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Wellness Wire

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Published by CARE's WorkLife Solutions to help employees with life management issues.

CARE's WorkLife Solutions Website - A Great Resource For Everything Wellness

In keeping with the recent launch of our website, we are devoting this month's edition of the Wellness Wire to helping everyone get acquainted with the wellness section of our website.

After entering your unique company password and logging into our website you will notice "The Learning Center" located along the right-side column of the homepage. The Learning Center provides life lessons to help you improve your mental and physical health. In this section you will be able to listen, read, assess and set goals using the information and interactive tools. Within this center you will find information on the following topics:

- * Mental Health
- * Wellness
- * Health and Behavior
- * Personal Development
- * Parenting and Childcare
- * Substance Misuse
- * Management in The Workplace
- * Aging and Eldercare

Mental Health

Get the facts, tools and practice that will help you find a peace of mind. Topics in this section include Alcohol, Anger, Anxiety, Asserting Yourself, Attention Disorders, Body Image, Children and Teens, Compulsive Behaviors, Coping with Change, Depression, Disorders, Domestic Abuse, Eating: Issues and Disorders, Loss and Grief, Phobias, PMS, Relaxation, Schizophrenia, Sexual Problems, Sleep Problems, Smoking, Stress, Substance Abuse, Suicide, Terrorism, Trauma, Treatments and Understanding Emotions and Behaviors. Below is an example of one of the "quick information tip sheets" found in this section under the topic "Coping with Change":

"Nothing endures but change."

– Heraclitus

Heraclitus had it right: Change is a fact of life. In the Greek philosopher's time, change tended to unfold gradually. But today's world changes at an alarmingly rapid pace. Thanks to television and the Internet, images and information zip around the globe in seconds, and we're sometimes expected to respond just as quickly.

Change can take many forms and affect every aspect of our lives. It occurs in our family, work, social life and well-being. Some changes involve additions, such as births, new friends or relationships, and new possessions. Others involve losses, such as death, divorce or illness. Some changes are sudden, such as losing your job, while others are more gradual, such as entering middle age.

Change can be good or bad, depending on the person and the circumstances. For example, a divorce may be seen as a tragedy or a relief. A promotion is generally viewed as a change for the good, but if you're anxious or unsure of your skills, you may view it as negative or threatening. Change may be sought out, appreciated or accepted, or it may be forced upon you, and resented or resisted. It can challenge or stimulate you, or make you feel anxious and threatened.

Too little change can make life boring or depressing, while too much change can be uncomfortable or overwhelming. Whatever its form, change requires an adjustment of some kind. This takes energy and, when the demands are too great, it can drain you physically and mentally. Change creates stress, so it needs to be managed effectively to prevent the development of stress-related symptoms and illnesses. Unmanaged stress can cause physical and emotional disorders, including everything from headaches and digestive problems to high blood pressure and insomnia.

The key to coping with change is to recognize it, understand its effects, and bring it – or your responses to it – under control as much as possible. When you can't control the change itself, adjusting your attitude toward it can help lessen any stress or tension. You'll stay healthier that way.

**We Can Help - Family Problems - Child Care - Personal/Job Stress - Alcohol/Drug Abuse - Marital Tension
Elder Care - Emotional Problems - Legal and Financial Referral - And Much More!**

CARE's WorkLife Solutions - Services are FREE and confidential to employees, their spouses and dependents. Call Toll Free 866.888.1555 or www.caresworklivesolutions.com

Personal Development

Build the skills and learn the strategies for personal growth. Whether you're looking for a few minutes worth of information or an in-depth, customized guide, explore the following topics: Anger Management, Assertiveness, Body Language, Conflict, Conversation, Creativity, Cultural Communication, Dating, Friendship, Getting Organized, Listening, Marriage, Memory and Mental Skills, Peace of Mind, Planning, Procrastination and Social Skills. Below are two examples of the "quick information tip sheets" found in this section under the topics "Getting Organized" and "Planning, respectively."

Time Management Basics

Each day, we all get the same allotment of time. There's no way to bank it, slow it down or skip over it. Sure, much of our time is controlled by parents, teachers, friends, partners and employers. And much of our day is regularly devoted to eating, sleeping, grooming and other activities of daily living.

But, small or large, there is a chunk of time each day that is entirely ours to control. And how we make use of this time determines to a great extent how much we enjoy life, how many of our important goals we achieve, and whether or not we count life as a success when we look back in later years.

Time management is simply the two-fold process of expanding your discretionary time as much as possible by eliminating waste and accomplishing more of what you want with as many minutes of your day as you can.

There are simple guidelines to follow for mastering the art of time management:

- Set clear goals and priorities. We increase the chances we'll lead the lives we want when we clarify our personal and career goals and priorities. Using the latest whiz-bang time management tool won't help us if we don't have a clear idea of what we're trying to accomplish.
- Schedule high priorities, both personal and professional, into your life first. If a particular project, family time or exercise are your priorities, schedule them first and then fill in the meetings, errands and other to-dos. Say "no" to the rest. The ability to set limits separates effective people from busy ones.
- Stay focused on doing what's most important at any given time.
- Use only one calendar or day planner and carry it with you at all times so it's always at hand and nothing slips between the cracks. Make sure your calendar includes a prioritized daily task list, appointment schedule and a task list of those things you wish to accomplish that aren't already scheduled for specific dates.

Sounds simple, but if you follow these strategies, you'll become a master of time instead of allowing time to master you.

Life Planning

You can live the life of your choice, or you can leave your life to chance. The difference is whether you create a life plan.

Planning your life differs from planning your day. Life planning isn't making to-do lists or schedules of appointments. It's about figuring out what your values are, and charting a path that's consistent with them.

Planning your life should yield a broad vision of your future, with your best estimate of when you'll have to, or want to, make some life-shaping choices. You can count on revising this plan many times, as a result of events and your own personal growth. But that's okay.

The skeptic in you may say that planning your life is impossible. John Lennon put it this way in a song: "Life is what happens to you while you're busy making other plans." Yet many happy and successful people say they owe some of their good fortune to always having a life plan.

For any number of reasons, you might feel reluctant to plan your life. For instance, you might feel that spelling out where you want to be in the future opens you up to the possibility of failure. Feelings like this are normal, though, and people who enjoy the benefits of effective life plans overcome them.

Remember to go to www.caresworklifesolutions.com for more information.

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