



# FrontLine Employee

Wellness, Productivity, and You!

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## Could You Use a Financial Check-up?

In these ever toughening economic times, it is more important than ever to understand and get in control of your finances. Continuum EAP has a **Financial Assistance Program** that will provide you with a free professional financial consultation to help you and your family.

Some examples of matters we can assist you with are:

- ✦ **Developing a Spending Plan**
- ✦ **Rebuilding Your Credit**
- ✦ **Getting Out of Debt**

To access a financial professional with expertise in the area of your concern, simply call us at 402-476-0186 or 800-755-7636. Should you choose to retain one of our networked financial professionals for further assistance, you are eligible for a 25% discount off their usual rates.

## Stopping Negative Thoughts



**A** recent study showed that negative thoughts are harder to stop for depressed persons. It's not a "willpower thing." This is the way depression works. If you suffer with depression, don't remain stuck in this cycle of trying to stop negative thoughts and being frustrated with yourself that you can't do it. Other research has shown that talk therapy (cognitive behavioral therapy) is very effective in treating depression for many patients—as helpful as medication, in some cases. Reduced negative thinking is one goal of such therapy. Talk to your doctor or healthcare advisor. More direct help to reduce negative thinking may be the missing piece of your plan to beat depression and get your life back.

Source: <http://tiny.cc/negative-thoughts>

## Parents: Learn More at ClubDrugs.gov

**C**lub drugs tend to be used by teenagers and young adults at bars, nightclubs, concerts, and parties. Concerned persons can now find out what these drugs are and what they do at ClubDrugs.gov. Some of these drugs are used in association with rape and many have strange-sounding street names. Club drugs include GHB, Rohypnol<sup>®</sup>, ketamine, and others. MDMA (ecstasy), methamphetamine, and LSD (acid) are also considered club drugs. Clubdrugs.gov unravels the confusion. Do you know what the "love drug" is? Find out at [clubdrugs.gov](http://clubdrugs.gov). Sources: (Statistics: [tiny.cc/club-drugs](http://tiny.cc/club-drugs)), (Street Names for Drugs: [tiny.cc/street-names](http://tiny.cc/street-names))

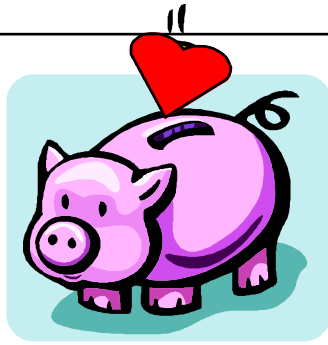


## Detaching from Small Conflicts at Work



**D**o you work in a crowded office? Working with people in close quarters can give rise to small conflicts and irritations. Gain better control over the ability to detach from small conflicts and you'll retain a more positive mood during the day. Detachment is the skill to use. It takes practice, but detachment is a purposeful decision to disconnect from the stressful thoughts prompted by an undesirable event or situation. Be indifferent and refuse to succumb to small irritations. You'll experience fewer conflicts, forget the small stuff faster, and possibly be happier at work.

## Investing in Workplace Relationships



**A**re you a master at managing workplace relationships so they become valuable resources rather than sources of irritation, frequent conflicts, or personality clashes that derail a good day? Practice the following six relationship skills and you'll be a happier, healthier, and more productive employee: *investment skills*, *receptivity skills*, *connective skills*, *impression skills*, *empathy skills*, and *repair skills*. Investment skills build up or nurture workplace relationships. These can include telling others they did a good job, praising your coworkers, or including them in social events. Receptivity skills include being a good listener; maintaining eye contact; asking for opinions; thanking coworkers for feedback; acknowledging that a coworker helped save you time, energy, embarrassment, etc. Connective skills include telling coworkers you appreciate them, encouraging coworkers, or honoring others' choices or deferring to what they want or would like to do. Impression skills get you remembered. They are positive behaviors others typically don't practice. These can include sending a handwritten thank-you note; taking the lead to coordinate a birthday; or sharing a skill or resource to elevate the effectiveness of a coworker, even if you create your own competition. Empathy skills include the ability to recognize others' emotions and identify unmet needs—need for a break, need for recognition, need for validation, need to be heard, or even need for a helping hand. Repair skills include the willingness to discuss your relationship, clear the air, or “check in” to address misunderstandings and obstacles that prevent feeling good about the relationship.

## “MyPlate” Replaces Food Pyramid



**A** new symbol to help remind consumers about healthy eating has been released by the federal government. The MyPlate symbol is a visual cue to remind consumers to fill their plates with the proper balance of fruits, vegetables, grains, proteins, and dairy products. The symbol replaces the food pyramid symbol released a few years ago. At the website, check out the new tool called Food-a-pedia. The tool permits the user to enter any imaginable food and get the calories in and nutritional value of that food instantly. Go to: [www.choosemyplate.gov](http://www.choosemyplate.gov)

## Turn On Productivity by Turning Off Distractions

**T**o eliminate procrastination, turn things off! Getting more done isn't about mind games, willpower, or gimmicks about focusing. These are all flawed approaches. Instead the secret is cutting oneself off from the pipeline of distractions. Turn off the Internet, turn off the noise, turn off access to other people, turn off the cell phone, turn off email, and even turn off peripheral vision by working in a booth. If you're smart, quick, and full of ideas, procrastination can be even worse, because you are prone to creating distractions to keep your mind busy and stimulated. Distractions can include anything from painting your nails and doodling to writing multiple to-do lists so you can entertain your brain with activity and feel productive. You cannot eliminate every distraction, but you can multiply your productivity by eliminating the biggest P-bombs.



## Work-Life Balance: Define Your Targets

**A**chieving better work-life balance does not have to be as difficult as it appears. Focusing on too big a picture of what you want rather than on specific, targeted goals—one small goal at a time—will get you to your bigger goal faster. Set aside the next 90 days to work on balance. Identify specific activities in the most valued parts of your life. Target the “hunger”—fun time, relationships, personal, exercise, family, etc. Write down what and when specific things will happen. Balance is not about divvying up time and allotting percentages. It is about doing things to match your values—those things you hold dear, the things that *really* matter to you.

