



FrontLine Employee

Wellness, Productivity & You!

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Legal Services

At some point in our lives any of us could face a situation where legal consultation or legal representation is needed. Many situations arise without warning; and often we don't know where to turn. Continuum EAP can connect employees and immediate family members with legal assistance, which provides a free initial consultation on assessment on the situation and referrals to local attorneys as needed, at discounted rates.

**Employment related matters are not covered by this service.*
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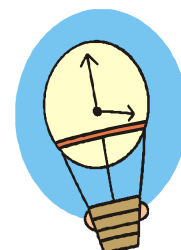
Celebrate & Accelerate Earth Day

Earth Day is April 22, 2009. It's a time to celebrate the gains we have made and to create new visions to accelerate progress in environmental protection. If you're wondering how to take part in a meaningful way, you will find an endless list of ideas at the Earth Day Web site, www.earthday.gov. The activities list includes numerous associated links to home, office, and classroom activities; related web resources; and numerous volunteer activity opportunities in your community, all with the goal of protecting the planet.



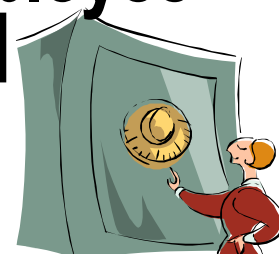
Score Points against Procrastination

If you could only conquer procrastination, you'd see your productivity soar, right? To get leverage, try assigning point values rather than priorities to items on your to-do list. When completed tasks add up to predetermined total point values, give yourself a reward. Make it a good one. Head for a great movie after work, have a pedicure, or simply get together and socialize with friends you haven't seen for a while. Almost any reward can be effective, and over time this strategy can help you accomplish a number of goals you once thought impossible.



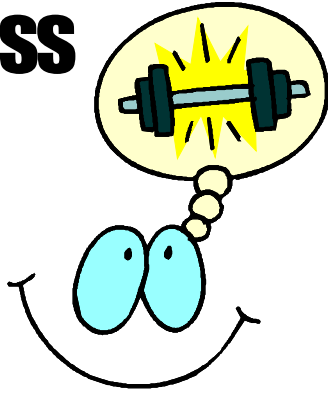
More about Employee Assistance and Confidentiality

Did you know that the written assurances of confidentiality that you see in brochures that promote your employee assistance program are derived from the policies and procedures of the organization establishing the service? Confidentiality is recognized and endorsed by top management as essential to an employee assistance service. Concerned about confidentiality? Always feel free to ask a member of your employee assistance team to explain how it works. That way you won't hesitate to take advantage of what the program has to offer when you need it most.



Making Fitness More Fun

Has fitness gotten a little boring? Understand the four forms of fitness: endurance, strength, balance, and flexibility. Each requires different fitness behaviors, and concentrating on each one can improve your level of fitness and excitement about it. *Endurance* builds your energy and “staying power.” It results from exercise that makes you breathe hard, like aerobic activity. *Strength* comes from working out your muscles. *Balance* training can help prevent you from falling—standing on one foot, getting up from a chair without your hands or arms, or simply walking heel to toe help train your brain to balance. This kind of activity is especially important for older individuals. *Flexibility* is what you gain from regular light stretching exercises. There are many ways to do it. As with all types of fitness, get the okay from your doctor before you start.



Family Role in Addiction

If you have a family member entering treatment for alcoholism or another drug addiction, you have a very important homework assignment—getting involved in the addiction treatment program’s family education and counseling program. Addiction is a family disease—not because families cause it, but because the behavior of the addict and the long-term adaptation by family members to it adversely affect everyone in a personal way—physically, mentally, and spiritually. Recovery is the name of the game for everyone, not just the patient. The family program will give you the guidance you need. If one is not available, get a plan of action from a knowledgeable counselor or employee assistance professional. Don’t skip the family program, and don’t go on vacation. It’s time to roll up your sleeves in recovery. Inattention to your own recovery can result in you continuing to think or behave in ways that do not support your family member’s recovery program. Don’t jeopardize their recovery or your own—get involved in a family program.



Don’t Keep Job Injuries Secret

Inform your employer if you have injured yourself on the job. Serious injuries on the job are often precipitated by minor injuries; even what seems like an unimportant incident can reduce your capacity to perform your duties safely. Similarly, if you sustain an injury on a piece of broken equipment and don’t tell your employer about it so it can be fixed, one of your peers may later experience an injury as well. Likewise, if you are injured at home or are taking medications that may affect your ability to do your job safely, let your employer know it. Never keep an injury secret because you are worried that if you report it your boss will think you aren’t cut out for the job.



Fast Formula for Conflict Resolution

Conflict is normal between people, so memorize the shortest formula in the world for resolving it. With practice, you can sidestep the emotional part of conflict that makes it last longer. Formula: 1) Acknowledge the differences between parties. Recognize, understand, validate, and hear the other party’s differences. 2) Let the parties express their feelings. 3) Form an agreement on what’s not being disputed—those aspects related to the conflict where differences do not exist. 4) Agree on a common goal—and work backwards to negotiate an agreement. Secret: Chip away at what you are willing to give up.

