

# EAP REACHING OUT

A PUBLICATION OF THE EMPLOYEE ASSISTANCE PROGRAM  
OF WARREN, WASHINGTON AND SARATOGA COUNTIES, INC.

## Soft Skills to Know: Being Courteous

**I**t's been said that courtesy is a quiet power. Having a door held open while carrying an armful of packages is a welcomed common courtesy. Extended courtesies are even more powerful because they are not expected. They show extra effort you expend to please someone like a customer, causing that person to feel valued and special. Extended courtesies to customers are also powerful because they benefit your employer's reputation. The more unexpected a courtesy, the more impact it has on the recipient. A handwritten thank-you note in the age of email is an example. A phone call to a customer after the purchase of a product is another. Cultivate a repertoire of courteous acts and use them to make the right impression. You will elevate your organization, and very likely your career.



## How to Inspire Others

**I**nspiration is a tool for motivating others to accept and act on shared goals. To become inspirational, think consciously in conversations with others about how you are making a positive impact on them. This doesn't mean agreeing with everything they say, but instead means practicing genuine praise for their accomplishments, listening, caring, recognizing their value, encouraging them, and asking for their contribution to projects and ideas. Numerous positive interactions are what build inspirational capacity. Be passionate and practice what you preach, and you have the right formula for inspiring others when you present your ideas.



## Family Dinners: Do They Make a Difference?

**R**egular family dinners can be tough to come by, but many research studies show that a family sit-down dinner a few days a week can have huge payoffs in reducing the risk of substance abuse among teens. This benefit appears to result from an increase in trust, willingness for teens to bring problems to parents, improved communication skills such as learning to bring up delicate topics, the ability to identify changes in a child's behavior, resource sharing, and many other life skills.



## About Your EAP



**R**eaching Out is a publication of the Employee Assistance Program to inform you of services available through the EAP. The EAP is an employer-sponsored benefit provided at no cost to you and your household members. The EAP offers professional, qualified resources to assist you in resolving all types of personal or family related concerns. All contacts with the EAP are strictly confidential to the fullest degree allowed by law, so your complete privacy is assured.

**Now it's easier than ever** to take control of those stressors, achieve a more satisfying quality of life, and reach your personal and professional goals. To get started, simply call us at (518)793-9768 or 1-800-734-6072.

Source: <http://www.centeronaddiction.org> (Search on "family dinner drug abuse")

## So Much to Do, Too Little Time

**N**umerous distractions interfere with everyday work. Constant emails, to-dos, and competing needs of those with whom we must communicate grab at our attention. If you continually end the day having only skimmed the surface of what had to be accomplished, you may be a victim of a work habit called “reactionary workflow.” Reactionary workflow is responding to what’s constantly in front of you and demanding your attention. The result is only skimming the surface of your to-do list and barely touching the most important work. Reactionary workflow is a problem of the modern workplace. Technology keeps a conveyor belt of information, issues, problems, and needs coming at us full speed—both personal and business related—24/7. To reduce reactionary workflow, practice four intervention steps: 1) Make a list of absolute-must-get-done items with the time needed to complete them each day. 2) Schedule them. 3) Open your “notepad” or WordPad tool on your computer and paste incoming urgent items to this list. 4) Spend the last hour of your day responding to this list of items. This system is not a cure-all, but with practice, it can help turn the table on reactionary workflow.

Source: Statista.com



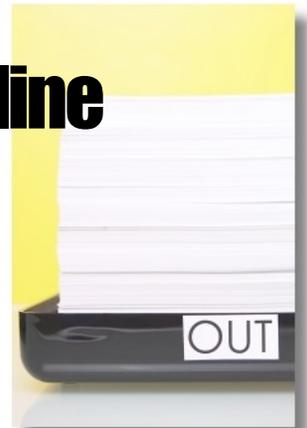
## Overcoming a Toxic Workplace

**T**ake steps to avoid contributing to a toxic workplace. A toxic workplace typically has informal or unspoken rules or practices that inhibit communication, build distrustful relationships, and provoke unhealthy competition. They also undermine or inhibit attempts to practice healthier forms of communication or cooperation between employees, and they perpetuate primarily through fear. Employees struggle to be happy, healthy, and productive in toxic work environments, but developing a personal strategy can help. **Detach:** Identify facets of toxicity and ways to detach. Is gossip common? Stop participating, and discourage others from doing so. **Seek healthy inputs:** Make friends with coworkers who seek supportive relationships. Talk with the EAP to manage stress. **Lead:** If you have a leadership position, advocate for performance reviews that measure both performance and treatment of others. **Build community:** If your work unit is part of the whole, build a micro work culture with traditions (common ways of behaving toward each other) that reduce toxicity regarding communication, information sharing, and mutual support.



## Up Your Self-Discipline

**I**mprove self-discipline by practicing empowering behaviors that become reflexes to drive you in a more rapid pursuit of your goals. 1) Start with avoiding criticism for falling short of your ideal self. 2) Recognize self-discipline is a learned skill, not a personality trait. 3) Practice improving self-discipline at multiple points during the day, from completing a chore to starting a new large project you have postponed. 4) Find the big “why” to stir your motivation. 5) Identify steps to the end result, and act immediately. Take the first one, and then the next. 6) Maintain work-life balance. Procrastination or distraction can be your mind’s way of avoiding burn-out. Lack of balance therefore undermines self-discipline. 7) Set deadlines, and link them to undesirable consequences that are external, not self-punishing. For example, commit to others when goals will be achieved. 8) Your body has peak performance periods during the day. Leverage these periods to supercharge self-discipline.



## Develop a Stress Management Plan

**D**evelop a personal stress management plan by monitoring for a week what causes you stress. Keep a diary. Then experiment with stress management techniques. A jog around the block that you normally take may offer relief from the aftermath of a distasteful conflict at work today, but would a discussion with a good friend be better? There are many techniques for managing stress—physical exercise, leisure pursuits, creative writing, a massage, or even new beliefs about the nature of a problem that give you a more resilient attitude about it. Find a practical list of strategies online or at the following resource.

