

Employee FRONTLINE

A newsletter from the WA State Employee Assistance Program

Holiday Food Battle Plan

Fad diets, diet books, television shows, and boot camps will soon confuse you and vie for your attention in 2014. Rather than feel crazy with it all, sort it out now. Empower yourself by visiting the authoritative website of the Academy of Nutrition and Dietetics (AND) at www.eatright.org. AND is the world's largest organization of food and nutrition professionals. For starters, you'll discover detailed reviews of pop diets, new diet books, and best tips for holiday eating—and all of it before daytime talk shows find out. Best of all, you'll win the food battles feeling confident now, rather than defeated later.



The Great American Smokeout

The third Thursday in November is the American Cancer Society's "Great American Smokeout." Each year, it's an opportunity to give up tobacco for good. If you stop one day, you can do it for two, and then for good—one day at a time. Ironically, the challenge to stop smoking comes at the toughest time of the year for most people because of drinking, socializing, parties, and big meal triggers. You'll find great help at <http://www.cancer.org> (search: "help for cravings"). Tips from this list: 1) Drink water, get enough sleep, and be sure to eat balanced meals a couple of days before the 21st of November. This will help you withstand stress; 2) If your doctor approves of intense exercise, do short bursts several times during the day to burn off nervousness; 3) Anchor yourself with the knowledge that cravings will reduce over time.



Washington State Department of Health
Tobacco Quit Line
1-800-QUIT-NOW
 toll-free 1-800-784-8669
QUITLINE.COM

Unwritten Rules for Getting Ahead

There may not be universal rules for getting ahead, but there are strategies that, when applied consistently, will land you more opportunities to advance your career. Beyond knowing what you want, working hard, and networking, consider these power plays: 1) Look for quiet opportunities to practice self-promotion. This means asking for "the chance" or taking advantage of opportunities when they appear. There is an old saying; "if you don't ask, you don't get." Its cousin is "opportunity knocks but once;" 2) Eliminate the attitude that only "pushy people" get the best opportunities. This will free you to spot more of them yourself; 3) Join task forces, committees, or teams that put you in touch with important people, notable leaders, influencers, and frontrunners; 4) Develop a personal "Top 40" list of individuals you've met along the path of your career who can guide and support you. Stay in touch with them at least annually in the old-fashioned way with a personal, heartfelt letter that updates them on what you're doing and your career, aspirations, and goals; 5) Nurture your luck. Being in the right place at the right time counts, but luck is more often a byproduct of action you consistently take to advance your goals.



Frontline Employee

Don't Cheat Your Sleep

Research strongly points to the existence of a harmful protein interaction in the brain that may cause Alzheimer's. Research now suggests that sleep is the body's way of doing away with these accumulated proteins. Less sleep equals inadequate disposal of these harmful buildups. When you sleep, your body goes into housekeeping mode, sending "waste" out via the liver. Poor sleep is a known factor for ill health and it may be a contributing risk factor for Alzheimer's disease in later years. A video on YouTube explains this. Source: June 2013, *Journal of Alzheimer's Disease*. For more information got to: <http://www.youtube.com/watch?v=96aZtk4hVJM>



Are You Sabotaging Your Team

Are you unwittingly sabotaging your team? Examine these disruptive behavior clues: 1) Dismissing another team member's ideas; 2) Using coercion ("do as I say") when a team is under pressure for a solution; 3) Refusing to let go of an idea or solution the team believes won't work.; 4) Failing to value diversity. No one knows where the next insight or best idea will come from or how it will be inspired. The diversity of your team represents untapped riches. Avoid having personal bias prescreen those ideas that could inspire a solution or discovery.



Productivity Tips for Telecommuters

Working from home (telecommuting) has gained greater acceptance, but some employers remain skittish about it. Organizing, planning, and knowing how to focus are key telecommuting skills, but avoiding distractions is the toughest one to learn. Door bells, incoming email, pets, even hunger pangs and intrusive thoughts can sabotage productivity. The best way to manage distractions is to be preemptive rather than trying to tackle each one as it appears. Create a checklist of anticipated distractions. Always act on this checklist prior to starting work. For example, add, "eat breakfast at 7 am" if you know that hunger pangs will strike at 10:30. Plan a "time to snack" to stay better focused. Grow this checklist as new interruptions appear, and always act on the list before starting work.



Plan Upstream for Holiday Stress

Start planning upstream to navigate the emotions, expectations, and time constraints of the holiday season. You'll feel more control over events and keep that promise made last year to have a less stressful experience this year: 1) Put the family drama aside. Get over any spat you had with a family member last year, and try to enjoy your time together; 2) Stay home on Black Friday. Did you know most retailers offer the same crazy deals online that they do at the store? Avoid the stressful early morning rush by shopping from the comfort of home; 3) Pencil in scheduled downtime. Make sure you include time for a pedicure, a massage, or an afternoon curled up with **your** favorite book in the midst of the holiday chaos. These break points serve a dual purpose by allowing you to anticipate something positive in the near future while facing stress in the present.

Preventing Type 2 Diabetes

One in three people has Type 2 Diabetes or is at risk for acquiring the disease—over 100 million people. Uncontrolled diabetes can cause blindness, stroke, and heart disease, and even lead to amputations of toes, feet, or legs. Talk to your doctor and examine family history. Risk of diabetes can be reduced by eating healthier, managing your weight, being active, controlling your blood pressure, and reducing your cholesterol. All five things are strongly aided by exercise! No motivation? Then make increasing motivation itself your goal. Talk to a professional counselor or your EAP. Resource: "50 Ways to Prevent Diabetes" (<http://www.ndep.nih.gov>—at search, enter: "50 ways diabetes").