

Excellence = MC²
 Your Employee Assistance Program
 1-800-899-3926

HEALTHY

EXCHANGE

ANOTHER BENEFIT OF YOUR
EMPLOYEE ASSISTANCE PROGRAM

VOL. 3, NO. 1

For Your Information

◆ PARENTING TIP

"Catch" your child being good. A steady diet of disapproval, nagging and criticism does not teach your child to improve. Instead, focus your comments on what is done and what is done well, rather than on what is done poorly or not at all.

◆ COUPLE CARE

Make time for each other. Scheduling time together, on a weekly basis, can help keep you close and help alleviate stress in your marriage/relationship.



◆ BETTER TIME MANAGEMENT

Refrain from doing many things at once because you think you're saving time. What actually happens when you do several things at once is that nothing gets your full attention, there's greater potential for error, and you probably spend more time in the long run because you weren't totally focused on what you were doing. Instead, do one thing at a time.



SELF TEST

What Is Problem Drinking Or Drug Use?

Alcohol and drug problems occur at all educational and social levels, and in every age group. If you think that you (or a family member) may have a problem with alcohol or drugs, ask yourself the following questions. If the answer to any of them is "yes," you need to examine how your alcohol or drug use is affecting your health, safety, relationships, family, job performance or finances.



YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do you ever drink heavily or use drugs when you are disappointed, under pressure or have had a quarrel with someone? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you sometimes feel guilty about your drinking or drug use? Do you do things while under the influence that you wouldn't do otherwise? Do you find yourself regretting them later? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you tell yourself you can stop drinking or using drugs any time you want to, but you keep getting drunk or high when you don't intend to? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Has a family member, friend, or your employer ever expressed concern or complained about your drinking or drug use? Are you annoyed by their concern? Do you become defensive? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you sometimes have the "shakes" in the morning and find that it helps to have a "little" drink, tranquilizer or medication of some kind? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you ever wake up the morning after with no memory of the night before? Have these "blackouts" become more frequent? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you find yourself lying to your spouse, your kids, your friends, your employer to cover up your drinking or drug use - though you really don't like lying? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you had financial, work, family or legal problems as a result of your drinking or drug use? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Do you drink or get high while alone? |

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BALANCING WORK & FAMILY

Creating Special Family Time



According to a study reported in the Journal of Marital and Family Therapy, couples who are successful at balancing work and family maintain a commitment to family as their highest priority. Through their planning and actions, both members of the couple work hard to maintain family as their highest priority in making decisions about their behavior in daily life. To do this, couples proactively create opportunities for family time, which often involve family rituals, routines, and special family time, such as "pizza night" every Friday, attending soccer games, and bedtime stories. Below are more suggestions on how to create special times for family:

Tips for creating and enjoying special family time

1. Eat together regularly. Meals are opportunities for communication and unity. Turn off the television and allow the answering machine to answer the phone and give your family your full attention. You will help your family get the most out of this time by actively listening to your children and praising and encouraging each other. Active listening instills trust and self-worth in children.

2. Plan family outings. Go on family hikes, drives and picnics. Go to a park or watch a high school or youth sporting event. Go to local concerts, movies, the zoo or museums. Visit family and friends together. Let children plan some trips to encourage their involvement.

3. Play games together. Turn off the television and video games at least once a week and play games one-on-one, or as a family. Play outside if weather permits.

4. Share hobbies and interests. Activities like cooking, collecting, crafts, fishing or biking open the door to greater involvement and family time. Hobbies are a great way to spend more time with teens and to create opportunities to listen and talk with them. Spending hobby time with children encourages learning and skill development.

5. Other ideas:

- Family movie night
- Walking the dogs after dinner
- Reading aloud at bedtime
- Taking a family picture for the holidays
- Going to church every Sunday



Your EAP is here to help

Remember, your Employee Assistance Program (EAP) can help you with any type of personal, family or work-related concern. If you are concerned about a particularly difficult family or parenting issue, or need help improving your work/life balance, your EAP can help you. All EAP services are FREE and strictly CONFIDENTIAL. Why not call a professional EAP counselor today? We're here to help.

SELF TEST...

Continued from page 1

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Have you driven a car while intoxicated or in a drug-induced haze? Have you ever been arrested for driving under the influence of a substance? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you been drunk or high more than four times in the last year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Do you need to resort to alcohol or drugs in order to do something (start the day, work, have sex, or socialize, for example), to change how you feel (sad, scared, anxious or angry), or to banish shyness or bolster confidence? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you notice you have an increased need for more alcohol or more of your drug of choice in order to feel high? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Do you sometimes feel uncomfortable when you have to be somewhere where no alcohol or drugs will be available? When drinking or drugging with other people, do you keep going when everyone else has had enough? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are most of your friends or acquaintances people you drink or get high with? Do you try to avoid other friends and family when you're drinking or using drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Has your drinking or drug use led to conflicts with your friends or family members? Do you regularly hide alcohol or drugs from those close to you so that they will not know how much you are using? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Have you ever thought that your life might be better if you didn't drink or use drugs, or that life as it is just isn't worth it. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Are you taking illegal drugs? |

If you find the answer is "yes" to even two or three of the questions above, you should seriously consider the possibility that your drinking or drug use is a problem. Answering "yes" to three or more may indicate a dependency.

NOTE: The questionnaire above is for educational purposes only and does not provide a diagnosis of alcohol or drug abuse or addiction. It is not a substitute for a full evaluation by a healthcare professional, and should only be used as a guide to understanding your alcohol or drug use and related health issues.

Symptoms of chemical dependency

The preceding questions represent some of the symptoms of chemical dependency. Generally speaking, chemical dependency is the repeated use of a physical substance (alcohol, cocaine, marijuana, prescription drugs) that causes trouble in the user's personal, professional or family life. When a chemically dependent person drinks or uses, they can't always predict when they will stop, how much they'll drink or use, or what the consequences of their drinking or drug use will be.

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SELF TEST...

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Do you have a problem?

Maybe you have a problem, and maybe you don't. If you do, the odds are good that you're denying it. Denial of the negative effects of alcohol or drugs in your life is another usual symptom of chemical dependency.

What to do

Recognizing that there is a problem is the first step toward recovering from problem drinking or drug use. If you think you might have a problem, here are some steps you can take:

- Acknowledge the problem openly.
- Seek professional help from doctors or therapists who deal with alcohol/drug problems and recovery. You might benefit from counseling or a recovery program at a hospital or private clinic.
- Avoid time spent with people who encourage alcohol/drug use, or who believe that a drinking or drug problem is a problem of weak will.
- Seek out the support of people who are recovering themselves. Many 12-step programs are available, such as Alcoholics Anonymous.

Contact your EAP for help

If you think that you or a family member might have a problem with alcohol or drugs, contact your Employee Assistance Program (EAP) for CONFIDENTIAL counseling, referrals or information. EAP counselors are specially trained to help you get the right kind of help for a problem with alcohol or drugs.

Problem drinking or drug use can happen to anyone. The key is to recognize the problem early and seek professional assistance. Taking steps as soon as possible can help reduce the painful consequences that almost always come with excessive drinking or drug use. If you need help, why not call an EAP counselor today? We're here to help you.

Resources**National Council on Alcoholism and Drug Dependence (NCADD)**

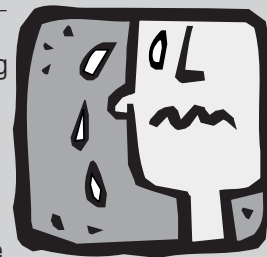
1-800-NCA-CALL (1-800-622-2255)

www.ncadd.org

Provides phone numbers of local NCADD

POST-PARTUM BLUES VS. POST-PARTUM DEPRESSION**What's the Difference?**

It is common for new moms to experience post-partum blues – also called the “baby blues” – in the days right after childbirth. A new mother can have sudden mood swings, sadness, crying spells, loss of appetite, sleeping problems, and feel irritable, restless, anxious and lonely. For most women, these feelings generally occur in the first few weeks after delivery and go away soon, without the need for treatment.



However, according to the American College of Obstetricians and Gynecologists, about 10 percent of new moms experience post-partum depression – a more severe form of depression that can happen anytime within the first year after childbirth. Unlike the “baby blues,” post-partum depression does not go away quickly and depressive symptoms are often stronger, affecting a woman's well-being and interfering with daily functioning.

Symptoms of post-partum depression

The symptoms of post-partum depression may include the following:

- ◆ Depressed mood
- ◆ Negative feelings toward the baby
- ◆ Lack of pleasure in all or most activities
- ◆ Decreased appetite
- ◆ Fatigue
- ◆ Feeling withdrawn, socially isolated, or unconnected
- ◆ Feelings of worthlessness or guilt
- ◆ Agitation and irritability
- ◆ Trouble sleeping
- ◆ Difficulty concentrating or thinking
- ◆ Thoughts of death or suicide

Note: Professional help should be sought immediately if a person is experiencing suicidal thoughts.

When to seek medical advice

Experiencing depression after childbirth isn't a character flaw, weakness or something to feel ashamed of. Sometimes, it's simply part of giving birth. If you're feeling depressed after your baby's birth, you may be reluctant or embarrassed to admit it. But it's important to tell your doctor. Left untreated, the symptoms of post-partum depression can last for months or years, often get worse, and you may be at risk of harming yourself or your baby.

If several of the symptoms listed above have persisted for longer than two weeks, or if the symptoms are severe enough to interfere with your daily routine – including caring for your newborn or other children – make an appointment to see your primary care physician. Mention to him/her that you are concerned about depression. Your doctor can either start treatment or refer you to a psychiatrist or other healthcare professional for further evaluation and treatment.

Contact your EAP

If you suspect that you or a family member may be suffering from depression, contact your Employee Assistance Program (EAP) for CONFIDENTIAL counseling, referrals or information. EAP counselors are specially trained to help you get the right kind of help for depression. We're here to help you.

affiliates (who can provide information on local treatment resources) and educational materials on addiction via the above toll-free telephone number.

Alcoholics Anonymous (AA)
(212) 870-3400

www.aa.org

Makes referrals to local AA groups and provides informational materials on the AA program. Many cities also have a local AA office listed in the white pages of the telephone book. Note: The AA program is pertinent for both problem drinking or drug use.

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SELF TEST...

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Al-Anon Family Group Headquarters
1-888-4AL-ANON (1-888-425-2666)
www.Al-Anon.Alateen.org

Makes referrals to local Al-Anon groups, which are support groups for spouses, parents, family members or friends of people with an alcohol or drug problem. Also makes referrals to Alateen groups, which offer support to children of alcohol/drug abusers. Free information can be obtained by calling the following toll-free telephone number: (800) 356-9996.

Narcotics Anonymous (NA)
(818) 773-9999
www.na.org

Makes referrals to local NA groups and provides informational materials on the NA program. A recovery and support program for those seeking to overcome active addiction and live drug-free productive lives through the application of the principles contained within the Twelve Steps and Twelve Traditions of NA.

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Did you know?

Your EAP Website offers:

- Employee/Customer Satisfaction Surveys
- Administrator Satisfaction Surveys
- Articles & Newsletters
- Quizzes & Self Assessment Instruments
- Tips on Stress Reduction
- Management and Human Resource Tips

Forgot your password? Ask your Human Resource specialist for the password or call the EAP at 1-800-899-3926.

www.theemployeeassistanceprogram.com

4 Ways To Improve Your Productivity

With so much happening and less and less time to handle it all, learning how to improve your productivity could give you the edge you need to get it all done. Here are 4 strategies that can increase your productivity:

1. Schedule your time for work.

Be consistent. Don't do personal things when you are scheduled to work. Make a "To Do" list and prioritize your tasks. A list is most effective for those of us who need to consult a reference or see it in writing. When you have completed a task, cross it off your list. You'll get a real sense of completion and satisfaction as you see your list getting shorter and shorter.



2. Do the most difficult, time consuming, least favorite job first.

Sound crazy? Well, you'll be doing it when you have the most energy and motivation. If you tackle the toughest job first, the rest of your tasks will seem that much easier.

3. Don't allow yourself to get interrupted by other peoples "emergencies."

How many times have you had your tasks and activities planned, so you could finally get caught up with your own work, and all day long other people keep coming to you with their last minute problems that only you can fix? You don't want to say no, you want to be a team player, but you have stuff to get done too, right? Remember, that being a team player also means respecting other's time and realizing that others have responsibilities too. If your co-workers can't grasp this, you have to. Learn to say no in a polite but firm manner, "I would really like to assist you with that, and I know you have a deadline. Unfortunately, I have a project that I must complete for my boss today. If you can come back tomorrow or another time, or better yet, schedule some time with me so that it is on my calendar, I would be more than happy to help you."

4. Organize your workspace.

The better organized and efficient your workspace, the more time efficient you will be. The time it takes you to search through all of your piles of papers or to remember which cabinet you put that file in could be spent working on the new projects you are being given. Put the things you use most (stapler, tape, scissors etc.) on your desktop in the same place and always put them back in the same place when you are done. Keep a file organizer on your desk for current projects, so they are always at your fingertips. Label your files clearly.

Employee Assistance Program

1-800-899-3926

- Personal / Work Stress
- Marital / Family Concerns
- Alcohol / Drug Concerns
- Frustration / Anger / Sadness

**CALL FOR FREE
 CONFIDENTIAL
 HELP**

All of us experience personal, family or work related problems now and then. Sometimes, even ordinary problems can become overwhelming. It is at these times, your **EAP** can provide free confidential assistance. Employees or family members can call to receive telephone consultation and/or to schedule an appointment with an **EAP** specialist.

Read Healthy Exchange online: theemployeeassistanceprogram.com

Newsletter comments welcome at: Managed Care Concepts

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