

FrontLineEmployee

WELLNESS, PRODUCTIVITY AND YOU!

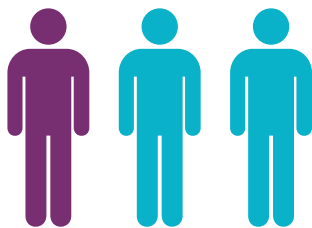
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FATIGUE *and productivity*

Although work pressures can feel inescapable, the strain you experience from them combined with communication and information-sharing technology makes fatigue a major health issue for the modern workplace.



Frequent fatigue affects
1 out of 3 workers.

Work-life boundaries blur, making it seem like work is endless. We are more likely to hear about a major

contract closing in the middle of the night by text than at work the next day! Proper management and awareness of fatigue is a personal health responsibility in the modern era.

Fatigue is not just feeling tired. You feel exhausted, slow and lethargic. Fatigue can lead to cognitive errors, safety infractions and injury, co-worker conflicts, a higher risk of depression, health problems, and negative effects on children and families. Ironically, it is not work per se that creates fatigue; rather, it is how you work that creates fatigue.

Fatigue builds with effort and decreases with rest. You can combat fatigue by working intensely in the morning, much more slowly in the middle of the day, and then intensely at the end of the day. Or simply plan breaks — go for a walk for a change of scenery or spend time in a quiet room. Don't just rest when you feel tired. Make rest a part of a healthier day.

For more info, visit <https://ideas.darden.virginia.edu> [search: give it a rest"].

Managing EMOTIONS

Not all employees remain calm and collected when faced with change, disappointments, loss of resources, serious delays and major stressors. Managing one's emotions demonstrates maturity, self-control and focus, and it helps prevent negativity from affecting others. For this reason, the ability to manage one's emotions in the workplace is considered a valued soft skill.

To gain better control of your emotions:

- **Catch yourself when you experience an emotional response to a difficult workplace incident;**
- **Focus on the best way to respond to it to remain level-headed.**

If you are not familiar with staying focused in this way, just remember that it takes practice, but it works.

Learn more at <http://knowledge.wharton.upenn.edu> [search: "emotions workplace"].

A STRATEGY FOR SUCCESS ANY WAY YOU SLICE IT

When life hands you lemons... well, you know the rest. We can't avoid adversity, but we can learn to make the most of it. By becoming more resilient to setbacks, we increase our likelihood of eventual success. To make life's challenges easier to swallow, Continuum EAP is here to help you with:

- **Recovering from setbacks.**
- **Managing stress, anxiety and anger.**
- **Effective communication.**
- **Making time for yourself.**
- **Creating family & workplace harmony.**
- **Legal and financial concerns.**

Contact the team at **Continuum EAP** for **FREE, CONFIDENTIAL** assistance.

ALCOHOL & CANCER

Drinking just one glass of wine or another alcoholic drink per day increases the risk of breast cancer, the American Institute on Cancer Research found after examining numerous studies. The finding has their highest level of confidence. However, vigorous exercise such as running or fast bicycling decreases the risk of both pre- and postmenopausal breast cancer. Strong evidence confirmed earlier findings that moderate exercise decreases the risk of postmenopausal breast cancer, which is the most common type of breast cancer.

Must read! www.aicr.org [search: "New Report on Breast Cancer."]

Be perceived as a potential leader

Even if you don't supervise others, you can still demonstrate leadership skills by practicing the work habits of good leaders:

- 1 Be genuine and praise others when they deserve it, making sure to articulate what they did well. This is a leadership skill that helps develop talent.
- 2 Have clear goals for what you want to achieve in your position. This demonstrates engagement with the organization.
- 3 Practice empathy to perceive others' needs, not just your own. Empathy shows that you value and invest in relationships.
- 4 Be a great listener and prove it by asking effective questions. Effective questions tend to be thought-provoking, solve problems faster, and show that you can listen, learn and suspend judgment.
- 5 Practice positivity with an attitude that encourages others to also be upbeat and productive.

- 6 Identify outstanding traits in others and help them see them too.

Practicing these skills may help you get tapped for a management position someday.

DANGERS OF DRIVING DROWSY

Sleepy drivers with less than four hours of sleep are 11 times more likely to experience a car crash than drivers with 7 hours of sleep the night before. Twenty-one percent of all fatal highway crashes involve drowsy drivers. Drowsy driving reduces alertness and attention the same way as being drunk or texting does. Know the signs of drowsy driving. These include lane swerving, falling asleep while stopped in traffic or at a traffic light, sudden braking (when the driver realizes he/she has fallen asleep and awakens in fright), slow reaction time and poor decision making. There are many ways to increase alertness, but the best way is to pull over and take a nap.

Source: www.uab.edu [search "sleepy drivers"].

