage of time pockets with a list of to-dos at the ready. Items that are important but not urgent are ideal—planning a meal, penning a letter, having a spare key made, getting a haircut, putting air in your tires, picking up the next greeting card. Have fun with time pockets, keep a list of completed tasks, and watch your productivity soar.



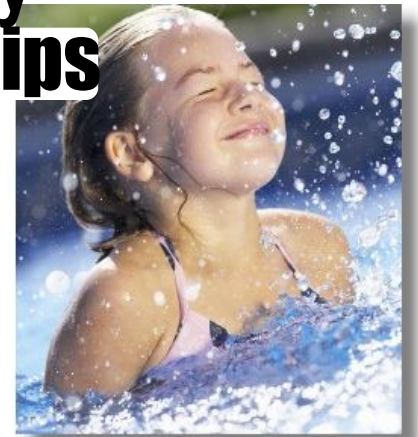
Better Reasons to Stop the Gossip

If you value a positive workplace where open communication is a tradition that reduces conflict, then you should value a tradition that refrains from gossip. Office gossip corrodes a positive workplace, and here's why: Gossip produces a chain reaction of secrecy and negativity that erodes trust. As one person shares gossip, the next person to hear it is naturally left inhibited from being open and sharing of themselves in the future because they figure they might be the next victim. Gossip creates a short-lived bond between two people, but it comes at a high cost. Choose optimistic information sharing instead. You'll be a more enjoyable person with whom to speak, and you'll bond in a more positive way.



Water Safety Summer Tips

Keept young children safe around water this summer. Teach them to swim, and don't leave young children alone. In large swim areas, even under the watchful eye of trained lifeguards, keep a close eye, especially if children are playing near "the deep end." The more people in a swim area, the more vigilant you must be. No one can watch your child as well as you can. Risk increases with larger numbers of bathers; although rare, missed drownings and close calls do occur.



Working Under Pressure



The first reaction most people have to the idea of working under pressure is dread.

We've all been there, caught between a rock and a hard place with the need to deliver. There are people who can work under pressure quite well. Some even thrive on it. The ability to work under pressure is a learned skill that has one overarching goal: Relief from feeling overwhelmed so you can focus and engage the work efficiently. Avoid obsessing over the large task at hand. Instead, break it into parts and give each part a mini-deadline. Eliminate all potential distractions. Not doing so will ratchet up the pressure more. Use clocks, timers, or other devices to keep yourself moving and on track, but decide the most critical chunk of work you must do first. Start with what's urgent and important. Schedule short breaks at specific times, even if they are only five minutes. These will help pull you through the stages of work faster. View a high-pressure work situation as a challenge to beat a deadline. This strategy produces energy and a competitive spirit with your deadline. Learn about yourself under pressure and how you respond to it. Take steps in the future to avoid procrastination, if it played a role.

You Can Overcome Indecisiveness



Everyone occasionally struggles with making a decision, but does indecisiveness feel like a frequent problem for you that's interfering with your happiness? Meet with your employee assistance program or a counseling professional in your community to fight to overcome this "paralysis by analysis." Making decisions is a life skill that's teachable and involves comparing the outcomes and impact of choices while paying close attention to your emotions and the sway of feelings in your decision. With counseling, you can learn to make decisions more quickly by reducing overanalyzing, visualizing possible outcomes, trusting yourself more, and knowing that you are making the right choices. A counselor can help you understand how a pattern of indecisiveness developed, examine whether depression contributes to it, and decide what further assistance could be helpful. Don't let indecisiveness remain a problem that causes you to lose faith in your own judgment and prevents you from attaining what life has to offer.

Learn more: <http://legacyproject.human.cornell.edu> [search: worry waste].

Work-Life Balance: Try This



With all there is to do in our lives, it's easy to get on autopilot and lose track of work-life balance. This is normal, but relief comes with the habit of checking yourself. Here's how. Periodically ask yourself: 1) Am I using my time effectively in this task, or could I make changes to be more efficient? 2) Can I delegate this task? (For example, could you hire someone to rake the leaves and use the time for another purpose?) 3) Am I using my time for my life's priorities, or am I filling time with tasks that are less important? 4) Am I consciously planning my time with my family and loved ones or just letting the next event happen, whenever that might occur? Asking these questions causes you to hit a "reset button" to get you more of what you want to achieve in work-life balance.

Be a Pro at Defusing Workplace Tension

Conflicts can be costly in time, energy, and productivity. You can't eliminate them, but you can create workplace communication and team traditions that intervene with them sooner. The key is spotting conflicts in their initial stages of workplace tension. For example, a co-worker on your team comes to work late, causing others to pick up the slack. Often, employees cope and adapt, and tolerate such behaviors. Resentments build, and a crisis erupts. Create opportunities to regularly communicate, perhaps at the end of meetings, to offer each other praise and social reinforcement and to discuss any workplace tensions. Doing so will reinforce a positive workplace, grow value within your relationships, capitalize on the power of peer influence, and allow you to feel happier in your job. Tensions may become smaller and fewer over time, but keep the tradition.

