

# FrontLine Employee

WELLNESS, PRODUCTIVITY AND YOU!

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## Overcome struggles WITH TARDINESS

Studies show surprising ripple effects caused by tardiness within organizations, so it's a problem worth overcoming if you are constantly in a rush to get to work and still don't make it on time. Start by conquering two hurdles.

One is figuring out what is really making you run late, and come up with an intervention. For many, this is not as easy as it sounds. You may benefit from working with an EAP professional to discover the right intervention. Of the top five causes of frequent tardiness, three are associated with oversleeping, being too tired to get up, and forgetting something.

These are internal rather than external causes.



This points to the value of working with an empathic EAP professional.

The other hurdle is getting past the fear of asking for help, but once you experience relief and success, you will wonder why you didn't call sooner.

[www.careertrend.com](http://www.careertrend.com) (search "late to work").

## PREPARING TO MEET with a counselor

If you decide to speak with an EAP professional counselor about the stress affecting your quality of life, consider maximizing the benefits of your first visit by answering these questions before you go:

What is causing stress and tension in your life?			What are you willing to change or give up to have less stress or tension in your life?
How does the tension affect you, your family and your job?			When you have successfully reduced stress and tension on your own, how have you done so?
Are these stress or tension issues short term or long term?			What has not worked?
Who in life represents your support group?			If counseling is successful, how do you envision life afterward?

Examining this list, do you see opportunities to improve upon your self-care strategy?

# REMOTE WORKER DIETING & FITNESS TIPS

If you are working remotely from home, consider how your job can interfere with a healthy diet and personal fitness. Distractions, hunger (or ignoring hunger), postponing meals, interruptions, deadlines, focus, stress, and how tired you become can each influence decisions about diet and fitness.

**FOR EXAMPLE:** While wearing earphones on a call, you wander into the kitchen and engage in unconscious eating. Under a high-pressure deadline, you skip exercise. Too busy to eat dinner, you opt for a late-night ramen noodle cup.

*Here are five ways to be a healthier remote worker: Awareness, setting boundaries, creating structure, planning and preparation.*

Working from home can be satisfying, but use awareness to create the right environment. Manage this environment with boundaries where distractions and unhealthy food temptations are not present. Create structure by arranging your day so snacks, meals and chores are predictable, not intrusions.

**Plan a schedule** in which health and fitness behaviors remain central to your well-being. Finally, prepare your workplace and do the groundwork daily with “pre-flight” tasks to make your day a healthy and productive one. Get a water bottle in place, flip the switch on your eight-hour Crock-Pot recipe, make a sandwich ahead of time, set up healthy snacks, and lay out your exercise clothes to allow a smooth transition from your job to your workout.

## Try a formula TO SOLVE PROBLEMS

An orderly plan for solving problems can help you arrive at a more satisfactory solution. Unless you are a scientist, social worker or philosophy major, you may not have studied the “problem-solving process.”



There are many variations, but the main advantages are increased focus, better deliberation, and less guessing that can lead to a harmful solution or none at all.

Apply these steps to personal or work-related problems:

- Define your problem — but be sure not to confuse symptoms (that which is undesired) with the problem (that which causes what is undesired).
- Brainstorm solutions.
- Analyze the solutions and pick the best one.
- Implement the solution.
- Review the results.

Each step may have sub-steps. Enlist the help of your team or family members, whoever may also have a stake in the solution, for even greater impact.

## WHEN A CO-WORKER has cancer

About 40% of us will be diagnosed with cancer in our lifetime. This fear of a cancer diagnosis can hamper your ability to say the right things when you discover a co-worker has cancer. Your genuine and heartfelt words (consistent with your relationship and how well you know your co-worker) are best.

For example, “I am really sorry you are facing this. I care and want you to know I am here for you.” Don’t overreact, don’t try to cheer up a cancer victim or share cancer stories, don’t give pep talks or advice, and don’t use phrases like, “keep your chin up.” When offering help, be specific about a task or project you can accept to lessen your co-worker’s burden. Don’t say, “let me know how I can help.” Above all, don’t stop treating your co-worker like a co-worker. That’s who they are.

[www.Cancer.org](http://www.Cancer.org)