

Just for you...

# Set priorities

February 2020 Newsletter

**Featured Article:**  
**Perfectionism:**  
**An obstacle**  
**to priorities**

**Monthly Awareness:**  
**The heart of**  
**the matter**

**Infographic:**  
**Tips for planning**  
**ahead**

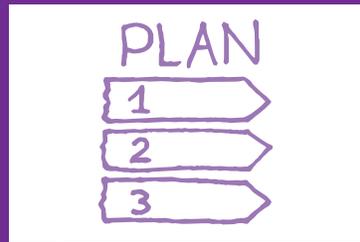
**Let's Talk video:**  
**How to**  
**fight fair**



If you're a perfectionist, your list of priorities can be your worst nightmare. **Learn steps you can take to keep perfectionism from slowing you down...**



Your organs and your wellbeing depend on your heart's health. **See what you can do to keep it fit and strong...**



Imagine the end result you want. **Now let's get the ball rolling...**



Even the most compatible friends and couples argue. **Learn how to keep fights fair — avoid insults and low blows — so arguments can create positive change...**

## Getting help

Confidential support, information and resource referrals are available for a variety of concerns — both work and personal. Call for assistance for you, your household members or your adult children under age 26, whether they live at home or not. Call or visit us online today!

# Perfectionism: An obstacle to priorities

If you're a perfectionist, your list of priorities can be your worst nightmare. Why? You don't expect to just get things done. You expect to do it all perfectly.

"Perfect" is a high — if not impossible — bar to reach. If you apply it to everything you do, you may feel stressed out and unhappy much of the time.

## Take the perfect out of priorities

Aiming for perfection is frustrating. And it's a waste of time. When a task is finished, it's time to move on and get something else done. Sadly, perfectionists often have a hard time seeing their work as good enough to call it finished.

## How perfectionists can help themselves

Perfectionists tend to live by high and rigid standards. Their inflexibility affects them and others around them. If you're a perfectionist — or know someone who is — here are some tips that may help:

- **Don't put yourself down.** Perfectionists fear rejection but criticize themselves constantly. Their inner voices are often negative, saying things like "I'm so stupid" or "How could I do something so dumb?" These internal messages are demoralizing and often untrue. Write down your negative self-thoughts. Look at the list and ask yourself if it's all true or just a way to undermine yourself.
- **Value success.** How do you define success? Lady Gaga thinks of herself as a flawed performer. John Lennon thought every Beatles song should've been re-recorded. They're two prime examples of perfectionists. Imagine being this self-critical when your work is so acclaimed. Are you that hard on yourself? Try to take pleasure from tasks you accomplish.
- **Understand your perfectionism.** It can help to realize your standards are unrealistic. Understand that perfectionism comes from anxiety about failing. See if you can take steps to tame it.

To overcome perfectionism, you may need professional insight and support. Don't hesitate to seek out a counselor to help you.

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All EAP calls are confidential, except as required by law. Information is not a substitute for diagnosis or treatment by a professional. Contact a professional with any questions about specific needs.

# The heart of the matter



Who says small things don't make a big difference? Your heart is just a fist-sized muscle in your chest. But it beats more than 115,000 times per day. And each day, it pumps about 2000 gallons of blood through your body.<sup>1</sup>

Your organs and your wellbeing depend on your heart's health. So what can you do to keep it fit and strong?

## Know the risks<sup>2</sup>

Heart disease is the number one cause of death in the United States.<sup>2</sup> Your genetic makeup — which you can't control — is one of the causes of heart disease. But other top risk factors include three treatable issues:

- High blood pressure
- High cholesterol
- Smoking

It's up to you to keep up the beat!

## Know the signs

Sometimes heart attacks and other cardiac events seem to come out of the blue. The symptoms may, in fact, be silent, misinterpreted or simply ignored. But you can be alert for some of the signals. Be careful not to ignore things like:<sup>2</sup>

- Chest, upper back or neck pain or pressure
- Indigestion, nausea or vomiting
- Fatigue, dizziness or shortness of breath
- Fluttery feelings in the chest
- Swollen feet, ankles, legs, abdomen or neck veins

## Be proactive

Take steps to keep your heart in good shape. [Visit the Mayo Clinic website for specific tips.](#)

Bottom line: You need your heart and your heart needs you. If you smoke, stop. Eat healthy and stay active. Finally, find a doctor you like and visit regularly to check on your heart.

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<sup>1</sup>Wells, Diana. [Fun Facts About the Heart You Didn't Know](#). Healthline. Accessed January 2020.

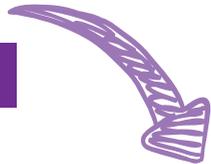
<sup>2</sup>[What are the risk factors for heart disease?](#) Centers for Disease Control. Accessed January 2020.

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# Tips for planning ahead

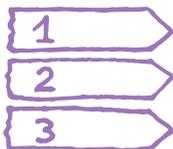
## Start here



Take some quiet time to imagine  
the end result you want



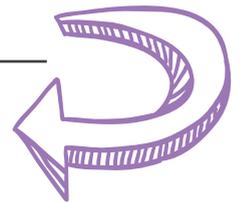
PLAN



Follow the end result back  
to the present

## Ask yourself:

- What has to happen — and when — to reach your goal on time?
- What might get in the way?
- What resources can help you get past any barriers?



Get started  
right away

Even a small action can  
get the ball rolling!



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