Employee Assistance Programs and On-request learning:

Did you know that the Employee Assistance Program (EAP) is provided at no cost to benefit-eligible employees? It is a pre-paid, confidential program that provides information, tools, and resources for personal emotional health. The EAP program is a strong resource and can identify problems early on. EAP provides counseling and referral services for employees and their families. It is important to keep all of our employees happy and healthy, not only for their personal well being but for a strong work environment.

As a leader, you strive to have a productive and effective work environment. There are many outside variables that can impact people including: caring for an older family member, coping with a divorce, or dealing with difficult teenagers. There are also internal workplace issues that can impact people including workplace relationships, conflict management, or workplace violence. No issue is too large or too small to deal with. You have resources available to help navigate through your team's challenges.

With the new on-request training seminars, it is easy to request an on-site training class for your team. There are over 50 training topics that can be requested at any time. Be sure to review the learning guide that is available on the www.here4TN.com website.

Ways employees can access their EAP:

- **Self-referral:** Most employees and family members access the EAP on their own. Employees can contact the EAP confidentially anytime, 24/7. Leaders are not informed about employee calls to the program or on counseling progress. However, as a leader you have an important role in the self-referral process and educating employees about the EAP and how to use it.

- **Supervisor or manager recommendation:** You may become aware of a personal issue impacting one of your employees. As a leader, you play a key role in helping employees get assistance. It is important that you explain and inform employees that there is help available and to contact the EAP services. Many people are unaware about the EAP program and don't realize that a counselor is available 24/7.

**Warning Signs of a Potential Problem:**

Everyone has bad days. But, changes in work performance which occur over time may suggest a problem exists. Examples of changes may include:

- Inconsistent work performance
- Lower quality and quantity of work
- Impaired judgment
- Confusion
- Difficulty staying on task
- Difficulty working with others
- Forgetting important details
- Difficulty meeting deadlines
- Continuously tired and low energy
- Uninterested
- Arriving late or leaving early from work
- Taking long lunch breaks
- Regularly absent

Visit www.Here4TN.com now!
Healthy changes at work

We all get the same amount of time every day. There is no way to save or bank time, and we can’t stop the clock. Much of our time may seem to be controlled by others. Demanding friends, co-workers, parents, and children can all consume valuable time. We dedicate a lot of time by doing unavoidable activities such as; eating, sleeping, and driving. But, there is a big chunk of time each day that is completely ours to control. How we make use of this time depends on how much we enjoy life and how many important goals we want to achieve. Using time well is a key factor in “getting it all done.”

Expand your discretionary time as much as possible by eliminating waste and accomplishing more of what you want. Different time management tips and techniques can help achieve that goal. The best method will depend on your personality and habits.

The following steps may help you manage your time a little better in the work place and at home.

- **Make clear goals**—Establish both short-term and long-term goals that build upon each other.

- **Prioritize**—Many goals and tasks have different values. Prioritize these, and use the information to create an organized “to-do” list.

- **Manage distractions**—Remember to stay focused on your goals and tasks.

- **Follow your energy cycle**—Understand and recognize when you are most alert and efficient. Schedule work on your most difficult tasks during that time.

- **Be realistic**—Know what is a realistic goal or task that you can accomplish, and set a reasonable timeframe to get the job done.

- **Manage procrastination**—Do not put off projects or deadlines until the last minute. Work through a portion of a project if you do not have a large amount of time to complete it. By doing this, the deadline does not sneak up on you.

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**How to increase your time management skills**

**Stay in control**—We are the only ones in control of ourselves. When other people are involved, we lose control. Learn how to control the things you can, plan for the things you can’t and learn to roll with the punches. If you are working on a project, turn off the email notification while working on the project. This will allow you to focus on your task without distractions.

**Make time**—Take time to plan your day. You might be surprised that you need only about 15 minutes to do this. This will keep you on target and give you a daily goal for what you want to accomplish.

**De-clutter your workspace**—Clean your desk or work area. Removing clutter may allow you to feel organized and productive and allow your creative juices to flow. Clean up after you finish a task. This can help keep the clutter under control.

**Write it down**—Be sure to keep all of your commitments. Use your smartphone or computer calendar or a day planner, and keep track of the appointments and meetings you have.

Join us for a live webinar on purposeful productivity on February 26, 2013 at 11:30—12:30pm CT. The webinar will focus on purposeful productivity and how to make the most of your time as a leader. To register for this webinar, click here.