

# Employee Newsletter

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## Overcome Layoff Fears



**D**oes all the news about company layoffs have you worried? It's unsettling, but don't isolate yourself or live with dread of losing your job. 1) Get proactive. Seek support from your EAP or a counselor. 2) Take action to lessen your worry. It starts with focusing on what you can control, like inventorying your skills, recognizing strengths, spotting areas for improvement, and working to increase competitiveness. 3) Develop a powerful job search plan in case the worst happens. A career coach can help with this task and dramatically boost your confidence. 4) Build an emergency fund. Sound tough? Examine your checkbook online. Sort the debit column low to high. Do you see many expenses under, say, \$25? If so, these may include unnecessary or impulse purchases—money possibly for your emergency fund.

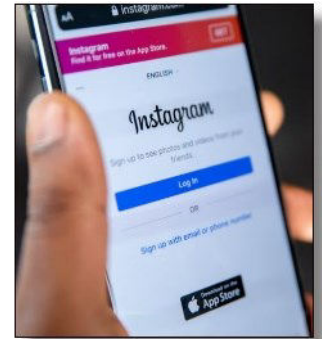
## Danger of Complacency in the Workplace



**C**omplacency can sneak up on you. With complacency, you risk neglecting safety procedures and protocols, or you may overlook other dangers associated with a hazardous task. Complacency causes many unintentional workplace accidents and injuries. Think of familiarity and routine as the “birth parents” of complacency. To be on guard, understand that the more frequently an individual engages in an unsafe practice or disregards safety measures resulting from complacency, the higher the likelihood an accident will occur. Eventually, this risk rises to near certainty. This dynamic is also known as the “Law of Large Numbers.”

Learn more by going to [www.osha.com/blog/complacency-safety](http://www.osha.com/blog/complacency-safety).

## Guidance on Social Media Use for Teens



**T**he American Psychological Association (APA) has issued recommended guidelines for parents and educators concerning use of social media by teens entitled “American Psychological Association Health Advisory on Social Media Use in Adolescence,” it offers ten recommendations. Example: Adolescents’ social media use should be preceded by training in social media literacy to ensure that users have developed psychologically informed competencies and skills that will maximize the chances for balanced, safe, and meaningful social media use. The APA recommends education and training to help prevent toxic effects of social media use. They equate the idea of educating teens in the use of social media with educating teens before they can drive a car.

Learn more at [www.apa.org/topics/social-media-internet/health-advisory-adolescent-social-media-use.pdf](http://www.apa.org/topics/social-media-internet/health-advisory-adolescent-social-media-use.pdf).

## Men’s Health Awareness Month: Stay Proactive with Your Healthcare



**M**any studies have shown men to be less proactive than women regarding preventive healthcare. If you’re a man, avoid falling prey to societal or cultural influences that can shorten your life. Reject 1) “powering through illness”—feeling pressure to display toughness and self-reliance; 2) “dismissing the small stuff”—ignoring minor symptoms of health problems; 3) “fear”—delaying preventive healthcare to avoid bad news, embarrassment, invasive procedures, or discussion of “sensitive” topics; 4) “lack of health curiosity”—not being savvy about men’s health issues, getting the right information, and understanding your susceptibility to illnesses, which often are curable in the early stages.

Source: [www.ncbi.nlm.nih.gov/22081983/](http://www.ncbi.nlm.nih.gov/22081983/)

# Work-Life Balance Is Not Just a “Nice to Have”

**W**ork-life balance is often treated as a mere afterthought, with people acknowledging its importance only when they are overwhelmed and desperate. However, Dr. J. Gerald Suarez, an esteemed educator, consultant, and executive coach at the University of Maryland, emphasizes that work-life balance should be viewed not as a luxury but as an essential element crucial for achieving success in our professional lives.



His position is that work-life balance does not guarantee success, but without it, failure is almost inevitable. To enhance work-life balance, it is vital to resist the allure of relying solely on coping mechanisms to manage stress that provide only temporary relief. Doing so can become a habit of coping that only facilitates increased deterioration of your equilibrium between work and personal life. A more intelligent approach starts with introspection and decisions. You can't do everything well, so deliberate and identify the core values and experiences that hold the utmost importance in your life. Next, embrace these core beliefs and principles as the foundation of your life. Let them shape your decisions, and establish priorities for achieving work-life balance. Take a proactive approach by scheduling a balance of work-life activities on your calendar. Instead of trying to fit them in or treating them as secondary to other commitments, make them a non-negotiable part of your available time. Using this approach will be more likely to contribute to stability in your life and help you maintain mindful choices that add to success in work and beyond.

Source: [www.rhsmith.umd.edu/research/pursuing-work-life-balance-isnt-want-its-need-success](http://www.rhsmith.umd.edu/research/pursuing-work-life-balance-isnt-want-its-need-success)

# Start Your Day Off Right

**C**an a morning routine influence the happiness and productivity of your coming day? Research-based evidence says yes, it can. A good morning, of course, starts out with adequate sleep the night before, a nutritious breakfast, and a regular wake-up time. However, add the following mental health and productivity boosters for added push, and notice the impact on your life after one week: 1) Spend a few moments focusing on things you are grateful for in order to improve your mood; 2) expose yourself to sunlight or bright daylight for few moments; 3) make your bed; 4) write down your goals for the day; 5) take a few minutes to meditate or practice mindfulness. (This last mental application develops a skill that allows you to quickly calm your mind and reduce stress when needed.)



Source: <https://positiveroutines.com/productive-morning-routine/>

# Moderate Drinking and Risk of Cancer

**T**he U.S. Centers for Disease Control, the American Cancer Association, and the International Agency for Research on Cancer recognize that regular or heavy alcohol consumption raises one's risk for at least six types of cancer: breast, colorectal, liver, neck, esophageal, and pancreatic.



Why, and what's going on? Use of alcohol exposes your body to a toxin called acetaldehyde when the liver does its job of breaking down alcohol. Like tobacco smoke, acetaldehyde is classified as a Level 1 carcinogen. It can damage DNA. So, the more exposure, the higher the risk. It's why several years ago, these organizations agreed that more than one drink per day for a woman and more than two drinks per day for a man is considered risky or heavy drinking. Genetics and other factors may contribute to the risk of cancer as well.

Source: [www.cancer.org](http://www.cancer.org) [search alcohol, cancer, acetaldehyde]

# Grow a Powerful Contact List

**O**ne of the most potent strategies for professional growth lies in building a personal contact list. Communicate with each person on this list at least yearly—share a greeting, report news about your career, and offer helpful information as well. (A hard-copy letter will dramatically deliver the most memorable impact with this strategy.) The younger you are, the more valuable this list will eventually become and the more leverage it will give you. Over years and decades, you will accumulate a powerful leveraging resource for finding and sharing job announcements, opportunities, and resources. You will also achieve top-of-mind recall with people on this list, even with celebrities who otherwise are hard to reach. This strategy has advanced the careers of many CEOs and even former U.S. presidents.

