Holiday Season is Around the Corner

While it is easy to get caught up in all the hustle and bustle, these tips should help you enjoy, and maybe even relax, during the holiday season.

1. **Acknowledge your feelings.** Realize that it’s normal to feel sadness and grief. It’s OK to take time to cry or express your feelings. You can’t force yourself to be happy just because it’s the holiday season.

2. **Reach out.** If you feel lonely or isolated, seek out community, religious or other social events. Volunteering to help others is another good way to lift your spirits.

3. **Be realistic.** The holidays don’t have to be perfect or just like last year. As families change and grow, traditions and rituals often change as well. Choose a few to hold onto, and be open to creating new ones.

4. **Set aside differences.** Try to accept family members and friends as they are, even if they don’t live up to all your expectations.

5. **Stick to a budget.** Before you go shopping, decide how much money you can afford to spend and stick to it. Don’t try to buy happiness with an avalanche of gifts.

6. **Plan ahead.** Set aside specific days for shopping, baking, visiting friends and other activities. Plan your menus and your shopping list. And, make sure to line up help for party prep and cleanup.

7. **Learn to say no.** Saying yes when you should say no can leave you feeling resentful and overwhelmed.

8. **Don’t abandon healthy habits.** Don’t let the holidays become a free-for-all. Overindulgence only adds to stress and guilt. Continue to get plenty of sleep and physical activity.

9. **Take a breather.** Make some time for yourself, even just 15 minutes will help. Find something that reduces stress by clearing your mind.

10. **Seek professional help if you need it.** Despite your best efforts, you may find yourself feeling sad or anxious, unable to sleep, irritable or hopeless. Your ParTNers EAP is only a call or click away.

_Tips provided by the Mayo Clinic_

**Employee Assistance Program**

1-800-308-4934

Whatever the problem, whenever the problem, we are here to help 24/7. Confidential emotional, financial and legal support provided at no cost to you.

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**Being Grateful: Giving thanks helps with depression**

By David Mrazek, M.D.

Depression can zap your confidence. Some days you may feel like you can’t even follow through with the smallest of tasks. Being grateful can do wonders for your mood. This doesn’t have to be elaborate or detailed. I suggest that you write down three sentences or three words, the simpler the better. Keep paper or a journal by your bedside and jot in it daily. This can be at bedtime or in the morning, whichever works best for you.

What’s so nice about jotting down why you’re being grateful is that it doesn’t take a lot of effort and is very powerful. Looking back over what you’ve written can help you to evaluate and learn where you’ve been and who you have become. This is a simple, reasonable goal that you can accomplish. This will build up your sense of positive self worth. You can do it, and you deserve to invest in yourself.

Remember you can always reach out to ParTNers EAP as well for assistance.
1 in 4: Would You Know the Signs?

Did you know that domestic violence impacts 1 in 4 women in their lifetime? An estimated 1.3 million women are victims of physical assault by an intimate partner each year. Co-workers and managers can often be among the first to spot the signs of an employee who may be affected by domestic violence. Violence between spouses or partners can easily spill over into the workplace. It is important to be aware of the signs of domestic violence and how you can help. Possible signs of domestic violence include:

- Changes in behavior or work performance
- Preoccupation/lack of concentration
- Increasing or unexplained absences
- Harassing phone calls to the workplace from the employee’s spouse or partner
- Unexplained bruises or other injuries or explanations for injuries that don’t seem legitimate

If you observe these or other possible signs, you may want to talk with the employee about what you have observed, share your concerns and let them know that ParTNers EAP is available for confidential assistance.

If the employee discloses a problem to you, immediately refer them to EAP or another qualified professional so they receive advice and assistance from people with solid experience in the field.

Fear and embarrassment often make it difficult for victims to seek help. So, before a specific incident surfaces, it is important to let employees know that confidential help is available, and that victims will be treated with respect and concern.

An individual’s job can have true healing value. Victimization often separates people from their friends and family, and robs them of their self confidence. Having a chance to succeed, contribute and be part of a team can be a real lifeline for an employee dealing with domestic violence. ParTNers EAP is here to assist you and your employee.

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ParTNers EAP is Here to Assist Managers as Well

www.magellanassist.com

Managers face not only performing their job but also managing and assisting employees. All of that can be stressful and at times confusing especially when you are conflicted, on what is the “right” thing to do.

ParTNers EAP can help. We have information and resources tailored just for managers. Our website has a Manager section with various articles and tools. For example, this month’s newsletter highlights Domestic Violence in the Workplace and what are some of the signs of it. On our website, there are additional resources including a presentation to managers on what domestic (or intimate) violence is, myths and tips and how to assist your employee.

This is just one more example of how we are here to be your partner and to assist. Other topics include management resources, trainings offered through our program, work performance problems and much more.

To take advantage of our consulting services, call ParTNers EAP at 1-800-308-4934 and ask for a workplace support consultant.
Living the Good Life

Being healthy makes life better, no matter your age. The challenge is to help every member of your family develop their health strengths so they can cope both physically and emotionally with daily demands, stressors and pressures.

In this issue of Your Source, you’ll learn how to keep your family fit and emotionally well, find activities for your family and get tips on how to age successfully.

Characteristics of Strong Families
One trait that all strong families seem to have in common is a solid foundation that family members can rely on to feel safe and secure. The following characteristics can help build a strong family foundation.

Commitment—Commitment is the expectation that the family will be together forever, in good times and when problems come up. Committed families have a sense of belonging and unity. They look toward the future.

Appreciation—Being appreciative is important because it establishes good will between family members as well as builds self-esteem. Showing you care brings family members together.

Communication—The lines of communication are always open in strong families. Information flows freely. Members of strong families make the effort to hear what the other person is saying and understand how the other person is feeling.

Togetherness—Spending meaningful time together gives the family an identity and a sense of unity. Strong families eat, play, work and share activities together.

To stay healthy, adults should fit this much activity into their schedules:

A. One hour three times a week
B. One hour five times a week
C. 30 minutes a day
D. 2-1/2 hours a week

Check your answer on the bottom.

Go Online Today!
Log on to access Healthy Aging and other helpful resources in the Spotlight section.

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Answer: D. 2-1/2 hours a week (including muscle strengthening two or more times a week) helps to maintain weight; lower blood pressure; lower risk for type 2 diabetes, heart attack, stroke and many cancers; reduce arthritis pain; reduce risk for osteoporosis and falls; and reduce symptoms of depression and anxiety. Centers for Disease Control and Prevention.

Now That’s an Idea!

When it comes to getting in shape, what’s good for you is good for your whole family. So no matter your age, pry yourself off the couch and start enjoying some activities together:

Kick up your heels. Turn on the music and dance! Nobody’s looking, really!

Explore the outdoors. Hit your local trails on weekends for hiking, biking and healthy fresh air.

Exercise your body and brain. Take a class, such as yoga or Tai Chi, or take a nightly walk after dinner. Do brain teasers, such as crossword or Sudoku puzzles.

Use online resources. Check out your program’s website for ideas for making smart food choices and more ways to increase your physical activity.
Your Fit Family

We know it’s important for families to participate in activities together, and we’re continually reminded that it’s best to help kids develop healthy habits as early as possible. So here are some suggestions that can help make health and wellness a natural part of your family’s life:

Get Active with Choices
• Involve everyone by sitting down to a brainstorming session.
• Find out whether anyone has a particular interest and help everyone discover something active that’s suited to them.
• Take stock of what equipment you have around the house.
• Make sure each family member feels included.

Schedule Fun
• It’s important that there’s a regular time set aside for “workouts,” and that they’re fun!
• Schedule at least a half hour most days of the week and keep a variety of things happening.
• Pick options that are free or within your budget.
• Take turns selecting what you’ll do and start a fitness log for each family member.

Find Other Families
• To keep yourself motivated, join with other families for swimming, hiking, skateboarding, miniature golf or going to the park.
• Sign up for local teams or classes.
• Form your own teams within your neighborhood.

Make Mealtime Important
• Never skip breakfast.
• Get into the habit of serving fruit, salad and/or vegetables with each meal.
• Low-fat milk or dairy products should be a part of every meal.
• Eat meals together.

You are in charge of the change. Model good behavior when it comes to not smoking, drinking in moderation, exercising, eating right and finding healthy ways to relax, like reading a book, walking the dog, or listening to music instead of watching the TV.

Aging Successfully

Successful aging depends on many factors, some of which are within our control and some of which are not.

The following six steps can help older adults stay fit and healthy:

Stay active. With your doctor’s help, establish an exercise routine.

Do activities that stimulate the mind. Volunteer, travel, read, learn a new language, do puzzles, play games.

Eat a well-balanced diet. Good nutrition is a key factor.

Be social. Spend time with family and friends, join peer groups or take a class.

Keep a positive attitude. A good mental outlook often translates to good health.

Have a support system. Maintain both informal and formal support systems—friends and family as well as doctors and other professionals to whom you can turn.

In addition, when you stop smoking, eat more fruits and vegetables, drink in moderation and stay active, you will feel better and add years to your life.
November: Achieving Work-Life “Fit”

Stressors are unique to the individual and so are the ways for managing them. This workshop looks at stressful situations differently and focuses on what you can control about them. Practical techniques are provided to help you manage your stress in the workplace.

*All location times are from 10:00–11:30 a.m. local time.*

- **Johnson City** • Nov 8
  Environmental Field Office
  2305 Silverdale Road, Large Conference Room

- **Columbia** • Nov 8
  Maury County Health Department
  1909 Hampshire Pike, Education Room 17

- **Murfreesboro** • Nov 9
  TN Technology Center at Murfreesboro
  1303 Old Fort Parkway, Conference Room

- **Nashville** • Nov 15
  WRS Tennessee Tower
  312 Rosa L. Parks Ave, 3rd Floor Multi-Media Room

- **Chattanooga** • Nov 15
  UT Chattanooga
  East 5th St, University Center, Lookout Mt Room

- **Cookeville** • Nov 17
  TN Tech, Roaden University Center
  1000 N. Dixie Ave, Room 342

- **Nashville** • Nov 17
  Metro Center LWFD
  220 French Landing, Conference Room

- **Knoxville** • Nov 22
  Department of Environment and Conservation
  3711 Middlebrook Pike, Large Conference Room

To register for a seminar:
Registration is available on our web site at [http://eventreg.state.tn.us/EventDetails.aspx?id=2&did=73](http://eventreg.state.tn.us/EventDetails.aspx?id=2&did=73)
The deadline to register is two days prior to the event.

ParTNers Employee Assistance Program is available to you 24/7, simply call 1.800.308.4934 or visit [www.magellanassist.com](http://www.magellanassist.com)