

FrontLine Employee

WELLNESS, PRODUCTIVITY AND YOU!

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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.

Take steps in the future to avoid procrastination, if it played a role.

MOVING ON from an abusive relationship

You did it. You left a relationship that was unhealthy or abusive. Healing takes time — and everyone's experience is different, so be patient on this journey.

You can start by contacting Continuum EAP to schedule with a professional counselor for an assessment or some short-term counseling/coaching on the healing process. Beyond talking about your experiences, focus on several goals for yourself, each of which will help repair, replenish, and reestablish a healthier you.

Examine your beliefs about your abilities. This is called self-efficacy. Self-efficacy can suffer in abusive relationships, which leads to doubting your ability to succeed in your life. Discover the life skill of "living in the moment." This is retraining how you think in order to help you move away from fearing the future.

Practice paying attention to personal needs — whether diet, exercise, or stress management — and begin affirming rather than postponing these needs. Self-nurturing aids self-healing.

Start catching negative self-talk and reversing it into positive affirmations and reassurance. Many people healing from trauma find power in journaling. Give it a test to see whether it works for you.

Wellness is a journey, and life skills like the ones above are the tools needed to make the trip.

BE A ROLE MODEL for a positive workplace

“A positive workplace” brings to mind a relaxed atmosphere, honest communication, a sense of humor, mutual respect and appreciation, and valuing of differences (diversity) among employees. But positive workplaces with these values don’t just happen. They don’t stay that way either without nurturing them like a precious garden. That’s every employee’s job.

Here are a few ways you can play this role so your workplace is as productive as it is positive:

- 1 Recognize your biases, so they play less of an influential role in your people-to-people interactions.
- 2 Model “inclusion” behaviors — spot opportunities to help others feel they “belong,” but also recognize the business advantage this has for your organization.
- 3 Respectfully challenge stereotypical comments when you see them.
- 4 Be proactive with discussions about what it means to have an inclusive work environment.

Practicing these behaviors will make you a positive workplace change agent.

Dozing off WITH DIGITAL MEDIA

Is your child falling asleep with technology aglow? Children’s eyes are not fully developed, and research shows their eyes are more sensitive to light than the eyes of adults are. This can affect the brain and disrupt circadian rhythms (the biological clock).

Lack of sleep can contribute to excessive tiredness at the end of the school day, grade slippage, conduct problems, loss of interest in other pursuits, depression, and an increase in suicide risk.

Make rules early-on concerning the use of digital media. Doing so later won’t be as easy.

Source: www.colorado.edu [Search: “kids, sleep, digital media”].



QUICK, make a speech!

Being asked to give an impromptu speech will catch you off guard. Don’t panic — there are proven tactics to help you.

You’re respected — that’s why you’ve been asked. Think, “I’m going to make this fun.” Now you’re poised.

Open with a question to “pull” in your audience. E.g., “So, everybody here wants to hear about the Jones Project? Is that right?” But make sure it’s a question everyone will readily answer “yes” to.

Personalize your talk with your experience using a story-like manner. Doing so will make it flow, capture your listeners, and reduce your nervousness. Being relaxed may result in natural humor, which, of course, is always a plus.