UTEAP

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FrontLine Employee

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New Physical Activity Guidelines

The U.S. Office of Disease Prevention has released its updated "Physical Activity Guidelines for Americans." Only 26% of men, 19% of women, and 20% of adolescents meet these recommendations. For adults, that's 150 minutes per week of vigorous-intensity aerobic physical activity *and* two days of muscle-strengthening activity. Will you have a New Year's resolution focused on wellness? If so, use a coach, gym resource, motivational videos, or even your EAP to keep yourself on track if motivation slips. Fact: Half of all American adults have one or more preventable chronic diseases, and 10% of all premature mortality is associated with failure to meet recommended levels of aerobic physical activity.

Source: www.health.gov (search "physical activity guidelines").

Dependability in the Workplace

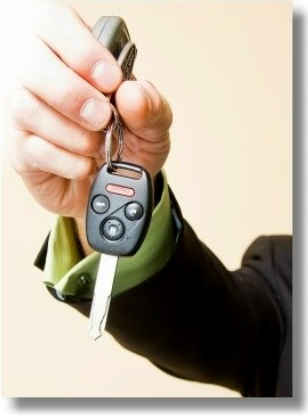
The need to be dependable at work is obvious, but there's a lot to it. All bosses have a feel for how dependable their individual employees are. These workers are prized because supervisors don't have to worry about them. Your path to building an outstanding reputation as a dependable worker is consistency. Be consistent in what you do—whether it's coming to work on time or finishing a report by the deadline. View consistency as the currency that earns your reputation as a dependable worker. Take initiative, don't shy away from "bad jobs" others refuse, and be a good information sharer. Your reputation will soon precede you.

Research . . . Social Media Causes Depression

There has been quite a bit of research on the adverse impacts of social media on well-being. The most recent research focused on Facebook, Instagram, and Snapchat. With more social media use, symptoms of depression are likely to occur. And those who are already depressed can expect the condition to worsen with more social media use. Researchers don't advocate giving up social media, but they do strongly suggest limiting screen time to improve mental health. This free time should be used to reduce loneliness by socializing and interacting with friends offline.

Source: upenn.edu (search "social media depression).

Avoid Drugged and Drunk Driving

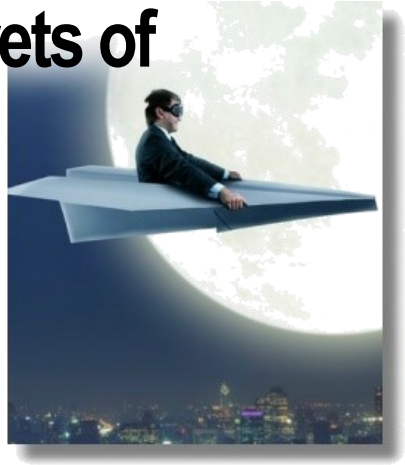


During December 2016, 3,077 people died in vehicle traffic crashes in the U.S. One-fourth were related to drunk driving. The stretch between Christmas and New Year's is particularly dangerous, with 300 people dying in drunk-driving crashes each year—80% occurring at night! Be especially cautious at this time. What about marijuana? In states where marijuana has been commercialized or decriminalized, drugged-driving crashes have risen dramatically. It's a myth that cannabis use while driving is less risky. Cannabis-related fatal driving crashes in Colorado have risen nearly 300% since 2013.

Source: (Colorado Impact Report on Cannabis 2018 at www.rmhidta.org (search "reports").

Information in *FrontLine Employee* is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health or legal professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact a qualified professional. Add "http://" to source links to follow. Link titles are always case sensitive.

Hard-Won Secrets of Outstanding Workers



Some outstanding work habits take decades and hard knocks to learn. Practice these work habits and watch your indispensability grow. 1) Do more than what's asked. *How to do it:* When given an assignment, put yourself in the boss' shoes. Use empathy. For example, ask, "What will management above my boss additionally want in this report that was not requested?" 2) Avoid more mistakes. *How to do it:* Don't ignore the small voice of warning in your head that says, "I better get clarification on…," "Better check on…," "I should inform my boss about…." 3) Take action to solve problems others ignore. *How to do it:* When you spot a problem that needs to be fixed, claim the high ground and create a solution or initiate the process if others are needed to participate. 4) Practice positivity. *How to do it:* No one feels happy all the time, but make a positive attitude your calling card. It will be remembered more easily than your name will. 5) Systematize and organize. *How to do it:* Create systems to save time and reduce repeating time-consuming tasks. This frees you for greater productivity, improved energy, and less fatigue. 6) Maintain a neat and orderly work area or office that greets you with a "smile" when you arrive at work. You'll feel more energetic as you start your day.

Healing Relationships with Honest Conversations

When family and couple communication problems are left unaddressed, they get worse. Habits of impatience, interrupting, refusing to listen, and poor empathy—they can all create resentment. Think of resentment as museum pieces of unaddressed dysfunctions in relationships. Got any? Stop the day-in-and-day-out anguish. Talk to a professional counselor or your EAP for a referral to a resource that can help. You'll learn to practice "honest conversations." These are communication tools to produce more satisfying relationships and help overcome resentment. They're not easy; however, they will help you get back what you want—positive relationships with authentic connections minus all the tension you suffer with now. Honest conversations have a positive "I-thou" feel to them, not an edgy "you-me" approach. They use values of honesty, listening unconditionally, and discovery to find new ways to bring you both closer.

Free the Clutter that Binds You

Everyone reacts to workspace clutter differently. Some employees even report working more effectively around a bit of it. But if that is not you, realize that research exists to explain clutter's effect on productivity, and it's not good. Clutter distracts. All that stuff around you—mail, sticky notes, scattered supplies, food, gadgets, personal items, files—they all compete for your attention even if you aren't engaged with them. They contribute to distraction, cause defocus, make it harder to get back on task, create irritation, and increase your stress. To declutter your space, end your day with a five-minute decluttering ritual. Over ensuing days, notice the impact of how you feel arriving at your workspace. Do you have more energy? Do you feel more in control? Has your ability to concentrate increased? Do you feel less depressed, more engaged, and/or more positive about your job?

Source: www.paw.princeton.edu [Search: "clutter research"]

Avoiding Overspending on Holiday Gifts

To prevent overspending during the holidays, first decide how much you want to spend. Take time early in the season to create a list of those for whom you will buy gifts. Think of the gifts, research ideas, and assign a gift to each person and an amount that you will spend. Don't wait until the last minute to shop. Doing so will add pressure to get the shopping done at all costs. Likewise, avoid walking around in stores looking for gift ideas to match your budget. Doing so will risk impulse spending—buying on emotion or out of frustration. To maximize control over your budget limit, use only cash. You'll reduce impulse buys because once the cash is gone, it's gone. Want an endless list of creative no-cost gift ideas? Log in to pinterest.com and search "no-cost gift ideas."