

WORK • LIFE • EXCEL

Work•Life Tips

▶ High medical bills, confusion over health insurance small print, overbilling, denials for care, and appeals that go nowhere. Explore some of these healthcare advocacy resources if issues like these are weighing you down and reducing productivity in your life: 1) U.S. Department of Health and Human Services (healthcare.gov/using-insurance/index.html); 2) Patient Advocate Foundation (www.patientadvocate.org); and 3) Advocacy for Patients with Chronic Illness (www.advocacyforpatients.org). Each URL has loads of tips, advice, direction, legal information, and counseling related to healthcare needs, financing, insurance, and more.

▶ Don't use LinkedIn just for building lists of people whom you may never interact with. Instead, put these folks to work by posting questions and problems that you want help in resolving for yourself or for your employer. You may receive fantastic answers from those who reply, turning LinkedIn into your own free "mastermind" tool. Use LinkedIn's group tools to find those most likely to respond. Better yet, create your own group. Basic participation in LinkedIn is free. *Source: LinkedIn.com*

▶ New research from the Keck School of Medicine of the University of Southern California indicates that how red meat and chicken are cooked may influence the risk of prostate cancer. Men who ate more than 1.5 servings of pan-fried red meat per week increased their risk of advanced prostate cancer by 30 percent. Men who ate more than 2.5 servings of red meat cooked at high temperatures were 40 percent more likely to have advanced prostate cancer. More research is necessary to determine whether these findings can be replicated in independent studies and how to modify cooking methods to lower the risk of prostate cancer. *Source: University of Southern California press release, August 2012 (bitly.com/fried-steak).*

Would Family Therapy Be a Good Idea?



Family therapy is a counseling approach that works with family members to solve personal problems. What many people don't realize is that family therapy is sometimes necessary to help resolve one individual family member's personal problem too. Families are like "systems."

Think of a clock with the hands not working. Is it the battery, a spring, a wire, or a combination of things? All the parts interact. On the surface, you can see the hands not turning, but the answer may

lie in resolving issues with other parts. Family therapy is very similar. Within family therapy, all the parts get some attention to discover their contribution to the issue or issues everyone agrees need to be resolved. Have you participated in individual counseling but wondered if other members of your family could benefit and be part of the solution? Family therapy may be a good idea.

Better Communication: Picking Your Battles

You've heard the expression, "When it comes to people, you have to pick your battles." It's a recipe for fewer conflicts. But exactly how do you "pick"? The secret is viewing conflicts in the workplace not as battles to be won but as problems to be solved. While some people may seem to be naturally combative, you do not need to be one of them. When you recognize a conflict, conduct an experiment: Work hard to understand the opposing point of view. Imagine adopting your coworker's perspective. See his or her priorities. Now you are better positioned to argue your point of view and also be heard. What's the magic? The answer is empathy. You just experienced your opponent's reality. This automatically influences your tone, words you choose to use, and even body language in making yourself heard and trusted, rather than rebuffed out of hand. With this approach, new agreements and better negotiation are forthcoming.



Better Stress Management

The best stress management techniques are those that target the anxiety you experience in specific situations. When considering stress management, look at intervention tactics that target the type and degree of stress that you would like to reduce or eliminate in certain situations. Keep track of daily, weekly, or monthly events to spot stress reactions. Then design a personalized stress management program that works for you. Always include exercise in your program. Research consistently shows that no matter what type of stress you experience, exercise will make your emotional and physical response to it more resilient. Do you experience stress before public speaking and when you feel deadline pressures, or lose sleep the night before an important sales meeting? Your stress response is unique. The challenge is to find the intervention that works for you.



Too Young to Be an Alcoholic?

It is not unusual for young teens or even preteens to be exposed to alcohol. In fact, consuming alcohol usually happens before abuse of other drugs occurs.

Whether alcohol is provided by peers or adults, it doesn't take 25 years for a susceptible young person to acquire a serious alcoholic drinking problem. Depending on biogenic factors, family history, and contributing environmental or psychological factors, the onset of alcoholism could be a couple of years or even months. This phenomenon is why Alcoholics Anonymous began printing educational literature for teenage alcoholics, many of whom are as young as 13. Thousands of teenage alcoholics are members of Alcoholics Anonymous. Hundreds of treatment programs were established in the 1970s after the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act came into effect in 1970. For teenage alcoholics, many of whom also abuse other substances, the primary drug of choice is alcohol. Could you spot early symptoms of potential alcoholism in a teenager? Common experiences of teen alcoholics reported in testimonials, monographs, and educational literature include reports of one drink producing feelings of significant euphoria, positivity, excitement, empowerment, acceptance by peers, popularity, confidence, and an overwhelming desire to return to the next drinking opportunity as soon as possible. The majority of teens who experiment with alcohol do not experience these reactions, but former teenage alcoholics report these experiences consistently.



Cost of a Cluttered Desk

Your desk may look like a war zone, but it isn't cheap to keep it that way. Although not readily visible, there are financial costs to a cluttered desk. Consider the following:

- 1) Time lost from searching for buried or scattered materials.
- 2) The expense of recreating or duplicating materials.
- 3) The delay or failure to act on forgotten requests in writing from management.
- 4) Fatigue from searching, reaching, digging, and experiencing frustration.
- 5) Working on urgent matters as they appear during the workday, rather than on important tasks that aren't visible.
- 6) Negative self-talk from feeling disorganized.
- 7) Adverse respiratory effects from dust, if susceptible.



Making More of Your Morning Routine

If you research ideas on personal productivity and doing more in less time, you'll discover many spins on this one productivity idea: Work on your biggest, most important, or most rewarding task first thing—the very first thing—in the morning. Not only are you the most refreshed you'll be all day, making it likely you'll deliver at peak performance, but you'll also avoid dozens of tasks and distractions (email, Facebook, and dawdling) that bog you down, possibly all day. You'll avoid that dreaded feeling of not having accomplished much at the day's end.

Adopting this productivity tip creates momentum that builds rapidly. It also rewards you with more positive feelings of accomplishment, and it produces more successes along with their visibility to your employer.



Adapting to Change: Positive Outcomes Lie Ahead

Undoubtedly, you've heard stories about change, where average folks adapt, bounce back, or find new jobs, skills, and vocational passions. The positive message about organizational change is the adaptability of people. We're all change experts. We're hardwired to cope with change because we've been facing it for a million years. The key is understanding what accelerates

or hinders the speed at which you adapt. Next comes focusing on maximizing your positive response to change by identifying personal strengths and resources, increasing communication, and planning and making informed decisions to help you grab the highest rung on the ladder of opportunity that change presents. Seek to be proactive and involved with change to avoid a longer delay at arriving at a new place in your job, career, or life. You will get there.



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

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WorkLife Excel® focuses on:

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(A) Pricing Chart: PDF ONLY

PDF Used for # Employees Covered	Price for 12 Issues	Price for 6 Issues	Price for 4 Issues
1-99	\$274*	\$155*	Not Available
100 - 250	\$495*	\$395*	Not Available
251 - 499	\$749*	\$495*	\$395*
500 - 999	\$1020	\$547*	\$402*
1,000 - 2,499	\$1295	\$698*	\$512*
2,500 - 4,999	\$1649	\$849*	\$622*
5,000 - 7,499	\$1845	\$1005	\$738*
7,500 - 9,999	\$2120	\$1152	\$845*
10,000 - 14,999	\$2395	\$1304	\$957
15,000 - 19,999	\$2670	\$1454	\$1067
20,000 - 24,999	\$2945	\$1606	\$1178
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Daniel A. Feerst, Publisher

(B) Pricing Chart: PRINT AND PDF

PRINT QUANTITY	Annual Price Per Employee Monthly (12)	Annual Price Per Employee Bimonthly (6)	Annual Price Per Employee Seasons/Qtr. (4)
10 - 250	\$7.42	\$4.08	\$3.01
500	4.73	2.60	1.99
750	3.83	2.10	1.85
1000	3.01	1.66	1.45
1500	2.51	1.39	1.23
2000	2.11	1.30	.87
3000	1.77	1.19	.74
4000	1.62	.93	.70
5000	1.39	.78	.60
6000	1.30	.76	.59
7000	1.24	.73	.55
8000	1.18	.69	.54
9000	1.16	.66	.53
10,000	1.15	.65	.52
11,000	1.06	.62	.51
12,000	1.02	.56	.50
13,000	.99	.55	.49
14,000	.98	.54	.48
15,000	.94	.52	.47
16,000	.92	.51	.46
17,000	.90	.51	.45
18,000	.90	.51	.44
19,000	.88	.49	.43
20,000	.87	.48	.42
21,000	.85	.47	.41
22,000	.84	.47	.39
23,000	.83	.47	.38
24,000	.83	.46	.37
25,000	.82	.46	.365
26,000	.82	.46	.36
27,000	.81	.45	.355
28,000	.81	.45	.35
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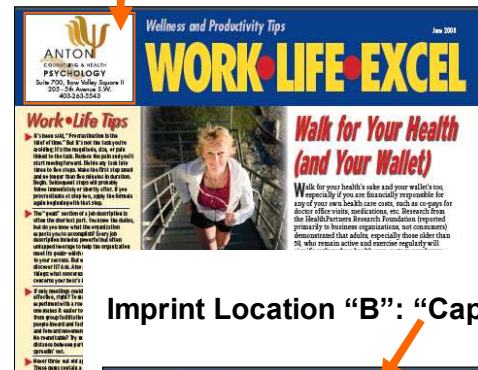
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