

EAP EMPLOYEE

A worksite newsletter for employees provided by your Employee Assistance Program.

Marijuana: Just Don't Use It

In Colorado, the number of fatal car crashes with drivers testing positive for marijuana has doubled in the past six years. No. 1 out of 50 states, with more of its young people ages 12 to 17 using cannabis, according to the report titled "The Legalization of Marijuana in Colorado: The Impact," which was released this September.

Although not widely reported, dozens of adverse effects from marijuana legalization have been cataloged, including risk of respiratory illness, dependence, mental health-related problems, and other issues affecting public health, such as impaired driving. The American Medical Society on Addiction Medicine, the country's leading expert on addiction, opposes legalization, stating that 61 percent of all drug-addicted persons (other than alcoholics) use marijuana. Sources: 2016 Legalization of Marijuana in Colorado Report at <http://www.rmhidta.org> (search "reports"); ASAM.org (<http://www.asam.org/advocacy/find-a-policy-statement>)

Know Your Positive Personal Attributes

Employers not only want employees with the right skills and abilities, but also they want positive personal attributes. Could you describe your positive attributes? The ability to discuss them shows your personal insight and adds energy to any job interview, making you stand out in ways that many other applicants do not. Examples of personal attributes are the following: flexible and adaptable, ability to work unsupervised, taking initiative, getting along well with others, willing and eager to learn, communicating effectively, thoughtful and reflective about issues/problems, able to be self-critical, seeking unique ways around problems, asking questions, and tolerating uncertainty well.

Hot Tip for Resisting Holiday Overeating

Here come the holidays—and the eating and the guilt. Wait! Here's an idea from research conducted by Vanessa Patrick, Ph.D. During the holidays, when you come face to face with tempting food, try saying, "I don't eat that!" Research discovered that 80 percent of women who used those words stuck with their good eating habits compared with 10

percent of women who said, "I can't." Amazingly, saying "I can't" gives you less of a sense of empowerment than saying "I don't." Source: <http://www.bauer.uh.edu/vpatrick/docs/DontversusCant.pdf>

Is Pessimism Bad for Your Heart?

A pessimistic attitude increases the risk for death from heart disease, a new study reports. For 11 years, researchers in Finland followed thousands of men and women ages 52 to 76. They discovered that pessimism toward life events and circumstances doubled the chance of dying of heart disease, and that optimistic persons had few cardiac deaths. To be less pessimistic, don't focus on stopping pessimistic thinking. Instead, practice optimistic responses to both positive and negative events in your life. Positive thinking may not help you live longer as this study showed, but it may help insulate you from poor cardiac health by giving you better reflexes that improve resilience to life stressors. Source: <http://bmcpublihealth.biomedcentral.com> (search "pessimism")

I Can't Sleep!

Seventy-five percent of adults have reported experiencing sleep problems at least a few nights a week or more within the past year. This continues a nearly 20-year upward trend of a number of adults reporting sleep problems. See your doctor about persistent sleep troubles. Evaluate whether the following suggestions from the National Institutes of Health can aid you in getting more quality sleep: 1) Go to bed and wake up at the same time every day. 2) Don't sleep in on weekends. Keep your weekday schedule. 3) One hour before bed, stop work, wind down, and relax. Try taking a hot bath. 4) Avoid heavy eating before bedtime. 5) Avoid alcoholic drinks, nicotine, and caffeine before bed. 6) Try exercising five or six hours before bedtime. 7) Keep your bedroom cool and dark, and keep smartphones out of your room. Learn more: <http://www.ninds.nih.gov> (search "sleep tips")



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Soft Skills to Know: Managing Conflict

All workplaces experience conflict, but not all employees know how to manage conflict well. Some avoid conflict, while others make conflict worse. Since conflict is considered normal and expected in work organizations, employees with conflict management skills are valued.

Knowing how to manage conflict is a learned skill with specific elements. Understanding what these elements are will allow you to see conflict as an opportunity, fear it less, and move quickly to turn conflicts into positive outcomes for your organization. There are hundreds of books and source documents on conflict management, and nearly all of them discuss some or all of the following conflict management principles: 1) awareness and early recognition of a problem that may lead to conflict, and seeing most conflicts as opportunities; 2) willingness to be proactive and bring the problem to the attention of others; 3) gathering players to engage in the discovery of solutions; 4) engaging willing and reluctant persons to become equal participants in identifying solutions; 5) recognition of emotional aspects of conflicts and the capacity to move beyond emotions to find mutually satisfying solutions; 6) formalizing agreements that implement solutions; and 7) monitoring results of agreements efficiently and intervening early to make adjustments and reinforce positive outcomes. Knowing these steps and making them part of your job skill repertoire will allow you to conquer your anxiety and fear of workplace conflict to advance your organization's goals.

Incivility Begets Incivility

Discourteous and rude behaviors, such as making derogatory remarks, ignoring coworkers, and using a condescending tone, are examples of incivility at work. These behaviors have grown worse in the past ten years. Being victimized by uncivil behavior places you at risk of "paying it forward"—that is, also participating in these behaviors. The earlier in the day incivility occurs, the more likely it is passed along. Incivility causes victims to lose attention at work and expend emotional energy, because they ruminate about the intentions of the perpetrator, mull over how to respond, or spend time thinking or talking with others concerning what to do about it. This frustration and emotional burden, according to one research study, costs \$14,000 per employee per year in lost productivity based on the amount of incivility experienced in the average workplace! Remembering how incivility takes its toll can help

employees participate in it less. Source: <http://www.researchgate.net/publication/304498950>

How to Purchase Safe Toys

Emergency rooms treated 251,800 toy-related injuries in 2015, and 44 percent of these injuries were to the head and face area. Nearly 85,000 injuries involved children under the age of five. Reduce risk of injury by avoiding toys that shoot or have parts that fly off. Consider not only whether a toy is right for a child's age prior to purchase, but also whether there is a risk of injury if a smaller child gets his or her hands on it. Avoid purchasing toys with sharp or rigid points, spikes, rods, or dangerous edges. Rule of thumb: If any part of a toy can fit in a toilet paper roll, the toy is not appropriate for a child under three. Watch out for deflated balloons or broken pieces; these are two of the most common choking hazards for children. Source: www.preventblindness.org/safe-toy-checklist

IBH's College Corner: Academic Coaching



With the constant "threat" of quizzes, tests, SATs and ACTs, students can understandably get stressed out. One way students can deal with stress is by doing something they all love, watching videos. YouTube is a great place to find ideas about how to overcome exam related nerves. Two examples:

1. The easiest way to reduce anxiety is deep breathing. This simple video is very effective in calming nerves and promoting focus <https://www.youtube.com/watch?v=aXltOY0sLRY>
2. This video offers a "quirky" guy with an equally quirky, but highly effective technique that helps in most anxiety producing situations. <https://www.youtube.com/watch?v=E1NGshsC114&t=6s>

As long as there are quizzes and tests, students may feel overwhelmed and anxious. However, these techniques, along with getting enough sleep, good nutrition, and regular exercise, go a long way in reducing stress and increasing grades.

We are excited to announce our new *Academic Coaching* services. These coaches are to help students develop or improve: Independence, self-confidence, organization, studying strategies, time management, project planning, and a variety of other needs. Please inquire how our coaches can help your students. And to arrange your free 30 minute consultation to review your college planning situation with a college planning specialist, call us at (800)386-7055



Webinar

Goal Setting for Your Best Year Yet!

Tuesday, December 20th, 2016 at 3pm Eastern

In this webinar, you will get tools to help you identify what's really important to you and you'll learn how to set specific, attainable goals and develop workable plans for reaching them. To register, please [click here](#).

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