

# FrontLine Employee

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## Get a Daycare Stress Checklist

**M**ost parents worry about the safety and security of a daycare center before using its services for their child. Although visiting and talking with other parents can alleviate concern, consider a checklist. Gather a few examples and develop a customized checklist of items that are important to you. Are hazard controls like covered sockets important? What about staff management of angry or whiny children? Is plenty of floor space available for children who crawl? Checklists can help you quickly choose the environmental, emotional, learning, and child management needs to make inquiry about. Doing so will help you stay focused at work and feel satisfied about those caring for your child. Search online “parent daycare concerns checklist pdf.”



## Teens and Steroids: A Bad Combo

**W**arn your teen about the dangers of using anabolic steroids to promote muscle growth. These substances can lead to serious health problems, even death. Anabolic steroids of questionable quality are sold over the Internet and on the street. Rich Paina, a famous anabolic steroid-using bodybuilder with a million young followers, died last month from a heart attack at age 46—toxicology results are still pending. Paina’s death is a warning to young bodybuilders—stay away from drugs. Learn the possible signs of steroid use and how to educate others about these high-risk substances.

Source: FDA.gov [search “teens and steroids”].



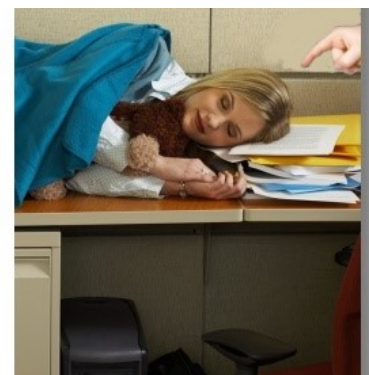
## Is Your Child the Bully?

**T**he federal government has established a dedicated Web site to help stop bullying in schools. It combines the best of the best tips in a simple helpful resource. You will find other bullying resources online, but guidance can be inconsistent across the net, produced by freelance writers who are not experts in what they author. A phone call from the school informing you that your child is bullying others can be a shocker, but don’t panic. Instead, consider the right intervention by relying upon resources your school can offer, and easily explained tips found at [www.stopbullying.gov](http://www.stopbullying.gov)



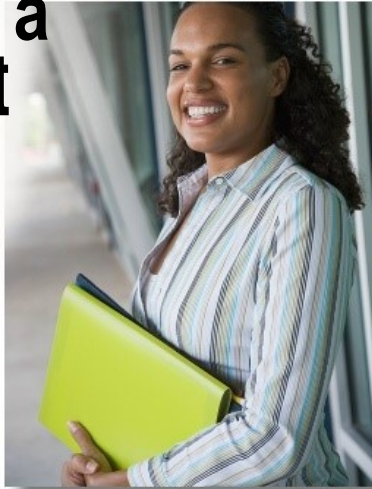
## Avoid Shared Workspace Conflict

**D**o you share workspace—a desk, space around a desk, or a room? Millions of employees do. If conflict over shared space is a problem, create an agreement (“protocols”) for use of this space. Without rules, you will naturally engage in work and personal habits applied to this space, and they are not likely to match those of your partner. Tension then begins. Boundaries and rules don’t add stress to a coworker relationship, ruin the fun, or destroy spontaneity. In practice, they make a better relationship more likely. Find examples of shared space agreements by searching “shared space agreement pdf.”



# How to Prepare a Winning Report

**I**f it hasn't happened yet, someday you may be asked to write a report at work for your boss. If you are not a report-writing guru, you might wonder how it should look. The following time-tested tips will help win the day with most presentation reports if you have not already been given a model to follow. 1) At the top of your report put a title, date, and your name. 2) Create several headings of the key matters or issues you will discuss in the report. The first heading is the "Introduction"; the next few are the key concerns—the purpose of your report. 3) Below these headings, create another heading labeled "Key Questions Answered." 4) Finally, at the end, create a heading titled "Summary." Get up from your seat and physically walk to the other side of the table. Pretend you're the boss and ask aloud several crucial questions you imagine will be asked. Discuss these answers in sections #2 and #3 as you generate the report. Write the end summary next, and the introduction last. Proofread with a pointer and read each word aloud. Set your report aside for 20-30 minutes, and repeat this step. Fine-tune the report with desired changes.



# Soft Skill to Know . . . Staying Energetic

**B**eing energetic at work is more than avoiding the sluggish feeling after lunch. When you're energetic, you possess and exhibit energy in abundance that's an obvious part of a vigorous work style and temperament. Employers value energetic employees for a key reason—their energy is contagious as they engage, create, and participate effectively with teams. You don't have to undergo a personality transformation to be more energetic. 1) Start with regular exercise and stress management techniques. 2) Have a proper diet that maximizes your energy and that contains fewer food substances that weigh on metabolism. 3) Get enough sleep. 4) Practice positivity to help you feel energetic. Good physical health and nutrition influence a positive mood, but this works both ways. Combine this with reducing negative self-talk scripts that bring you down. 5) Practice work-life balance so you nurture yourself with activities you enjoy, and participate in social activities that renew your spirit.



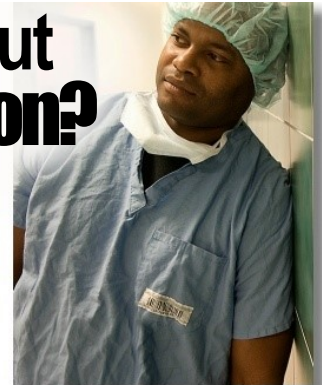
# Helping Someone Addicted to Opioids ... or Other Drugs

**An** opiate addiction health emergency exists nationwide. Here's how to help someone addicted to these or other substances of abuse: 1) Accept that enabling is initially part of any close relationship with an addict, 2) Learn how enabling helps addicts avoid seeking help or admitting they need it. 3) Stopping enabling is a learned skill with a shift in mindset. Discover how 12-step groups like Al-Anon help members make the switch. 4) Encourage the opiate addict to get treatment. Coordinate your attempts with a proper treatment program. Your company EAP can help you find one. (Note that motivation to accept help will at first be low.) 5) Expect crises, drug incidents, and legal problems to continue or increase because addiction is a chronic illness. The good news is that each event is a "go-opportunity" to offer help. Make it easy to accept and with simple steps for doing so. 6) Make treatment non-negotiable in your relationship—anything less requires enabling. 7) Repeat #5 until help is accepted.



# Is It Burnout or Depression?

**"B**urnout" was first coined in 1970 by an American psychologist who applied the term to exhausted health professionals. Now it is applied to almost any job or professional. Be cautious. Research published by the National Institutes of Health this year showed that there is really no clear definition of burnout. Consequently, what it is and how it is diagnosed are not consistent from one researcher to the next. And this makes it impossible to say how common it is! Some experts think many people mistake depression for burnout. This can be a roadblock to getting treatment for the disease. So, if you feel burned out, start with an assessment from a mental health professional and then formulate your intervention plan.



New Resource: Health and Happiness: Your Guide to Proper Physical Fitness, Healthy Nutrition and Leading a Positive and Balanced Lifestyle; 2017 by Brittany D. Costa.