

FrontLine Employee

WELLNESS, PRODUCTIVITY AND YOU!

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CREATE A CACHE *to* CHANGE YOUR MOOD

Start collecting a personal cache of inspiring short articles, feel-good videos or songs, funny jokes and spiritual messages that you can refer to when you're feeling down. This uplifting and mood-changing technique can transform downcast feelings about a bad day at work, general stress or a disappointing incident.

Normal events can flip the switch and cast a shadow on your sunny mood. The life skill is learning how to get the "positive you" back. It's easier than you think. Your personal collection of positive goodies can recapture your momentum, increase energy, and allow loved ones to enjoy your company more. Psychologists have always known about our ability to change our feeling state. Don't be a victim of unpredictable environmental influences on your mood.

A word of caution: If you struggle with an ongoing slump, consider meeting with an EAP or medical professional to help determine if additional action is needed.



FEEL MORE SECURE *about your job*

Feeling insecure about the ability to do your job, making a positive impression, and how you are perceived by others? To feel centered and more confident:

- 1 Set goals for the day, week and near future. You will be motivated by feeling directed.
- 2 Define the steps to how these goals will be achieved. This maintains the motivation you generated.
- 3 Engage. Feeling insecure can cause you to withdraw or delay communication with others, so be proactive with your team or others with whom you mutually depend to achieve results.
- 4 Talk to an EAP professional counselor, and feel the relief that comes with sharing stress and processing fears.
- 5 Track your successes.

Supporting a partner WITH ANXIETY

If you are in a relationship with someone who suffers from anxiety, feeling helpless is a common experience you share. Still, your support is extremely valuable.

To offer support, don't dismiss their anxiety, worries or fears. Don't try to shorten the episode. Do ask how you can help, and offer reassurance — "This will pass," "I'm here for you," etc. Nearly 60% of people who suffer from anxiety haven't explored getting treatment for it, so encouraging an appointment at Continuum EAP or a medical evaluation may be a key step if social and occupational functioning suffer.

Learn more from adaa.org, the Anxiety and Depression Association of America, or www.anxietycanada.com

How to demonstrate LEADERSHIP NOW!

Is a leadership position in your future? There are plenty of ways to demonstrate leadership potential at work.

LEADERSHIP SKILLS INCLUDE:

- Being proactive at thinking ahead to prevent problems on the job.
- Being decisive even when faced with uncertainty.
- Offering assistance to others.
- Being an active listener.
- Demonstrating a good work-life balance.
- Working from a "service oriented" perspective.
- Leading by example.
- Being willing to take sensible risks.
- Showing self-awareness.
- Receiving feedback like a pro.

Strong leadership skills aren't just about delegating and setting directions. They are about personal competency. Practice these behaviors and others will take notice.



Making “ME” time

Finding private time each day for a healthy activity that helps you unwind is a powerful stress management and productivity enhancement technique.

Don't feel guilty at the thought of scheduling “me” time, being “self-attentive” in this manner can reap huge rewards for you and others who love and depend on you. Whether you take a quiet bath, listen to music, go for a run, meditate, or simply detach to read a favorite book for 15 to 30 minutes, you will rejuvenate yourself, find more creativity, gain motivation, and most importantly, dump that “I'm trapped” feeling.

Find a healthy way to unwind and plan it into your day, and make it a priority just like any other appointment. You'll feel good about finding balance, and you'll look forward to your next “me” time appointment.