

Welcome! You found something awesome!

All workplace wellness tip sheets distributed by DFA Publishing and Consulting, LLC are originally authored. PDFs of free tip sheets we distribute online may be redistributed without limitation to anyone. The purchased tips sheets have limitations as discussed below. Any tip sheet, free or purchased, may be edited or amended as desired, however the copyright notice must remain. You may place your program's name on tip sheets, along with your phone number or your logo in promoting your services or program. A live link to our Web site is appreciated acknowledging source. This helps us by increasing traffic, and it allows to create more tip sheets.

Purchased tips sheets at WorkExcel.com are for the purchaser's internal use for distribution to employees and/or family members, or for internal or external employee assistance program providers unaffiliated with insurance or managed care organizations, with multiple work organizations that are contracted customers. Never redistribute the editable format. Instead, create a PDF and use it.

Using tip sheets means you accept the following statement: Information in tip sheets is provided with the understanding that the author and the publisher are not engaged in rendering legal or other professional services, especially with regard to a specific person, problem, health, or wellness concern, circumstance, or topic. Information is for general informational purposes.

All content is authored and approved by license professionals. We use only professional sources and diligent research. The publisher disclaims any liability, loss, or risk incurred consequences, directly or indirectly, from the use or application of any of the contents from its workplace wellness tip sheets. Tip sheet information is not a substitute for competent legal, EAP, or other professional advice. You should approve content of tip sheets before distribution to employees, customers, or other persons. If you are a wellness professional, feel free to add your own input.

Purchased tip sheets may be posted on protected page of a customer's Web site, but you may not post on the World Wide Web and make the content accessible to anyone in world who may stumble upon it. Please create a login or block the page from being "indexed" by search engines. Free tip sheets do not have this restriction. Please use an embedded link to <http://workExcel.com>, if possible.

This license does not permit redistributing the publisher document or MS Word document supplied by DFA Publishing. Instead, create a PDF or use the one we send. Rarely, but occasionally, a font used to create a ReproEditable™ tip sheet may not be on your computer. Your computer will substitute another font. Check also to make sure text boxes do not move with your software. Slight adjustments may be needed. This is a normal result caused by variations in software programs among different computers and Windows programs. Make adjustments as needed.

