

## SECRETS TO BUILDING YOUR CONFIDENCE AT WORK

Training and talent can help you do your job well and keep you moving forward in your career. But your performance can take a nosedive when your self-confidence is on the skids.

### **Do your homework**

Learn as much as you can about the subject at hand—whether you're giving a speech, asking for a promotion or making a sales call. You can't be overprepared when your performance is on the line.

### **Analyze your mistakes**

Knowing what went wrong and what you can do to keep from making the same mistake again can help you turn a negative situation into one that boosts your confidence in your problem-solving abilities.

### **Don't take the easy way out**

One reward of taking risks is an increased potential for higher achievement. Ask for added responsibility when given a choice between maintaining the status quo or doing something more.

### **Always act confident**

Do your best to dismiss your fears if you're worried a speech, meeting or sales presentation will bomb. Force yourself to smile and shake hands firmly. Walk with your head up and your shoulders back.

### **Prioritize your tasks each day**

Daily to-do lists are a must, but to really take control of your day, you should complete tasks in order of priority. Completing one high-priority assignment will boost your confidence more than doing four or five low-priority ones.

### **Make change a positive**

Welcoming instead of fearing change makes it easier to identify the advantages and opportunities presented by new responsibilities and directions.

### **Keep a list of accomplishments**

Refer to the list when your confidence needs a lift. Items to include: a major project you completed on time and under budget, a successful meeting you conducted, a reorganization of your filing system or mastery of a new computer program.

### **Post your goals where you can see them**

Keeping them in front of you increases your chances of internalizing and achieving them. Setting goals and meeting them creates a pattern of success you can build on.

### **Stay calm when speaking with others**

Rehearse difficult negotiations ahead of time. Excuse yourself if you are unable to control your emotions during a discussion.

### **Be responsible for your actions**

Making yourself accountable for your failures also makes you responsible for your successes. If you take responsibility for your actions, you will believe that your hard work and intelligence—not luck—led to your achievements.

### **Avoid negative self-talk**

Pay attention to your inner dialogue and replace negative comments with positive ones. For example: When your inner voice says, "I've got so much to do, I'll never get this assignment done on time," replace that thought with "I'm capable of focusing my energy on the task at hand and completing it in a timely fashion."

### **Don't be afraid of nervous energy**

Butterflies in your stomach and a racing heart are your body's way of preparing for a challenge; they're confirmation that what you're about to do matters.

### **Compete against yourself**

Assess your workplace performance for the past year. Then establish some specific goals for the year ahead. For example: increasing sales by 10 percent, getting to work on time every day, returning all your phone calls within 24 hours or completing routine administrative tasks 20% faster.

### **Keep your life in perspective**

Maintaining a healthful balance between your personal and professional lives can help you weather a workplace crisis because you're less likely to define your self-worth by how well you do your job.



# The Wellness News

Tips and resources for living well

April 2020

## Alcohol Awareness: How Much is Too Much?



While enjoying an alcoholic beverage on occasion is unlikely to harm your health, drinking in excess can have considerable negative effects on your body and well-being. In the United States, a standard drink contains approximately 14 grams of pure alcohol, which is typically the amount found in 12 ounces of regular beer, 5 ounces of wine, or 1.5 ounces of spirits. According to the Dietary Guidelines for

Americans, U.S. Department of Agriculture, and U.S. Department of Health and Human Services, moderate drinking is defined as up to one drink per day for women and up to two drinks per day for men.

The Substance Abuse and Mental Health Services Administration (SAMHSA) defines binge drinking as four or more drinks for women or five or more drinks for men on the same occasion, meaning at the same time or within a couple of hours. Heavy drinking or heavy alcohol use is defined as binge drinking on five or more days of the past month. Alcoholism is when you have impaired control over alcohol, are preoccupied with its use, and continue to use it despite adverse consequences.

Excessive drinking affects your health and almost every part of your body. It can not only damage vital organs but also affect your mood and behavior. Common signs of alcohol dependence include feeling a compulsive urge to drink, worrying about where or when you'll have your next drink and finding it hard to enjoy yourself without drinking.

If you believe that you or someone you love is suffering from alcohol dependence, talk to your doctor, work EAP program, or call 1-800-662-HELP to find a doctor or treatment program near you.

*source: [www.HealthLine.com](http://www.HealthLine.com)*

## April is Distracted Driving Awareness Month



Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating, drinking, talking to people in your vehicle or fiddling with the radio.

Texting is the most alarming distraction. Sending or reading a text takes your eyes off the road for 5 seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

The U.S. Department of Transportation's (USDOT) National Highway Traffic Safety Administration (NHTSA) is mobilizing law enforcement officers nationwide to look out for drivers texting or using their phone behind the wheel.

### **Put Your Phone Away or Get Ready to Pay.**

Forty-seven states, as well as Washington, D.C., Puerto Rico, Guam, and the Virgin Islands, have passed laws making it illegal to text while driving.

As part of the NHTSA's **U Drive. U Text. U Pay.** campaign, law enforcement will be hypervigilant, looking for distracted drivers and charging fines. Since 2007, drivers age 16-24 have been distracted by devices at higher rates than other drivers. Since 2012, female drivers are the most at-risk for fatal crashes involving distracted drivers. But we're all at risk, and you can make a difference. Consider these tips for safe driving:

- Turn off electronic devices and put them out of reach before starting to drive
- If you must send or receive a text, pull over to a safe location and park your car first
- If you have passengers, appoint a "designated texter" to handle the messaging
- If you cannot resist the temptation to use your phone, store it in your trunk
- Always wear your seat belt.

It is important to speak up when you are a passenger and your driver is distracted. Offer to make the phone call or send the text so his or her full attention is on driving. Be a good role model for young drivers. Talk with your teens about being a responsible driver.

*sources:*

[www.nhtsa.gov/campaign/distracted-driving](http://www.nhtsa.gov/campaign/distracted-driving)

[cms7.dot.gov/connections/national-distracted-driving-awareness-month](https://cms7.dot.gov/connections/national-distracted-driving-awareness-month)



## Roasted Spring Asparagus

### Ingredients

- 1 pound of thin asparagus spears
- 1 tablespoon of extra-virgin olive oil
- ½ teaspoon of salt
- ¼ to 1 teaspoon of freshly ground pepper, or to taste
- 2 teaspoons of truffle oil (optional)

### Directions

1. Preheat oven to 425°F.
2. Clean and trim asparagus. Peel the ends if the spears are thick.
3. Drizzle a roasting pan with the olive oil and lay the asparagus evenly in the pan. Turn to coat with the oil. Season with salt and pepper.
4. Roast the asparagus for approximately 20 minutes, or until the stalks are tender yet crisp. Remove from the pan and transfer to a serving dish.
5. Drizzle with the truffle oil, if using. Serve warm or at room temperature.



### *Health Tip:*

## Spring has sprung!

And so have your allergies. Allergy management tips:

- **Exercise indoors** to reduce exposure to heavy pollen
- **Wear a mask** outside while doing lawn care
- **Upgrade your air filter** in the furnace/AC
- **Keep the house cool** and run air conditioner to reduce dust mites

**Action:** *Be prepared* and know what to do next.



## Alcohol Health Benefits: Weighing Risks and Potential Benefits

**There is evidence that consuming moderate amounts of alcohol may have health benefits such as reduced risk of cardiovascular disease, type 2 Diabetes and even gall stones. But, finding the right balance is important to avoid any potential risks.**

Some research shows that light to moderate drinking has led to a reduction in:

- Risk of heart attack
- Stroke caused by blood clots
- Peripheral vascular disease
- Sudden cardiac death
- Death from all cardiovascular causes

Another reason may be the corresponding increase in good cholesterol.



Moderate alcohol consumption has also been linked to beneficial changes like preventing the formation of small blood clots that can block arteries in the heart, neck, and brain – the cause of many heart attacks and strokes. In addition, moderate alcohol consumption can result in better sensitivity to insulin. Some studies show that type 2 diabetes was less likely to occur in moderate drinkers than in non-drinkers.

There are also social and psychological benefits of alcohol. A drink before a meal can improve digestion or help one relax after a stressful day. These physical and social effects may contribute to better health and well-being.

Nurses' Health Studies conducted a review of alcohol consumption in women. They found that smaller amounts of alcohol (about one drink per day) spread out over four or more days per week had the lowest death rates from any cause, compared with women who drank the same total amount of alcohol but in one or two days. So, saving up your servings for a weekend binge is not beneficial.

### Risks of Alcohol Consumption

- **Weight Gain:** One serving of alcohol on average contains 100-150 calories, so 3 drinks a day can contribute 300+ calories. In addition, calorie intake from other sources increases when alcohol is involved.
- **Liver and Heart Damage:** Heavy drinking can take a toll on the body. It can cause inflammation of the liver (alcoholic hepatitis) and lead to scarring of the liver (cirrhosis), a potentially fatal disease. It can increase blood pressure and damage heart muscle (cardiomyopathy).
- **Cancers:** Heavy alcohol use has also been linked with several cancers. The World Cancer Research Fund and American Institute for Cancer Research indicate that there is convincing evidence linking alcohol to cancers of the mouth, pharynx, larynx, esophagus, breast, liver, colon, and rectum.

If you don't already drink alcohol, it is not recommended that you start. And, there are health conditions and medications that it is important to not consume alcohol with. As with any health decision, be sure to discuss this with your doctor who knows your medical history to make a decision that is right for you.

*Sources: MayoClinic.org and Harvard.edu*

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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.

**1-800-343-3822 | TDD 1-800-448-1823 | [www.AWPnow.com](http://www.AWPnow.com)**

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## Does Relationship Addiction Affect You?



Is your romantic relationship characterized by possessiveness, jealousy, manipulation, and feeling terrified of abandonment?

These states are common

among those who struggle with "relationship addiction." Relationship addiction (or love addiction) is not classified as a mental disorder, but many affected by it believe it should be. The dominant pattern is addictive clinging along with severe relationship conflict. Taking over a partner's responsibilities, focusing on the partner's "true potential" rather than abusive behaviors, or molding yourself to be the person your partner wants are also common. Escaping relationship addiction is possible with counseling. Talk to your EAP. Change will be a rewarding journey of hard work, but it won't be about "fixing the relationship." It will be about learning more about how you respond to relationships, discovering the real you, and finding the healthy relationship you really want.

## Exercise Motivation Tip: Sign a Contract

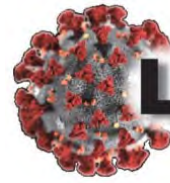


Do you keep wanting to start an exercise program, but so far have failed to launch? There are scientifically proven

ways to motivate yourself. You have heard of one: telling a friend who will hold you to account. Well, there are embellishments to this one you may wish to try. They include using a group of friends (not just one, to create more embarrassment), signing a written contract in front of them, and even adding a financial penalty for specific steps you miss along the way to your goal—that your friends keep! That's serious motivation.

Source: [www.dailyburn.com/life/fitness/workout-motivation-tips/](http://www.dailyburn.com/life/fitness/workout-motivation-tips/)

## Coronavirus Links: Worth a Look



### Links

New information resources are appearing weekly to help everyone worldwide

understand, plan, cope, and overcome the hardship associated with the coronavirus pandemic. Consider these resources and easily memorized bitly.com links to help you remember them and share with others. These are from the U.S. Centers for Disease Control and Prevention:

Everything You Need to Know: [CoronaVirus.gov](https://www.cdc.gov/coronavirus/)

Disinfecting Your Home: [bitly.com/corona-clean](https://bitly.com/corona-clean)

Homemade Disinfectant: [bitly.com/virus-bleach](https://bitly.com/virus-bleach)

Fear and Anxiety about Coronavirus:

[bitly.com/corona-fear](https://bitly.com/corona-fear)

*\*Note: Links are created from U.S. CDC.gov, but your employer may not permit viewing of shortened links on internal computers.*

## Improve Depression Treatment with Talk Therapy



Talk to your doctor about adding talk therapy (counseling) to help treat depression more efficiently in addition to any pharmaceutical intervention you have been given. Talk therapy

may 1) help you prevent negative self-talk scripts that are naturally associated with depression, but can make the condition feel worse; 2) assist you in feeling better faster during the natural delay in the medication's positive effects; 3) offer you additional structure and a helping relationship you can look forward to each week; and 4) add a collaborating professional to work with your doctor to offer feedback on your condition.





## COVID-19: Reducing Fear and Anxiety



Uncertainty about what's going to happen with COVID-19 and its impact on everyone can have you feeling anxious and fearful. Whether you are concerned about your job or an elderly family member,

getting food and supplies, or even getting sick yourself—you have an important goal: combat this stress and stay calm. Here's how: **1) Practice self-care:** Focus on what you can control. Get more sleep, read a new book, have a warm bath, or take a walk somewhere quiet—whatever you do, now is the time to prioritize your well-being. **2) Limit social media use:** Set limits on how often you use social media, especially if you're at home where it's tempting to check in more often. Don't let a constant stream of tweets, status updates, and conflicting opinions overwhelm you. **3) Read only reliable news sources:** Stay informed by reading only reliable sources, such as government websites, the WHO, and the CDC. Other news sources may be less accurate, and they may cause feelings of panic and concern. **4) Talk it out:** Acknowledge any stress or anxiety you're feeling right now, and ask others how they're coping. Talk to family and friends, and make sure you check in with how your kids are feeling. **5) Reach out to coworkers:** Now is the time for coworkers to come together. Focus on maintaining positive morale at work, and if you're working remotely, set regular meetings.

## Intervening with a Troubled Teen



Most parents do the best job they can raising children, but any expert will tell you that it also takes a bit of luck. If you are slowly adapting to increasing behavioral problems of a teenager, don't dismiss the idea of a professional assessment to

help you identify a path to correct defiant or oppositional behavior. In the 1980s, a worldwide movement of parents helping parents emerged based on a book called *Toughlove*. Decades later, many of its ideas remain standard fare as tools for helping parents reassert and recapture control over their homes, parenting effectiveness, and a better relationship with their children. Start by contacting your EAP so they can point you to reputable services and resources, and you may discover some of these assertive principles of the Toughlove movement.

Source: *Toughlove*; Phyllis and David York; Bantam; 1982

## Try an Addiction Medicine Physician



Loved ones typically play significant roles in leading an alcoholic or drug addict into treatment. A first stop along the way is often a doctor's office. The hope is that the physician will

motivate the ill loved one to accept proper help. If this becomes your experience, consider a specialist physician in "addiction medicine." These highly trained medical doctors are concerned with the prevention, evaluation, diagnosis, treatment, and recovery of persons with the disease of addiction. They diagnose substance-related health conditions and treat persons suffering with unhealthful use of nicotine, alcohol, prescription medications, and other licit and illicit drugs. What's more, these physicians also help family members whose well-being are affected by a loved one's substance use or addiction. This is you. With over 6,000 physician addiction specialists nationwide, there's likely one close by. Visit the American Society on Addiction Medicine at [ASAM.org](http://ASAM.org), click on "Find a Physician," or contact an employee assistance program to learn more. Source: [ASAM.org](http://ASAM.org)

## Maintain Healthy Lungs to Fight COVID-19



You are at higher risk of a deadly outcome from COVID-19 if you smoke. Smoking increases your risk for acute respiratory distress syndrome (ARDS) and adversely affects your immune system. Now is

the time to stop using tobacco, and to give up vaping and marijuana—whatever can deplete lung functioning. Many changes in society are likely from the global fight against the coronavirus pandemic. One of them is likely to be a new effort by smokers to quit, this time for good. Be a part of this healthy change by contacting your employee assistance program for more information or [SmokeFree.gov](http://SmokeFree.gov). Source: [tobacco.ucsf.edu/blog](http://tobacco.ucsf.edu/blog)

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## RAISING EMOTIONALLY HEALTHY KIDS

If you're like many parents, you probably haven't given as much thought to your child's emotional health as you have to the child's physical well-being.

"Emotional health is an area that a lot of pediatricians overlook and, as a result, so do many parents," says Juliette Tuakli-Williams, M.D., M.P.H., a clinical instructor of pediatrics at Boston University School of Medicine.

But emotional well-being is no less important than, say, making sure your child gets immunized on schedule. By supporting the youngster's emotional health, you'll nurture his or her spirits, which can influence everything from self-esteem to a child's ability to form relationships with you and other adults and children.

Dr. Tuakli-Williams offers these suggestions for enhancing your child's emotional development from birth through the teen years.

### Take baby's cues

During the first two months of a child's life, regard your baby with an open mind and pay attention to the infant's behavior and various cries and ways for expressing hunger, distress, boredom, displeasure, and pleasure.

"I think most children come into the world with a basic temperament that essentially takes them through the rest of their lives," says Dr. Tuakli-Williams. "The sooner you learn to appreciate your baby's personality and work with it, the happier everyone will be."

### Give toddlers time

More than anything else, toddlers need to feel important to their parents. To make your toddler feel appreciated, try to spend at least 30 to 60 undivided minutes each day with your child.

"No matter what else is going on in your life, take time each day and engage totally and completely with your child in activity that's driven by your child," advises Dr. Tuakli-Williams. "Having a predictable daily connection goes a long way toward enhancing your child's sense of security and self-importance."

And if you haven't already begun to do so, read up on what's age-appropriate behavior for your child or attend a parenting class. By understanding where your child is developmentally, you'll be better able to manage behavior problems.

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### Be available to school-aged kids

Entering kindergarten is an important emotional landmark for children that parents should recognize, as are the various "graduations" from lower to junior high and on to high school.

"Parents make a grievous error by regarding them as no big deal," says Dr. Tuakli-Williams. School, in general, can unearth a host of emotional issues, from fitting in and making friends to meeting academic and social expectations within the school and at home. To help your child better deal with school anxiety, be available at the end of each day so the youngster can talk things out.

### Share your experiences

The teenage years are a time when children separate from their parents emotionally. Though it may not seem the children want anything to do with you, "they still need you," says Dr. Tuakli-Williams.

Your role: to be on the periphery of your child's life while watching for signs of distress, such as falling grades, truancy, substance abuse, social, emotional, or physical withdrawal from the family or others, and/or risky sexual activity.

At this stage, children are confronting their budding sexuality and self-image. "To help your child better cope with this emotionally complex time, talk about your own experiences as a teenager or those of friends or family members," advises Dr. Tuakli-Williams.

Recounting these anecdotes can "give teens a frame of reference," says Dr. Tuakli-Williams. "They won't thank you or acknowledge it, but they'll use it as a source of comfort."





# MAINTAINING YOUR MENTAL EQUILIBRIUM



Over time, chronic stress and anxiety can cause a hormonal chain of events that can lead to illnesses such as heart disease, depression and ulcers. Out-of-control stress can also impair your job performance and drain your energy. But you can take steps to deal with your physical response to stress.

"Performing a daily de-stress routine can effectively counteract stress and anxiety, so that the results of stress don't build up and cause problems," says Gerald W. Vest, professor emeritus of sociology at New Mexico State University in Las Cruces.

Mr. Vest offers the following suggestions for staying calm when your inbox is filling up, your children are screaming or your car's breaking down.

## Stress Rx

The following de-stressing exercises can be done at home or the office:

- **Belly breathing.** For immediate stress relief, Mr. Vest recommends placing your left hand over your heart, your right hand on your belly and breathing deeply. "Just notice your breathing," he advises. "By observing the rise and fall of your breath, you'll naturally begin to relax." At home, or at work if you have privacy, you can also do this technique lying down. Do it for several minutes any time you feel anxious or stressed.
- **Arm yourself.** Pull up your right shirt sleeve and massage your right shoulder with your left hand. Then feather down your arm with gentle soothing motions. Repeat on the other arm. "The nervous system is connected to all the cells of the body. By soothing the skin of your shoulders and arm, you'll immediately start to relax," says Mr. Vest. And whenever you're using touch, continue to focus on your breathing.
- **Hand care.** To discharge tension that can accumulate in the hands, knead your left palm with your right hand. Repeat on the other hand. Also, spread your fingers and use the thumb and forefinger of your opposite hand to lightly press each joint and work out the tension between your fingers. Switch hands. Then make circles in your palm with your opposite hand. Switch hands.
- **Saving face.** Massaging the face also reduces cumulative tension. For quick stress relief before a meeting or important presentation, Mr. Vest recommends lightly massaging your temples, smoothing your eyebrows and massaging your cheekbones and jaw. Also, spend a few seconds pinching and stretching your ear lobes, a typically tense area.
- **Progressive breath relaxation.** Use your breath to relax your muscles. "Starting with your feet, visualize each muscle and imagine that your breath is going to the muscle and relaxing it," says Mr. Vest. "Working your way up, spend a few seconds on each part of the body, going through it consciously."

## Home remedies

Mr. Vest recommends the following stress-busting techniques, which can be done at home:

- **Unison breathing.** Have someone stand behind you and rest his or her hands on your shoulders, then begin breathing in unison. "Just hearing that person's breathing can be very calming," says Mr. Vest.
- **Foot care.** Make circles with your knuckles on the bottom of your feet. Then spread your toes and press lightly on each joint.

Overall, Mr. Vest recommends spending at least 5 to 10 minutes a day on these types of self-care activities.

"A daily breathing and touch-maintenance routine is like health insurance," he says.

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