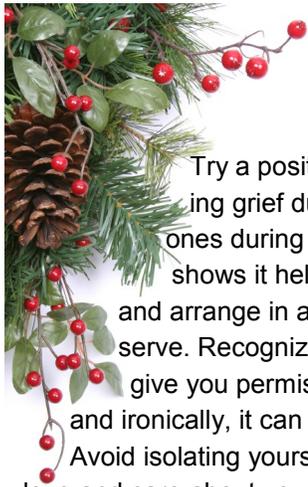


# Employee FRONTLINE

A newsletter from the WA State Employee Assistance Program

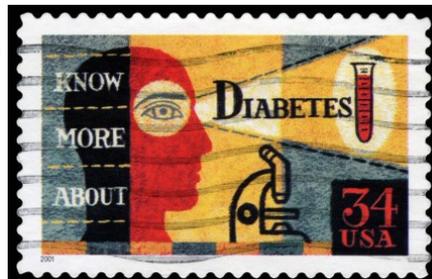


## Managing Grief during the Holiday Season

Try a positive and affirming approach to managing grief during the holiday season. Missing loved ones during the holidays is difficult, but experience shows it helps to plan ahead with specific activities and arrange in advance the support you need and deserve. Recognizing that “this year will be different” can give you permission to feel sad without feeling guilty, and ironically, it can reduce the intensity of these emotions. Avoid isolating yourself, and be around people you know love and care about you. If something fun happens and you feel joy or want to laugh, don’t quash that feeling. It’s your body saying it’s okay.

## PEBB Wants to Help You Say NOT ME to Diabetes

Did you know that 35% of American adults have prediabetes—a condition that can lead to diabetes if left unchecked? Most don’t even know they have it. Starting January 1, 2014, PEBB is partnering with Diabetes Prevention and Control Alliance to provide the NOT ME Diabetes Prevention Program. NOT ME works with your health plan to help you know your prediabetes risk, find out if you have prediabetes, and learn how to prevent diabetes through small habit changes. NOT ME will be available at no cost to PEBB members who are age 18 or older, enrolled in Group Health or Uniform Medical Plan, don’t have Medicare as their primary insurance, and have elevated blood glucose or have been diagnosed with prediabetes. For more information check out the NOT ME program website: [www.hca.wa.gov/pebb/pages/notme.aspx](http://www.hca.wa.gov/pebb/pages/notme.aspx)



Statistics: Centers for Disease Control and Prevention

## Dispel Budget Myths in 2014

If your first thought about budgets is “Eek! Life will be miserable!” then it’s time to clear up a few myths. Myth #1: “I can’t live comfortably or have any fun!” You can find bargains, travel discounts, and special deals everywhere if you look, even at the best places! Myth #2: “My spouse (partner) and I will fight over expenses.” You may argue less if you take advantage of the free budget counseling services at a Consumer Credit Counseling Center. Myth #3: “Putting money aside is difficult.” With an automatic savings withdrawal at your bank, most people are surprised by how quickly they adjust.

## “Nooks and Crannies” Stress Management

Ten minutes of exercise as often as you can fit it into your workweek can help keep you fit, but you need to train yourself to spot the nooks and crannies in your schedule. (1) Let go of the idea that exercise must be 30 minutes or 300 minutes a week in order to count. These are blocks that thwart your motivation. (2) Think of exercise as an activity you insert rather than plan. (3) Forget the “sweat and shower” piece. A brisk walk for ten minutes can deliver benefits without the obligatory shower. (4) Become an exercise opportunist as you look for the openings—waiting time, rest breaks, errands, and short travel between points A and B. Always get your doctor’s permission or approval (if needed) before starting an exercise program.

# Frontline Employee

## When You See Workplace Bullying



Research shows that coworkers who witness bullying in the workplace are more likely to leave before the victimized worker does. This sheds light on one cost of bullying—turnover. Make it a rule to take appropriate steps

to intervene or bring management's attention to a bullying situation. The talent drain you help prevent might be your own. Be proactive when it comes to helping discourage discrimination, harassment, disrespect, and bullying behaviors. It's called being a "change agent." Peer influence is a powerful dynamic for change and the key force for helping maintain a positive work culture. Consider stepping in, not out, when you witness disrespect. <http://bitly.com/positive-workplace>

## Managing Your Anger at Work

Managing anger at work is different from doing so at home because our employment relationship is more conditional. You may be loved at work, but it is your job performance that has won you admiration. If managing anger is a struggle, start by understanding "triggers" and "owning the anger feeling." Knowing your triggers—what prompts anger—can help you choose a better response. For example, if a coworker leaves a mess in the office kitchen (trigger), you may feel angry, but take a moment to recognize it. Practice "catching yourself." It works with practice. Instead of yelling at your coworker, you soon will be able to opt for a more rational response, such as a discussion to negotiate a change in his or her behavior to keep the kitchen neat.



## Teaching Leadership Skills to Your Child



Start early to teach children leadership skills. It enhances their self-esteem and imparts a stronger sense of responsibility, giving them a proactive, solution-focused view of their world. Show them how to choose a goal, pursue it, stay on task,

and mark progress. Help them understand positive and constructive feedback. Teach celebrating success—and also how to share credit with those who helped them achieve it. Contrast small goals with larger ones that have a life-changing impact. Teach them what a "vision" is; teach them how not to fear the competition; and teach them to encourage others, be honest, and commit to the larger community with one's gifts and talents. Add key social skills such as shaking hands firmly and looking people in the eye. Leadership and success will be the natural results.

## Ready for . . . Alcoholism Treatment?

At first you noticed a drink felt good and helped you relax like other social drinkers. You soon discovered your drinking was a bit more frequent, but your tolerance grew. You mistook this for a sign you would never have an alcohol problem. This pre-alcoholic period lasted for years. No job problems were apparent. You felt at the top of your game. Lateness to work after heavy drinking was overlooked because of your prior achievements. Eventually, however, it became harder to deny people were questioning your drinking practices. You lost a few friends who couldn't keep up. As time passed, you experienced uncontrollable nervousness when you tried to stop drinking. Hangovers and problems caused you to think about quitting drinking for good. You argued against alcoholism being a disease. (That idea dashed hope for returning to normal drinking.) Digestive, heart, or liver problems began, with hospital admissions due to drinking. You saw counselors for life problems caused by drinking. Arrests related to alcohol use happened. The preceding is one story of alcoholism's progression. Dozens of other signs and symptoms that may or may not appear also exist. In 1946, E. Morton Jellinek, a Stanford University biostatistician (arguably a genius, who could speak nine languages fluently), categorized virtually every symptom of alcoholism. Today, his "Jellinek Chart" is still used to help anyone see the progression of his or her drinking pattern to aid in self-diagnosis. Learn more from your Employee Assistance Program or a treatment professional.

