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HOW YOU CAN GET A BETTER NIGHT'S SLEEP

Despite common belief, aging doesn't cause sleep problems, and seniors don't need less sleep as they grow older.

Most older people sleep poorly, or not long enough, because of ailments associated with aging, such as arthritis, physical disabilities, respiratory problems and depression. Lack of exercise, heart disease, anxiety, stress and menopause also can disrupt sleep, and many medications seniors take can cause insomnia.



Changing patterns

"Many people believe that sleeping poorly is just part of growing old. In fact, seniors who fall asleep during the day do so because they aren't getting enough quality sleep at night," says Sonia Ancoli-Israel, M.D., director of the Sleep Disorders Clinic at the San Diego Veterans Affairs Medical Center in California.

Though the need for eight hours of sleep each night doesn't change with age, sleep patterns do. The body's circadian rhythm, a biological clock that controls sleep, naturally advances a few hours as a person grows older. When that happens, older people may feel sleepy earlier in the evening and wake up earlier in the morning. By observing their natural sleep patterns and making lifestyle changes, seniors can help keep their internal clocks on time and overcome sleep problems.

Sleep remedies

Sleep and aging experts agree that one's daytime activities and sleep environment are critical to getting a good night's sleep.

Try the following remedies if you have trouble sleeping.

- Stick to a regular sleep schedule. Try to go to bed and get up at the same time every day.
- Ask your doctor if any of your medications could be disturbing your sleep.
- Stay active. Maintain a moderate level of daily activity and do gentle exercise.
- Spend some time outdoors during daylight hours. Sunlight can help set your biological clock.
- Pay attention to what you eat and drink in the evening. Consuming foods and drinks that contain caffeine, such as coffee, tea or cola can interfere with nighttime sleep.
- Avoid alcoholic beverages in the evening. They can make you fall asleep faster, but they cause early morning awakenings and fitful sleep.
- Don't smoke. Smokers are more likely to have trouble sleeping than nonsmokers.
- Make sure your bedroom is dark, quiet and cool.
- Replace your mattress if it's lumpy, sagging or worn out. A comfortable mattress that offers good support can help you fall asleep and stay asleep.
- Ask a doctor for help if your partner snores or has an illness that disturbs your sleep.

RESOLVING PROCRASTINATION RIGHT NOW



There is a clear difference between saving something that needs to be resolved for a time that's more appropriate and putting something off, because you're anxious about the task or simply don't want to deal with it until you absolutely have to. However, putting something off until you're more focused, better equipped, or have the time to resolve a task can easily transform into procrastination, if you let perfectly opportune moments to complete your projects slip away.

Procrastination thrives in the small breaks in your schedule that could be used to work on a large

challenge one little piece at a time. When you decide to spend those moments doing something other than tackling a necessary item on your to-do list, you're setting yourself up to need to devote a larger portion of your time to complete the task later on. Every opportunity that goes unused feeds procrastination.

The more time you have to work on a task, the better the outcome will be. You'll have the room you need to plot out a course of action, locate errors, and make the changes that will strengthen the outcome. If you fail to take action, you'll have less time to work. The end result may feel rushed, sloppy, or disorganized, and someone might review that poor effort as a reflection of your personal or professional capabilities.

Below are some recommendations to help you put an end to procrastination in your life:

- Don't wait until tomorrow. Do even a little work on your project today.
- Create a schedule and designate specific times for specific activities and tasks.
- If you're missing the supplies or materials you need for one task, use the time available to work on another part of the task or a different project, so the time isn't wasted.
- Keep track of your timelines and try to finish early so you can review and repair any issues.
- Work on your tasks in an area that is free from the distractions that will interrupt your designated project time.
- Tell your friends that you have a project that you need to work on, so they can understand your commitments and support any changes to your schedule.
- If you meet your goals and your projects are successful, reward yourself.
- Repeat what works and eliminate what doesn't from one project to the next.

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ADVANCED TIME MANAGEMENT

Most of us have the basic skills needed for effective time management. Do you set your alarm in the morning to wake up on time? Do you post a schedule of your weekly activities on the wall, use a digital calendar on your laptop, or keep a planner on your smartphone for easy review? Do you leave yourself enough time between activities to arrive on time to scheduled events? If so, you're exercising the most common skills that are important to keeping your life organized.



Basic time management skills will help you use the hours available in your day to reach your personal and academic goals, but are they enough? The simple answer is no, because – as you already know – life doesn't always follow a set schedule, and unexpected events can throw your daily routine into a tailspin.

From catching a cold to losing your job, you never know what could happen to upset your schedule. Preparedness is your best tool for navigating the life events that your basic time management skills aren't ready for. Here are some advanced techniques you can start using today to prepare for tomorrow:

- Give yourself more time than you think you'll need to arrive to classes and appointments.
- Communicate the critical complications in your life to those who need to be aware of potential schedule interruptions or absences.
- Chart out your entire day to determine where you can find extra time for studying, personal care or recreational activities.
- Partner up with one or two other classmates during study times to reduce distractions and help you focus your attention on academic needs
- Avoid procrastinating. You can't save something until the last minute if that last minute is being spent resolving an unexpected life event.
- Start work on projects and assignments right away and try to finish them as soon as possible. This will give you extra time for other activities and give you the peace of mind that you're already prepared to meet your deadlines.
- Recognize the difference between finding a shortcut and cutting corners. One helps you to save time, while the other can reveal a lack of care, commitment and poor attention to detail.
- Pack everything you need ahead of time so you'll arrive with all of the tools you need to learn, work or play.
- Raise your awareness and learn to recognize when you're wasting your time on distractions or spending too much time on something that's working against your goals.
- Designate an hour every day to prepare for the next day. Organize everything you need for tomorrow and make note of what needs to be completed before you finish today.
- Expect even the best plans to go awry at some point, because they will. Never have just a Plan A. Always prepare a Plan B and C, so your day and your momentum aren't interrupted.





The Wellness News

Tips and resources for living well

September 2020

What does it mean to be fit?

To be physically fit is being in a state of good health and well-being. There are many definitions for each of these, and they may mean different things to different people.

Health is a state of physical, mental, and social well-being, not just the absence of disease or infirmity. Good health helps us live a full life. Some basic health factors you may have regularly evaluated at a wellness physical are your height, weight, temperature, heart rate, blood pressure, glucose levels, and cholesterol levels. Your doctor will also look at all bodily systems to assure everything is working properly from your heart, to your kidneys, liver, etc.



Well-being is the state of being healthy, safe, comfortable, and happy. There is a physical and psychological component to well-being. According to the World Health Organization, "Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community."

Physical fitness is defined as the body's ability to function efficiently and effectively in work and leisure activities, to be healthy, to resist disease, and to react to emergency situations. Think of all the things you need to do throughout the day and the leisure and sport activities that you enjoy. A physically fit person will be able to do all these things without too much difficulty. Physical fitness has many areas that can be objectively measured such as cardiovascular endurance, muscle strength, muscle flexibility, percent body fat, etc. Athletes may even go further and have other areas measured and developed such as power, speed, agility, etc.

So, what does this all mean for you? Think about what you want to achieve for your health and well-being. Decide what goals you wish to achieve for yourself and formulate a plan. Anything is possible with awareness, planning, and follow-through.

Exercise FITT Principle



Now that you know what you want to achieve for your health and fitness, one way to assure a safe and effective exercise program is to use the FITT Principle. This can be used for planning any type of exercise such as cardio, muscle strength and endurance, and muscle flexibility. It can also be adjusted according to your goals and changing needs. FITT stands for:

Frequency - How often you will exercise or do a certain type of exercise such as cardio or weight training. It is recommended to accumulate at least

150 minutes a week of moderate intensity CV exercise or 120 minutes a week of high intensity CV exercise or a combination of each. This may be anywhere from three to five times a week depending on the duration of each workout. Muscle conditioning should be planned so that you work each muscle group at least twice a week to maintain your current level, or more to improve muscle tone and strength. Muscle flexibility refers to stretching exercises, and a full body stretch should be done daily.

Intensity – How hard you work doing a certain type of exercise. CV intensity can be determined many ways through heart rate, talk test, etc. You may wear a heart rate monitor to determine your target heart rate or simply see if you are able to sing or talk during your workout. If you can sing, you are not working hard enough. If you can talk but are a little winded, that is moderate intensity. If you can't carry on a conversation without difficulty, that is high intensity. Stretching intensity can vary with how deep you go into a stretch and hold it. Go to the point of feeling a stretch but not pain. If you have a trouble area, you may do more than one stretch for that muscle or group. Lower back, Piriformis, or hamstrings are common trouble areas.

Time – How long each workout will last. Your cardio workout may last from 20-60 minutes depending on your intensity and the frequency of your workouts. You may do 20-minute high intensity cardio or 60-minute lower to moderate intensity cardio. Strength training time will depend on your goals and how many days a week you are working each muscle group. A full body workout may take an hour whereas it may be less if you only work certain parts on certain days. A full body stretch should only take about 15 minutes. A more intense stretching regiment for trouble areas can take longer.

Type – What kind of exercise. The type of exercise can be different for cardio, muscle conditioning, and flexibility training. Cardio may consist of running, biking, any variety of cardio machines, jumping rope, etc. Muscle conditioning may be done using exercise bands, hand weights, weight stack machines, or using your own body weight for resistance. Flexibility may be done with general stretches, yoga, Pilates, etc.

Change any of these areas to add more variety to your workouts or to focus on a different goal like gaining muscle rather than maintaining muscle. If you have any questions, ask your health coach or a local fitness professional to assist you with your goals and workout plan.

Roasted Pear and Butternut Squash Soup

Ingredients

- 4 cups of pears, d'Anjou or Bartlett variety
- 4 cups of diced, peeled, and seeded butternut squash
- $\frac{3}{4}$ cup of diced red onion
- 1 $\frac{1}{2}$ tablespoons of extra virgin olive oil
- 1 teaspoon of kosher salt
- 1 teaspoon of ground black pepper
- 32 ounces of broth (chicken or vegetable)

Directions

1. Preheat oven to 400°F. Place pears, squash, and onion on a large sheet pan and drizzle with olive oil. Season with salt and pepper. Toss gently to combine, then spread out into one layer on sheet pan. Roast in oven for 35 to 40 minutes.
2. Remove from oven to cool. Place pear-squash-onion mixture into food processor fitted with blade and add broth, just to cover. Process until smooth, then transfer to stock pot. Add remainder of broth and mix through. Season with additional salt and pepper, to taste. Simmer soup gently for about 15 minutes and serve.



Health Tip:

Sticking with a Physical Activity Program

- *Start small.* Walk on your lunch break and take the stairs instead of the elevator.
- *Set weekly goals.* Look at the week ahead to keep goals more manageable.
- *Find a workout buddy.* Motivate each other to stay on track.
- *Try something new.* Mix up your activities so you don't get burnt out.

Action: *Keep a physical activity log to remind yourself of your accomplishments.*

Goal Setting



While setting goals might be simple, it's not always easy for most people. We often lose focus and become distracted with the perfection of setting our goals and lose sight of their true meaning. Goals are meant to help propel you forward, identify what you truly want, hold you accountable, and help you believe in yourself.

When setting your goals, try thinking about who you want to be. Describe the type of person you want to be at the end

of your journey, not what you want to achieve. Does this person use their break at work to take a quick walk, make better eating choices, or pack their lunch?

Once you've identified who you want to be, think about what that person does every day. Start with making a list and identifying their healthy habits. Once you've made a list, start with picking just ONE of those healthy habits to practice. Ask yourself if you are confident that you can practice that habit every day for two weeks. If not, make it smaller and make it work for you. Picking one habit to start with gives you the momentum you need to get started and keep going.

Lastly, find a trigger you can rely on to remind you to practice that habit, whether it is an alarm, a friend, or your health coach. Find your support and use it!

We know it is not always easy to juggle everything & realize simple tips can help provide a different approach. Your EAP is here to help with family, work, health, well-being & legal issues.

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Here for you as life happens ...

When Tragedy Strikes at Work



There are best practices for coping with tragedy in the workplace, and communication is crucial for all of them. 1) Share all appropriate

information. It facilitates healing discussions among workers. 2) Don't judge others' reactions. There is no "correct" way of reacting to tragedy. Each person is unique, and the reasons why are complex. 3) Use counseling resources and self-help groups. They can speed your way to a healthful return to your pre-tragedy emotional state. 4) Even if you feel no support is needed, consider a "check-in" that can help keep you from overlooking a reaction that later interferes with social or job functioning. 5) Because tragic events can adversely affect focus and performance, give it time, and be patient with people.

Use "Distancing" to Think Calmly Under Pressure



There is another kind of distancing worth knowing about: "distancing" as a job skill, and a means of functioning well under

pressure. Distancing is the mental task of separating oneself emotionally from severe interactional stress (e.g., a verbally irate customer) so you maintain focus on a task. (Navy Seals learn this skill.) To develop the distancing skill, take a deep breath when under pressure; acknowledge the situation ("Okay, the pressure's on. I can do this."); challenge yourself to be calm and visualize calmness; and focus on positives and the temporary nature of the event. Employers value workers who can perform well under pressure. Now you know how to do it.

Kid Solutions to Coping with COVID



"Back-to-school" means something dramatically different this fall, but coping well with changes requires discussing them together as a family. After school, ask the kids how things are going,

but expect the usual "hmm ... fine." To identify hidden worries, like bullying or social skills gaps that are causing distress, use open-ended questions that can't be answered with yes, no, or fine. Work on solutions together. Try brainstorming as a family or a group, or one on one with your child. You'll be surprised at the solutions kids imagine for solving their problems, ones that fit perfectly with their circumstances.

Drug of Abuse Resurgence: GHB



Gamma-hydroxybutyric acid (GHB) is a colorless liquid or white powder that is often associated with the club scene and rave parties. It is an illicit drug that has had a resurgence recently. GHB

can easily be placed in a beverage, and has been associated with date rape. The drug produces euphoria and memory loss, among other effects, but a drop too much can cause seizures and death. Hundreds have died after being unwittingly dosed by others. Other drugs used to facilitate sexual assault include Rohypnol and ketamine, but the most common drug used to facilitate rape is still alcohol.

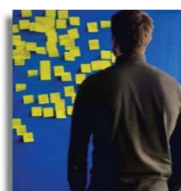
Source: DEA.gov [search "GHB"]

Reduce Squabbles to Increase Productivity While Working from Home



Working remotely is the new normal for many employees. This change is requiring millions of workers to adapt. However, when family time increases, so can domestic stress. Add social isolation mandates, and you have a recipe for increased bickering and family squabbles. Have you experienced this “quarantine quarreling”? Has it affected your work productivity? We’re all familiar with bickering. It’s about the small stuff: “Whose turn is it to walk the dog?” and “How come no one put the wet laundry in the dryer?” Reducing bickering begins with understanding it is normal. Feeling less guilty about it can help you focus on intervention strategies. The inevitable is fewer incidents of its occurrence, fewer interruptions of your job, and more instances of members of your family communicating healthily. Even children can learn conflict resolution skills, and all can build the resilience necessary to cope with twists and turns in how the world responds to the pandemic. To these ends: 1) Have regular family meetings to discuss the need for a private, quiet workspace. Refresh and reinforce agreements about the rules to keep your remote workspace a productive one. 2) Take planned breaks to attend to family needs, which don’t vanish while you are working. Even 30 minutes spent attending to chores will reduce frustrations or resentments attributed to your being “always unavailable.” 3) Decide on definite work hours, if possible. Inertia often makes it easier to keep working after hours than to switch gears in favor of work-life balance. 4) Plan events on a family calendar so that everyone can look forward to and anchor themselves on them. This increases resilience and the ability to be more patient in the present. 5) Exercise with family members. The positive effects of exercising together are well documented in research. There is perhaps no more efficient way to accomplish three important goals at once—improving health, managing stress, and building bonds with those you love. Source: nih.gov [search “PMC4552681”]

Find the Answer with This Brainstorming Tool



Brainstorming is powerful stuff. A group of people gather to find a solution by generating ideas without filtering, qualifying, judging, or feeling embarrassed about wild ideas. This resource does the same thing—you don’t need others to use this “fast idea generator” tool. Find it at www.nesta.org.uk/toolkit/fast-idea-generator. The worksheet prompts you to think differently in order to help you create ideas to solve problems.

Benefits of Brisk Walking



“Walk faster and live longer” is a popular health tip. Now, research seems to support it. A three-year study of 92,000 people found that those who walked briskly for seven minutes daily within a 12-minute walk had a 30% lower likelihood of death. A two-minute brisk walk within a 35-minute stroll lowered risk of early death by 21%! If you don’t have an easy exercise program, it’s likely not a problem of capability. Instead, it is a problem of motivation. Overpower your resistance by identifying something you truly enjoy, and combine it with the exercise routine—music, books on tape, or mind-blowing educational content you’ve always wanted to hear or study. Let your doctor approve any exercise program, but find one that makes an impact like this one! Research: www.nature.com [Search [s41591-020-1012-3]]

Tips for Making Better Impressions at Work



Embrace these overlooked work habits to impress company leadership: 1) Put away the smartphone before the meeting begins. You might be producing good work as you’re tapping away, but phones are also fun, leisurely browsing devices. Many managers who have to compete with your phone might assume you’re indifferent, but they may not remark on it. 2) Bring more solutions to the table along with problems you identify. This solution-oriented mindset will elevate your reputation. 3) Focus on quality in your work, rather than quantity. Make it a part of who you are, but resist the temptation to direct others in noticing it. They do. 4) Show excitement for the job, focus on the positive, be willing to tackle tough assignments, and see opportunities in disappointment.

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CARBON MONOXIDE: THE INVISIBLE KILLER

Where Does Carbon Monoxide Come From?

Carbon monoxide is an odorless, colorless gas that often goes undetected, striking victims caught off guard or in their sleep.

This "silent killer" is produced by burning fuel in cars or trucks, small engines, stoves, lanterns, grills, fireplaces, gas ranges, portable generators or furnaces. When the gas builds up in enclosed spaces, people or animals that breathe it can be poisoned. Ventilation does not guarantee safety.

The Consumer Product Safety Commission says about 170 people in the United States die every year from carbon monoxide produced by non-automotive consumer products, such as room heaters. So as the weather turns colder, it's important to take extra precautions.

Who is at Risk?



Exposure to carbon monoxide can result in permanent neurological damage or death, and anyone can be at risk.

The CDC says infants, the elderly, and people with chronic heart

disease, anemia or breathing problems are more prone to illness or death, but carbon monoxide doesn't discriminate – especially if certain conditions are present.

In July 2015, for example, four young people and a dog were found dead of carbon monoxide poisoning inside a cabin in Maine. Authorities believe they went to bed without shutting off a gas-powered generator running in the basement.

Symptoms of Carbon Monoxide Poisoning

The U.S. Fire Administration has put together materials on the dangers of carbon monoxide. Included is a list of carbon monoxide poisoning symptoms.

Low to moderate carbon monoxide poisoning is characterized by:

- Headache
- Fatigue
- Shortness of breath
- Nausea
- Dizziness

High level carbon monoxide poisoning results in:

- Mental confusion
- Vomiting
- Loss of muscular coordination
- Loss of consciousness
- Death

Symptom severity varies depending on the level of carbon monoxide and duration of exposure. Mild symptoms sometimes are mistaken for flu.

CARBON MONOXIDE: THE INVISIBLE KILLER

How Can I Prevent Carbon Monoxide Poisoning in My Home?

Winter can be a prime time for carbon monoxide poisoning as people turn on their heating systems and mistakenly warm their cars in garages.

The National Safety Council recommends you install a battery-operated carbon monoxide detector in your home near the bedrooms. Check or replace the battery when you change the time on your clocks each spring and fall. The CDC offers these additional tips:



- Have your heating system, water heater and any other gas or coal-burning appliances serviced by a qualified technician every year
- Do not use portable flameless chemical heaters indoors
- Never use a generator inside your home, basement or garage or less than 20 feet from any window, door or vent; fatal levels of carbon monoxide can be produced in just minutes
- Have your chimney checked and cleaned every year, and make sure your fireplace damper is open before lighting a fire and well after the fire is extinguished
- Make sure your gas appliances are vented properly
- Never use a gas oven for heating your home
- Never let a car idle in the garage
- Know the symptoms of carbon monoxide poisoning

Steps to Take When Carbon Monoxide Alarm Sounds

The CPSC says never ignore a carbon monoxide alarm, and do not try to find the source of the gas. Instead, follow these steps:

- Immediately move outside to fresh air
- Call emergency services, fire department or 911
- Do a head count to check that all persons are accounted for
- Do not reenter the premises until emergency responders have given you permission to do so



source: /www.nsc.org/



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