

FrontLineEmployee

WELLNESS, PRODUCTIVITY AND YOU!

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Stress tip... FAMILY GET-TOGETHERS

If relaxing and enjoying your family this holiday season and avoiding difficult family interactions are included in your goals, consider the following tips:

- 1 Decide on boundaries — types of interactions, and the amount of time you will spend with difficult relatives. What discussion topics will you avoid? What past grievances will you discard?
- 2 Talk to a friend, get support, and pledge to your friend that you will commit to your plan for a more memorable get-together.
- 3 Ask your friend to be available as a listening ear if your visit lasts several days.
- 4 Prepare for triggers. If Aunt Suzie always critiques your haircut, decide now how you will respond (or not respond).
- 5 Afterward, celebrate successes with your friend and lessons learned about creating a smoother holiday.

Hard-won secrets OF OUTSTANDING WORKERS

Some outstanding work habits take decades and hard knocks to learn. Practice these work habits and watch your indispensability grow.

Do more than what's asked.

How to do it: When given an assignment, put yourself in the boss' shoes. Use empathy. For example, ask, "What will management above my boss additionally want in this report that was not requested?"

Avoid more mistakes.

How to do it: Don't ignore the small voice of warning in your head that says, "I better get clarification on...", "Better check on...", "I should inform my boss about...."

Take action to solve problems others ignore.

How to do it: When you spot a problem that needs to be fixed, claim the high ground and create a solution or initiate the process if others are needed to participate.

Practice positivity.

How to do it: No one feels happy all the time, but make a positive attitude your calling card. It will be remembered more easily than your name will.

Systematize and organize.

How to do it: Create systems to save time and reduce repeating time-consuming tasks. This frees you for greater productivity, improved energy and less fatigue.



AVOID overspending on holiday gifts

To prevent overspending during the holidays, first decide how much you want to spend. Take time early in the season to create a list of those for whom you will buy gifts. Think of the gifts, research ideas, and assign a gift to each person and an amount that you will spend.

Don't wait until the last minute to shop. Doing so will add pressure to get the shopping done at all costs. Likewise, avoid walking around in stores looking for gift ideas to match your budget. Doing so will risk impulse spending — buying on emotion or out of frustration.

To maximize control over your budget limit, use only cash. You'll reduce impulse buys because once the cash is gone, it's gone.

Want an endless list of creative no-cost gift ideas? Log in to **pinterest.com** and search “no-cost gift ideas.”

HEALING RELATIONSHIPS w/ honest conversations

When family and couple communication problems are left unaddressed, they get worse. Habits of impatience, interrupting, refusing to listen, and poor empathy — they can all create resentment.



Think of resentment as museum pieces of unaddressed dysfunctions in relationships. Got any?

Stop the day-in-and-day-out anguish. Talking to a Continuum EAP professional can help. You'll learn to practice “honest conversations.” These are communication tools to produce more satisfying relationships and help overcome resentment. They're not easy; however, they will help you get back what you want — positive relationships with authentic connections minus all the tension you suffer with now. Honest conversations have a more positive feel to them, not an edgy “you-me” approach. They use values of honesty, listening unconditionally, and discovery to find new ways to bring you both closer.

HOW TO BE A VISIONARY EMPLOYEE

Being visionary at work does not mean seeing the future or even the next revolutionary product or service. It means being aware enough of your role and its importance that you see ways to make it more valuable and how to evolve it. You don't see the future; you fashion it from your inspiration. This is a teachable skill.

To be visionary, create a newsfeed that allows you to absorb news about your field. Start with a free service like [Newswise.com](https://www.newswise.com), where you can tailor news to topics consistent with your passion.

Start thinking about goals you want to achieve that are consistent with the mission of your employer. You may quickly notice more meaning in your work. Notice how new ideas begin to flow.

Be organized, inclusive, and seek buy-in and group ownership of ideas you propose.