

WORK • LIFE • EXCEL

Work•Life Tips

▶ When an older coworker does something you don't approve of, try not to blame it on his or her age. Try understanding things from his or her perspective. Rather than criticize, consider an offer to help. If you're an older worker yourself and feel isolated from your younger peers, ask a question instead of offering advice. Both ends of the generational spectrum make the mistake of thinking they know more than the other, when in fact they both have something to offer the workplace.

▶ If you are predisposed to diabetes or have any of its risk factors, be sure to ask your doctor to order a hemoglobin A1C test in addition to ascertaining your glucose level. Your glucose level could fall in the upper end of the normal range, whereas a hemoglobin A1C test given at the same time could show you are well within the prediabetes range. With these two tests, your medical provider can offer you guidance in helping prevent type II diabetes.
Source: www.diabetes.org

▶ Research studies show that your belief in your ability to practice healthy behaviors will help you act on them. In other words, "bring the mind, and the body will soon follow." Boring, monotonous, unexciting, and lazy are the keywords your brain feeds upon to keep you in a constant indeterminate state of non-exercise. Interrupting this limiting pattern is your first step if you are struggling to find more motivation and desire. Work on your beliefs about ability and desire first. Begin with listening to motivational materials about exercise. Listening is the most passive human sense; therefore, it is the easiest place to start. One trip to an online bookstore will help you discover powerful motivational CDs for as little as 99¢. Start here, and then "just do it."



Networking for New Graduates

Networking is the most common method for finding a job, but it is much more than heading to the hors d'oeuvres table to collect business cards. It's about developing a personal strategy of long-term and synergistic engagement with others with whom you can mutually share resources and opportunities. If you are a new graduate, begin now to build this list of contacts. Nurture it by sending a short, heartfelt note of well wishes once per year—in writing via a real postage stamp. This powerful networking strategy used by executives and even U.S. presidents will build leverage like an IRA, and the payoff will be a bank of opportunity that will follow you throughout your career.

Suicide Risk and Baby Boomers

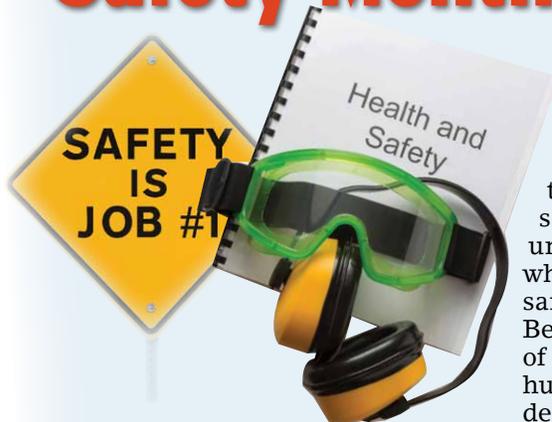
There is new concern about middle-aged baby boomers and this group's increased rate of suicide that was first identified in 1999. Middle-aged men are at highest risk, but suicide among middle-aged women is up too. The rate has jumped about 50% in the past 10 years. Although it made national news recently, experts can't yet explain the trend. Speculation centers on financial stressors, this group having more chronic illnesses than their parents' generation, and their unique life experiences and perspectives. A higher spike in suicide among the baby boomer group was also witnessed in their late teens, causing some researchers to anticipate what's being witnessed now. The subgroup with the highest risk among baby boomers is divorced/single men without college degrees experiencing isolation, chronic health problems, and depression, particularly Vietnam-era men and vets. Do you know someone who falls in this group? Learn about intervention and about helping prevent suicide no matter what a person's age or background. You can learn more at American Federation for Suicide Prevention (www.afsp.org)



Tips for Avoiding Ravenous Hunger

Eating several smaller meals during the day could help you lose weight and rescue you from low blood sugar, the trigger for those cravings that send you rushing to a fast-food restaurant at lunch or on the way home from work. Get yourself a lunch box and put in it a frozen "cold-pak" along with foods like carrots, celery sticks, grapes, cherries, dried fruits, almonds or lower-fat nuts, and a piece of cheese. Chances are you've heard of this strategy; now you know how to pull it off. Try it for a week and notice the results.

June Is National Safety Month



Reduce your risk of having an accident, not just by thinking safety, but by understanding what “thinking safety” means. Become aware of the natural human tendency to relax

around familiar risks or procrastinate in taking preventive measures to avoid accidents. Start thinking on “defense,” and you’ll employ more safety measures to protect yourself and others. You may know the majority of automobile accidents happen within 25 miles of home, but the reason why is not only more frequent travel within this range but also familiarity with the driving area and less inclination to drive defensively. Familiarity increases our complacency in other areas of our lives as well. A classic example is reaching for an object on a high shelf, stretching too far, and then falling as a result rather than climbing down and repositioning the step stool first. Turn would-be accidents into non-events and mere close calls by understanding how to think safety.

Leftover Pain Medication: Get Rid of It

What should you do with leftover prescription pain pills? Securely dispose of them, says the U.S. Food and Drug Administration, and you will reduce risk of misuse, burglary, theft, and illegal redistribution. These are serious problems, especially among youth. Using stored pain pills for a new injury or illness can place you at risk, especially if doing so causes you to avoid seeing your doctor. Check for disposal instructions on medication or

ask any pharmacy or medical center for guidance. Discover whether there is an unused prescription “take-back” program in your area. Learn more at www.FDA.gov (keyword “disposal”).



Fast Service “Wows” Customers

Customers love things done quickly, but most only just hope for speedy service. Be fast in customer service without being careless, and you’ll make a powerful impression that will win you great favor. Speediness often costs nothing to deliver, and it can give your organization or work unit an edge that many competitors can’t match. Rushing too quickly can produce negative results, of course, but a delighted customer will deliver the word-of-mouth advertising every business covets. Consider how you can anticipate and eliminate the natural delay in fulfilling customers’ needs in your position. Witnessing your customer’s delighted response may be all the enthusiasm you need to brighten your day and even find renewed meaning in your job.



Punching through the “Plateau Effect”

Almost anyone who tries to lose weight will discover at some point the body’s natural desire to resist further loss even with additional effort. This is called “hitting a plateau.” There’s nothing wrong with your weight loss program or your body. Instead, you’ve encountered a phenomenon called the “plateau effect.” The plateau effect applies to every aspect of our lives because it is a natural law just like gravity. When additional effort to achieve more of the same result no longer works, the plateau effect is in play. Examples of the plateau effect include hitting a ceiling in your career growth, boredom in a relationship, slowed growth of a business, burnout from overwork, the flattened price of a stock, and even a falling rock reaching its terminal velocity. Everything can plateau. The good news is that winning strategies exist that can help you overcome the plateau effect when it appears in different areas of your life. And for the first time a book has been published that explains it all. Pick up a copy of *The Plateau Effect: Getting from Stuck to Success*. You can first see the free slide show that explains this powerful phenomenon and the steps to overcome it at <http://www.slideshare.net/ThePlateauEffect>.



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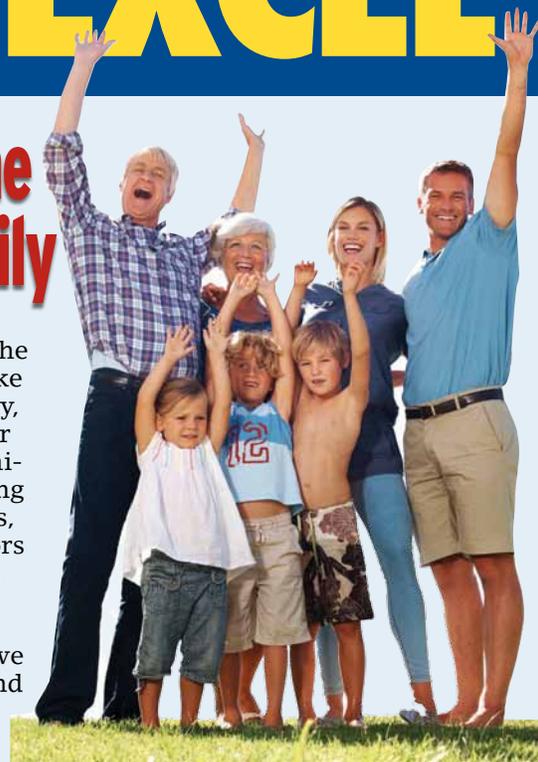
Work•Life Tips

► Eye fatigue is a common and annoying condition. The symptoms include tired, itchy, and burning eyes. A common eyestrain problem is known as computer vision syndrome, which affects approximately 50% to 90% of computer workers. In fact, studies have shown that computer vision syndrome may be responsible for up to 10 million eye care examinations every year. Eye fatigue can give you a difficult time at work by decreasing your productivity and can cause tiredness throughout the entire day. Fortunately, there are methods to decrease it. (1) Place your screen 20 to 26 inches away from your eyes, with the top of the screen just below eye level. (2) Regularly clean your screen, because smudges can increase glare and reflections. (3) Consider using a glare filter over your screen. If eye fatigue persists despite these precautions, it is best to consult with a medical professional, because it could become a serious chronic problem.

► The most important part of developing a new habit is repetition, but the biggest hurdle to its accomplishment is the effort. Resistance is found in the effort, not in the repetition. To overcome this hurdle, initially focus on repetition with little effort. As your habit becomes more established, put in more effort. For example, to acquire a new health habit like exercising 30 minutes a day, try putting on your running shoes and walking out the door for only two minutes. That's easy. Keep going for a week. Next week add two more minutes. In 15 weeks you'll accomplish your goal.

Care and Feeding of the Multigenerational Family

A multigenerational home includes children, parents, and grandparents under one roof. The phenomenon is gaining attention as people make choices to accommodate less retirement security, tighter budgets, fewer employer benefits, higher medical costs, and fewer employment opportunities. If you're planning a multigenerational living arrangement, learn about the potential conflicts, communication issues, and relationship stressors you may naturally face. You'll troubleshoot and resolve them faster and be more likely to stay focused on the benefits of your living arrangement. Have an initial meeting to discuss why "we are creating this arrangement," discuss roles and responsibilities of all family members, discuss boundaries between relationships (e.g., noninterference by grandparents in child discipline decisions by parents, bathroom rules, privacy matters, respect for personal space, handling bills, and financial responsibilities). Consider family meetings to reduce conflict, increase cohesiveness, and prevent small issues from becoming larger problems. A multigenerational home can be a positive one with planning, proper care, and attention. To learn more, see "All in the Family: A Practical Guide to Successful Multigenerational Living" (March 2013).



Constructive Criticism: Feel the Gain

Accepting constructive criticism from others is a learned skill requiring a healthy perspective to avoid perceiving well-meant feedback as an insult or assault. To accept feedback in stride and to feel the gain rather than the pain, view feedback as less of a challenge for you than for the person offering it. Choosing this perspective (switching the filter) allows you to welcome feedback and delivers a powerful demonstration of your maturity. Those giving constructive criticism are usually with you out on the limb. They aren't trying to saw the tree down. They risk your rejection and adverse response. Keeping this in mind can make you receptive to constructive criticism and demonstrate professionalism that others will see.

Summer Jobs for Teenagers

If you are teenager, know this: A positive attitude is the number one characteristic that employers desire in a job candidate. Skill can be taught, but no one can give you a positive attitude. Simple things like showing up early for work, going the extra mile, never complaining or criticizing, and being willing to do whatever it takes are always in demand as the most valued "job skills." If you are looking for a job for this summer, get going, take action, search, ask, and explore. Don't wait for the job to come to you. In the pursuit of things you want in life, remember a key rule: "Movement beats meditation."



How to Support Caregivers



Assisting with the care of another person can make it difficult to recognize and pay attention to one's own needs. To support caregivers: (1) Be a good listener without being judgmental. (2) Don't as-

sume the caregiver feels unfulfilled being in the caregiver role. (3) Pay attention to the caregiver so you can identify distress and the need for support. It may not be easy for the caregivers to ask for help, so repeatedly reassure them that their need for support will not be resented or rejected. (4) Those in caregiver roles receive written information and awareness—especially from the Internet—about their need for balance, to avoid isolation, and to manage stress. Be proactive and include, invite, and encourage them to participate in social events and recreational opportunities. (5) Lend a hand with research. The caregiver may be an expert on community resources, but finding time to search is often the key roadblock. Offer to research services and resources to lift this burden. Offer your assistance with telephone check-ins (prescheduled calls to the homebound friend or loved one) to reduce isolation and to check in. This may translate into a welcomed break.

National Physical Fitness Month

May is National Physical Fitness Month. Hopefully, you're always celebrating it. If you're searching for an exercise outlet, talk to your doctor for recommendations. Try walking 150 minutes a week (recommended by the Centers for Disease Control). New research shows that walking is just as effective as running. Researchers studied 33,060 participants in the National Runners' Health Study II and 15,945 walkers in the National Walkers' Health Study, assessing energy output by distance, not time. In both cases, the participants burned the same number of calories! Get your family involved. Create enticing rewards for total minutes achieved weekly or monthly.



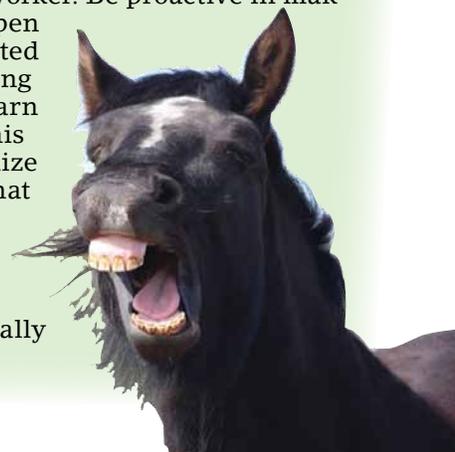
Time for a Monday Makeover

Mondays are notorious for being disliked, but you can make them more tolerable or even favored as your most thrilling day. Spark this excitement by making Monday more fun. For example, consider accomplishing a new goal in five days, and then reward yourself for the effort at week's end. This simple challenge can rally your motivation to complete a task or chore, start or finish a project, or enhance your life. Take a new side trip on the way home from work, visit friends to extend your week-end, get a haircut or manicure, or shop for something fun. The leverage lies in "enthusiastic anticipation." This makeover technique for better Mondays can have you arriving at work in a more positive mood, give you a more optimistic glow, improve productivity, and, best of all, avoid the dread of getting out of bed.



More About... Getting Along with Difficult People

After low pay and unreasonable workloads, coping with a difficult coworker is the most commonly cited complaint of employees. Thousands of books attest to the problem, and nearly all touch on one theme—put the focus on changes you can make, not on the other person. Key strategies include staying focused on what is positive and valued about your coworker and expecting positive interactions as you would with any other coworker. Be proactive in making those exchanges happen so you don't become isolated or withdrawn or start living your life "on defense." Learn the art of detachment. This helps you avoid or minimize emotional reactions to what a coworker says or does. These strategies can help you remain productive even when some personalities at work are not ideally suited to yours.





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The EAP is a free and confidential service for all USAFA DoD employees
Mr. Scott Andrews, Director EAP, 333-4364 – Community Center, downstairs, southwest corner

Work • Life Tips

▶ Today, without delay, take 15 minutes to organize a messy office. It may appear a daunting task, but experiment with how grand your office will look if you invest only this amount of time. Invest three 15-minute sessions, and you'll feel like a new person. Time is your most precious commodity. When you organize a messy work area, you're buying back time from a future loss resulting from searching and frustration. So how much is your time worth? Buy it back by making things more efficient.

▶ Despite your busy day, you may discover hidden minutes to increase productivity with this experiment. For one day, act immediately on any task that only takes a couple of minutes to accomplish. These small tasks are often delayed to reduce stress, but the relief is only temporary. They become more time-consuming and difficult tasks later when they must be resurrected from our "to do" pile. A day of interrupting this habit will surprise you with the results.

▶ There's a new app to help those suffering with posttraumatic stress disorder (PTSD). It's available via iTunes, and it was produced by the Department of Veterans Affairs' National Center for PTSD. Called "PTSD Coach," it is designed to be a supplement to psychological health care and support. Originally PTSD Coach was developed to help military veterans affected by PTSD. Family and friends of service members and veterans can also use the mobile app to learn more about PTSD and support resources. The app works on iPad and Android-powered devices. The app focuses on four spheres: education, self-assessment, managing symptoms, and finding support. You can download the PTSD Coach app anonymously. Depending on how the app is used, HIPAA privacy laws apply to information managed by the app. <http://www.ptsd.va.gov/public/pages/PTSDCoach.asp>



Your Positive Work Culture Checklist

Respect means more than regard, consideration, and tolerance for age, sex, race, culture, and other differences. It also includes differences in generation, thinking styles, and how others approach problem solving. Use this checklist to help you interrupt the impulse to show disrespect toward others as you work and collaborate with them. When you feel irritation welling up, consider the following: 1) Why is my coworker saying what he or she is saying? 2) What is my coworker really thinking? 3) What does my coworker need to hear from me? 4) What can I say to my coworker so he or she feels listened to? 5) What is my coworker trying to accomplish? 6) How can I acknowledge my coworker, even though I believe he or she is incorrect?

Star Performer Secrets: Using Humility on the Job

Humility at work is the practice of denying one's self-importance so the needs of others can be realized. Humility is a less understood but powerful relational skill. Few employees understand its true importance and how its impact can lead them to become star performers at work. Acting humble is not a demonstration of sacrifice, subservience, low self-esteem, or meekness. Quite the opposite, it is a demonstration of maturity. It is self-awareness and understanding your affect on others. When you're humble, others are drawn to you because they are attracted to your ability to help them feel safe, open, and not judged. You show a genuine desire to be a team player, discover the talents and abilities of your coworkers, exercise patience, and be open-minded. Humility has other behaviors associated with it, including being able to recognize your limitations, being a good listener, and knowing you haven't learned all there is to know. To contribute to a positive work culture, strive to make humility a courtesy and a skill. You'll draw others to you and be seen as the leader you truly are.



Alcoholism Awareness Month: Understanding Enabling and "Terminal Uniqueness"

Enabling by others is how alcoholics avoid consequences for their problems. This need to protect can be difficult to stop. Is there an alcoholic in your life whom you view as unlike other alcoholics, one who is above the crowd, gifted, and who should have a private room in treatment, a celebrity doctor, or special handling? This type of enabling is dubbed "terminal uniqueness" by recovering addicts and those participating in successful recovery from addictive disease. Terminal uniqueness undermines and delays admission to treatment. It reinforces denial, and it speeds the progression of the illness, which can be terminal.

Is Incivility at Work Getting Worse?

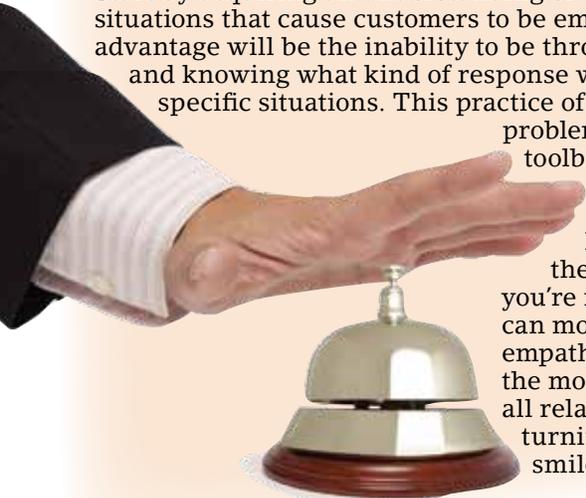


Does it feel like workplace incivility is getting worse? New research from the Harvard Business Review (January/February 2013) says it might be so. Civility is not just a nice way to behave. It is

a social skill used to build rapport with those around us. A lack of civility in the way we communicate problems, difficult feelings, frustrations, and workplace annoyances will cause us to jeopardize our relationships. Without civility at work, employees are slowly robbed of positivity. This behavior, if pervasive enough, can undermine productivity in the same way as other severe counterproductive behaviors. Creativity and a desire to pursue goals can be diminished. If this sounds familiar, you can reenergize civility at work more easily than you think. Make positive discussion about civility a part of your regular staff or group meetings. Spend five minutes discussing positive expressions and interactions, affirming behaviors, and evidence of civility. No need to label negative behaviors or dig up the past. With the focus on awareness, positive discussions, and increased expectations, you'll see a big difference almost overnight and a more positive work culture within weeks. Once things turn around, don't stop. Continue having preventive maintenance discussions and celebrate examples of positive communication.

Detaching Emotionally from Angry Customers

Dealing with angry customers can be a downer that leaves you feeling bitter and resentful, but practicing self-awareness allows you to gain control over these experiences so you can enjoy your job more. Start by acquiring an understanding of all the types of situations that cause customers to be emotional. Your advantage will be the inability to be thrown off guard and knowing what kind of response works best in specific situations. This practice of knowing the problems and having a toolbox of responses is a guaranteed stress reducer. It doesn't stop there. Because you're in control, you can more readily use empathy and patience, the most powerful of all relational skills for turning frowns into smiles.



Complacency and Chronic Illness

Complacency is lack of caring for one's illness, thus failing to ward off its symptoms or prevent relapse. Complacency is a hazard in the treatment of many kinds of medical conditions such as diabetes, heart disease, and alcoholism. Complacency is more complex than it appears. It's not just satisfaction with "good enough" and deciding to neglect self-care. The true culprit is a desire to forgo the aggravation of managing one's illness aided by lack of noticeable symptoms. The intervention and prevention for complacency is continual motivation to do what it takes to treat the condition. The easiest way to generate this motivation is by meeting with others who come together to help each other learn how to manage the condition and solve problems that are secondary to



it. Find your group, or start one. You'll achieve more manageability and less guilt from the on-again, off-again cycle of self-care.

Yes, Visit That Happy Place

Don't laugh—visualization is a stress management technique that works. Call it going to your "happy place." People laugh or scoff at the idea, but taking a few minutes during the day to detach and calm down using fantasy is not a time-waster or a useless practice. It is an opportunity for practicing positive thoughts that can calm you physically and bring you peace of mind, if but for a few moments. Picture your favorite place to relax. It could be the beach, the park, or even your bedroom at home. It helps to reinforce the image by keeping a picture in your office, on your computer desktop, in a purse, or in a briefcase. A more effective use of visualization is adding senses—sounds, smells, or touch—to aid your brief detachment experience. Take a few minutes and fully immerse yourself in this experience on a break, after a stressful meeting—or before. You'll feel more personal and emotional control and be less vulnerable to an overwhelmed state of mind in a stressful environment.



The EAP Tool Box

Helping Associates with work-life balance!

Work • Life Tips

▶ Here's a tip on using the free Google Calendar. Click on "Settings" and then the "event default duration." Check "Speedy Meetings." This allows you to make 30-minute meetings end in 25 minutes and one-hour meetings end in 50 minutes. You will actually get more work done. Why? The subtle pressure of knowing the meeting time will be shorter will force you to deal more effectively with the business at hand.

▶ Domestic violence is a frequent and unreported crime, but every state has passed laws and taken steps to intervene and protect victims. The laws that protect spouses from abuse also apply to people who are not married, but have a familial relationship with one another. Rule #1 is to protect yourself and your children. This may mean leaving home and seeking a safe shelter. The EAP can help you find community and legal resources that can help.

▶ If you and a coworker depend on each other to do your jobs well, you can't afford not to have a personal conflict resolution plan. When your relationship is going well, sit down and discuss how you will resolve potential conflict in your relationship. If you have experienced past conflicts, such an agreement is even more important. Put your agreement in writing and file it nearby. When conflicts emerge, refer to the plan. The power of the technique is its ability to induce commitment to reconcile differences.

How to Promote Your Great Idea



Could you communicate a great idea to your employer in such a way that it has a shot at being adopted? Many employees believe unbridled enthusiasm is enough. Here is the right approach: 1) Ask yourself, "Will my idea help the company and its bottom line?" and "Does my idea fit with the existing concerns of the organization?" A "yes" to either question makes your idea worth pursuing, but a "yes" to both could make it a hot ticket. 2) With a friend, conjure every argument against your idea and develop effective counterarguments. 3) Determine all the payoffs and positives. 4) Draft a proposal with the logic of your idea, the gain, and the "pain" it resolves. 5) Write an implementation plan/diagram. 6) Identify the ripple effects—added costs, changes, and potential risks. (All new ideas have them.) Know the remedy or cost-benefits. 7) Enlist your supervisor as a co-author, partner, or champion of your idea.

Involve Kids in Healthy Lunches

Here is a brilliant way to get kids to eat the healthy lunch you pack for them and send to school. Experts say that the more you can get your child to participate in the planning and shopping for and preparation of his or her lunch, the more likely it will be eaten. Sit down with a list of options in each of the main food groups—fruits, vegetables, whole grains, lean protein, and low-fat dairy. Allow your child to pick favorites in each category. The technique teaches balanced meal planning, organizational skills, and commitment. Your child is less likely to pick over the lunch, will understand nutritional needs better, and will take responsibility for choices. There is less of a chance the lunch will end up in the trash. <http://news.psu.edu> [Search "kids lunch"]



Stay Energized at Work

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Working out or going to the gym every day before work can be a big challenge, but it will help you stay more consistently energized during the workday. If you typically get groggy in the afternoon, try this five-day experiment. Schedule a 20-minute brisk walk daily during your lunch hour or early afternoon. This routine will cause you to feel more awake, less sluggish, and less likely to doze off in the afternoon, thereby raising your productivity.



How Incivility Spreads in the Workplace

Uncivil behaviors in the workplace may include condescending statements, put-downs, sarcasm, and/or even silence if it is used purposely to withhold a compliment or kind remark.

Incivility is contagious because employees develop reflexes to reciprocate it, and may passively become uncivil toward others who did not provoke it. Fatigue from ruminating about negative exchanges may be common, and employees normally disinclined to act uncivilly may begin doing so.

Does any of this sound familiar? To repair and maintain your work group to keep it healthy and collaborative, regularly spend time giving feedback to each other in group meetings. Discuss communication issues and spend time inquiring about unresolved problems. Doing so will reduce tension among you and decrease the frequency of incivility that leads to dissatisfaction and job turnover. Source: <http://msutoday.msu.edu> [search "incivility"]



Good-to-Know Soft Skills: Healthy Competitiveness



We appreciate and demand competitiveness from our athletes, but competitiveness at work is often shunned. It shouldn't be. The key is to be competitive in healthy ways. Competitiveness can help you achieve more, stay excited about your job, move quickly on opportunities, and win for your employer. To stay healthily competitive, avoid pairing your desire to achieve with the need to outdo coworkers for whatever acknowledgment, prize, or profit may result. Resist the reflex to engage in this sort of rivalry. Rather than seeking to challenge others, challenge yourself to top your personal best. Competitiveness is a tool. Use its energy to reach your goal, not as an unbridled personality trait that rubs others the wrong way. The secret to healthy competitiveness is being open to feedback, cheering others on, and sharing the glory. If you demonstrate this mastery of empathy, you will win more support from peers. They will cheer you on, and they will demonstrate more patience and understanding at those times when your competitive spirit gets a bit pushy or too "go-getting." Here is your competitive spirit health check: Do you mentally turn opportunities for success into contests that pit you against another person? Reject the urge to respond with competitiveness in this way. Practice asking, "Is this a team opportunity, rather than a solo opportunity?" With these few rules, you will win more gold for yourself and your employer.

Stress Tip: Improve Your Self-Starter Ability

We all procrastinate, but the stress of a looming deadline and feeling you can't act until it's crunch time can make you feel out of control. Stop this self-punishing cycle by becoming a better self-starter. 1) Ignore the desire to plan and organize yourself until you feel "ready" to start a project. This is resistance masquerading as preparation. Instead, dive in. 2) Decide how much to accomplish within a set amount of time, for example, one hour. This shrinks the perceived size of your task. 3) If you procrastinate, you may also be distractible.

Both may play a role in helping you avoid work. Fight back by working in a "boring" location and taking planned breaks instead of allowing distractions. Close down Enemy #1—email, and its never-ending signal alert to another message.



Childhood Obesity Awareness and Tips

Childhood obesity has exploded in North America—up 400% in the U.S. since the 1960s. In Canada, 31% of children are now obese, with an increased risk of health problems like type 2 diabetes and heart disease. Recommendations from the Centers for Disease Control for parents: Any increase in activity can help—a bike ride, playing at the park, or a family walk after dinner. Limit screen time—time spent on the computer, watching TV, or playing video games—to prompt other activities. Serve more vegetables, fruits, and whole-grain foods, and fewer prepared foods. Make sure your child gets enough sleep, because there is a connection between sleep and the hormones that affect metabolism. <http://www.cdc.gov/healthyschools/obesity/facts.htm>



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- ✓ Two pages, not four—with an upscale look. Full color. Available in print, digital pdf, or both. You choose the frequency.
- ✓ Boost EAP utilization rates like never before.
- ✓ Make requests and contribute to future article content ideas with our exclusive "Subscriber's Input Hotline".
- ✓ Published, written, and guided by employee assistance and workplace wellness professionals—real pros!
- ✓ No lengthy features that "over-educate" or inhibit referrals to your EAP. No "same old topics".
- ✓ Professional, corporate, fast-moving, and punchy with tips, health news-bites, and "actionable" articles.

Here's what your peers are saying about the WorkLife Excel newsletter...

"...WorkLife Excel has excellent content, a very professional looking appearance, and reflects well on you and the entire Office of Employee Assistance (U.S. Congress EAP). Thank you to all of you for taking the time to deliver such a high quality product!"
 "Let [WorkExcel.com] know how his content has resonated with [top management.]"

Executive Management
 U.S. Architect of Capitol
 for U.S. Congress

"I rely on you and your publications more than you know. My employees love it! So do I. :-)
 Great Job!"

Patti Matthews, Owner
 Comprehensive WorkLife Solutions
 Boardman, OH

"Dan, WorkLife Excel has given me the opportunity to reach all employees I serve. The information is timely and useful! The topics address issues faced by both employees AND managers."

Jim Seng, EAP Manager
 Warren Hospital
 Warren, New Jersey

"Dan, thanks for your professional work. Your WorkLife Excel newsletter is getting rave reviews from our clients. We are very proud to have our name on it!"

Clancy Yeager,
 EAP Manager
 Phoenix Connection
 Perrysburg, OH

"When I distributed WorkLife Excel newsletter, my companies instantly saw a true corporate-level publication and positive view of my EAP company. Employees love it! You can instantly tell the articles are written by an EAP pro. Dan, awesome job! Thanks!"

Joe Lemmon, LCSW-C, CEAP, SAP,
 President
 HR Workplace Solutions, Inc.
 Baltimore, Maryland

ASK FOR A FREE TRIAL!

Learn More...

Work Life Excel® is the only wellness and productivity newsletter written both by mental health and employee assistance professionals with extensive experience.

Articles delve deeper and give employees practical information and actionable tips on increasing productivity, enhancing wellness, improving workplace relationships, and balancing work and family. Work Life Excel® inspires employees with fast-moving, lively, and energetic articles that don't just get read—they get remembered.

Work Life Excel® also keeps the employer's needs in mind for increased productivity and reduced behavioral risk and exposure by including articles on safety, injury prevention and recovery, stress management, and better customer service...and your EAP stays a visible part of the company

Work Life Excel® focuses on:

Work-life balance - improving productivity - managing stress - improving work teams - promoting a respectful workplace - improving coworker relationships - safety tips for employees at home and at work - improving customer service - customer service stress management - motivational to encourage help-seeking behavior - achieve goals - improving relationships with one's supervisor - boost personal performance on the job - recovering faster after on-the-job injuries - better family living - teenager issues - coping with personal crisis - preventing on-the-job violence - selected health and productivity news bites from PR Newswire and the U.S. Dept. of Health and Human Services.



(A) Pricing Chart: PDF ONLY

	PDF Used for # Covered Employees	Price for 12 Issues	Price for 6 Issues
A	1-99	\$495*	\$395
B	100 - 499	\$695*	\$605*
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