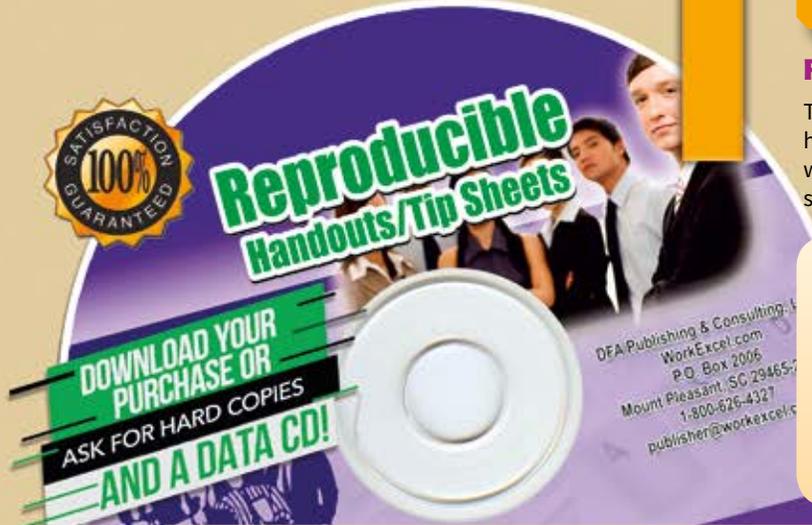


# When Employees have Difficult Problems, Have the Help at Your Fingertips

## GROUP 1



Buy wellness tips sheets in groups or mix and match from any group! Individual tip sheets are \$17 each. Pay \$197 for each selection of 15 tip sheets --You save \$58."

**Buy all groups for \$1997 and save over \$1000!**

### Repro-Editable™ Wellness Tip Sheets for Employees!

These well-researched Wellness Tip Sheets mean you're always ready to help - with information on topics like depression, managing anger, dealing with debt and credit, parenting teens and more. Buy the sheets singly or save when you purchase all 15.

- Timely subjects include...**
- ✓ Alcohol consumption
  - ✓ Resolving coworker conflicts
  - ✓ Coping with the blues
  - ✓ Balancing work and family
  - ✓ Anger management
  - ✓ Assertiveness skills
  - ✓ Dealing with trauma
  - ✓ Couples counseling
  - ✓ Understanding depression
  - ...and much more.

### Repro-Editable- Wellness Tip Sheets For Employees

E001 - E015 Repro-Editable- Wellness Tip Sheets for Employees ..... \$17 each  
 E100 All 15 Repro-Editable- Wellness Tip Sheets for Employees (SAVE \$58) ..... \$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, in client counseling sessions and orientations, on bulletin boards, and more.

Choose individual titles, or get the whole set and save \$58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable Wellness Tip Sheets fit your employee education needs perfectly.



**E-001 Balancing Work & Family** WHAT: This handout is a practical tool to help employees understand, gain awareness of, and practice tips to improve work and family balance. WHERE TO USE: EAP direct service, workshops, waiting rooms, EAP promotion.



**E-002 Understanding Depression** WHAT: Helps employees understand depression; its causes, signs and symptoms; myths; and treatment options; and reducing stigma. WHERE TO USE: Depression screenings, EAP direct service, workshops, waiting room.



**E-003 Managing Your Anger** WHAT: Helps employees understand anger, gain control, and diagnose problems. Includes a tool for practicing anger management. WHERE TO USE: EAP direct service, health fairs, waiting room, workshops.



**E-004 Dealing with Debt and Credit Problems** WHAT: Helps employees determine whether debt trouble exists and how to take action; also tells about credit repair services and scams, and consumer laws. WHERE TO USE: EAP direct service, work-shops, waiting rooms, promotional fairs.



**E-005 Giving Couples Counseling a Try** WHAT: How couples counseling works to help save a relationship. Types of couples problems. What to do when a spouse won't go. Motivation to try it. WHERE TO USE: Direct service with EAP clients, waiting room, workshops.



**E-006 When You Experience a Traumatic Event** WHAT: Understand trauma and how it affects the psyche. Traumatic stress symptoms, and dos and don'ts. About PTSD and more. WHERE TO USE: With CISM program, distribute after traumatic events.



**E-007 Tips for Parenting Teens** WHAT: Ten tips to help parents understand key issues such as identity, self-esteem, parental conflict, peer influence, emotions, and sex. WHERE TO USE: EAP direct service, workshops, health fairs, waiting room.



**E-008 Assertiveness Skills** WHAT: Defines assertiveness and why it's difficult. Benefits of being assertive. Assertiveness vs. aggression. Steps to being more assertive. WHERE TO USE: EAP direct service, health fairs, waiting room.



**E-009 Resolving Coworker Conflicts** WHAT: The nature of conflict and misconceptions. Intervention and prevention steps. How to keep relationships productive. WHERE TO USE: Conflict resolution clients, EAP direct service, workshops, EAP promotion.



**E-010 Adult Attention Deficit Hyperactivity Disorder** WHAT: Definition and description. Signs, symptoms, motivating employees to get help. WHERE TO USE: EAP direct service, EAP promotional events, waiting room.



**E-011 Violence in the Workplace** WHAT: Defines different types of workplace violence, facts, risks, warning signs, and dos and don'ts with coworkers, and what to do if you are a victim. WHERE TO USE: Special workshops on violence in the workplace.

**“Mix and Match” from any group!**



**E-012 Thinking About Your Drinking** WHAT: Definition of alcoholism, reducing stigma, understanding the disease, signs, symptoms, self-diagnosis, and understanding how denial works. WHERE TO USE: EAP direct service, workshops on substance abuse in the workplace.



**E-013 Coping with the Blues** WHAT: Distinguishes normal blues from depression. Cognitive intervention to limit frequency of the blues, and when to seek professional help. WHERE TO USE: EAP direct service, waiting room, EAP promotional events.



**E-014 Thinking About Psychotherapy** WHAT: Explains psychotherapy. Answers important questions: who, what, how, cost, managed care issues, and how to get the most from treatment. WHERE TO USE: EAP direct service, promotional events, waiting room.



**E-015 Codependency: Caring Until It Hurts** WHAT: A less confusing look at codependency signs, symptoms, misconceptions, and breaking free of dysfunctional relationship behaviors. WHERE TO USE: EAP direct service, promotional events, waiting room, special workshops.

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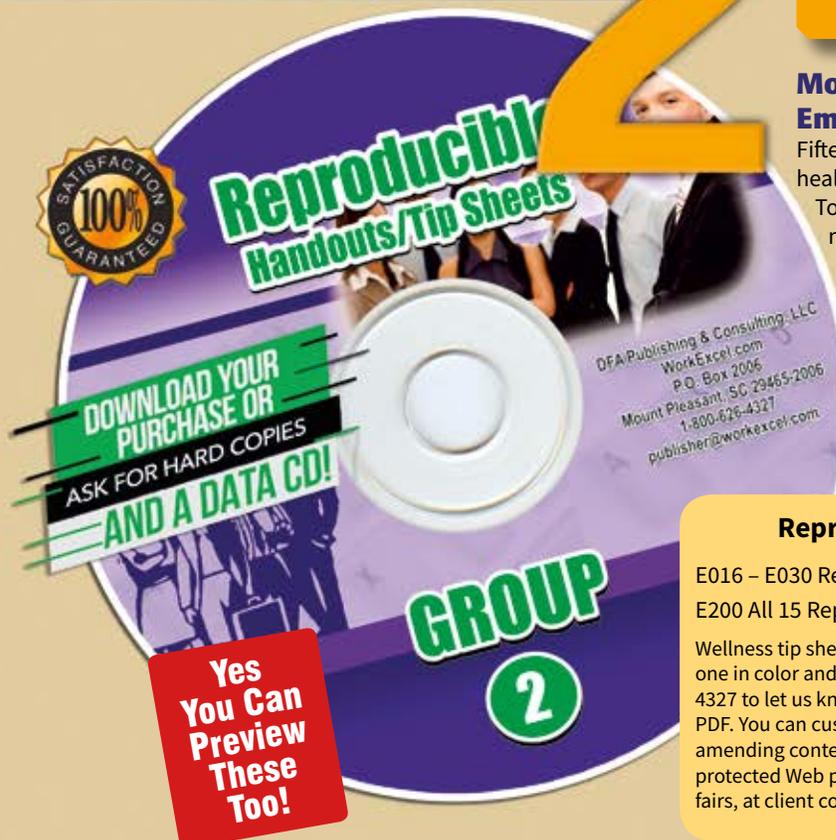
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# Wellness Tip Sheets You Can Edit, Change, Copy, and Control

## GROUP 2



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**Buy all groups for \$1997 and save over \$1000!**

### More Repro-Editable™ Wellness Tip Sheets for Employees!

Fifteen more easy to use Wellness Tip Sheets for use in client sessions, health fairs, assessments, follow-up and a variety of other situations. Topics include workplace injuries, compulsive eating, suicide, stress management and more.

Choose individual titles, or get the whole set and save \$58. Buy multiple sets (see other pages in this catalog) and save even more. It's like getting three free—when you purchase groups of 15. Change the text and add your own expertise. And with exclusive editing capability available only from WorkExcel.com, you can make these valuable Wellness Tip Sheets fit your employee education needs perfectly.

### Repro-Editable- Wellness Tip Sheets For Employees

- E016 – E030 Repro-Editable™ Wellness Tip Sheets..... \$17 each
- E200 All 15 Repro-Editable™ Wellness Tip Sheets (SAVE \$58) ..... \$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



**E-016 What to Do About a Negative Performance Review** WHAT: Helps clients focus on the positive of a bad review, make changes, and get back to work energized and determined. **WHERE TO USE:** Client sessions, health fairs, EAP waiting areas, assessments.



**E-017 Sticking with Your Recovery Program from Addictive Disease** WHAT: Essentials that every recovering addict needs to know but may take years to hear or discover in recovery. **WHERE TO USE:** Client counseling sessions, follow-up meetings, post-discharge back-to-work interviews.



**E-018 Caught in the Web of Internet Addiction** WHAT: Awareness about the high risk of Internet addiction, with warning signs and more. **WHERE TO USE:** Health fairs, client counseling sessions, EAP waiting areas.

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!

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**Workplace Injuries: Stress and Recovery**

The amount of suffering at last...  
 Back to Work After...  
 Recovery Resources...  
 Staying Positive...  
 What the EAP Can Do...

**E-019 Workplace Injuries: Stress and Recovery** WHAT: After injury comes the risk of depression, conflict at home and with coworkers, and risk of further injury. **WHERE TO USE:** Mail to clients, provide in client sessions during follow-up after injuries to help reduce workers' compensation costs.

**WHEN THERE'S TALK OF SUICIDE**

From about 100,000...  
 Signs of Suicidal Thinking...  
 What Are They Thinking?...

**E-020 When There's Talk of Suicide** WHAT: Understanding suicide facts, risks, and prevention. Dos and don'ts, taking action, helping a friend. **WHERE TO USE:** Counseling sessions, health fairs, waiting rooms.

**LIVING LIFE AS A SHIFT WORKER**

Shift workers...  
 Sleep Problems...  
 Health Issues...

**E-021 Living Life as a Shift Worker** WHAT: Special issues and stressors associated with shift work and how to tackle them. **WHERE TO USE:** Health fairs, counseling sessions, waiting rooms, stress management presentations to shift workers.

**When You're a Victim of Domestic Violence**

Domestic violence...  
 Signs of Abuse...  
 What the EAP Can Do...

**E-022 When You're a Victim of Domestic Violence** WHAT: Defines domestic abuse, increases awareness, what to do. **WHERE TO USE:** Waiting rooms, health fairs, client sessions.

**Facing and Stopping Compulsive Eating**

Compulsive eating...  
 Signs and Symptoms...  
 What the EAP Can Do...

**E-023 Facing and Stopping Compulsive Eating** WHAT: Describes this serious health problem, symptoms, and hope for change. **WHERE TO USE:** Health fairs, client sessions, post-treatment follow-up.

**Manage Stress Right Now**

Stress...  
 1. Recognize...  
 2. Take a break...  
 3. Breathe...  
 4. Move...  
 5. Eat...  
 6. Relax...  
 7. Think...  
 8. Listen...  
 9. Laugh...  
 10. Pray...

**E-024 Manage Stress Right Now** WHAT: Ten practical tips anyone can use to manage stress and feel rejuvenated. **WHERE TO USE:** Client sessions, health fairs, waiting rooms.

**Making the Holidays More Positive**

Holidays...  
 Ten Steps...  
 1. Set realistic expectations...  
 2. Evaluate...  
 3. Plan...  
 4. Delegate...  
 5. Stay...  
 6. Relax...  
 7. Laugh...  
 8. Give...  
 9. Stay...  
 10. Reflect...

**E-025 Making Holidays More Positive** WHAT: A handout for those who suffer in silence. Issues, tips, getting positive, coping effectively with the holiday experience. **WHERE TO USE:** Client sessions and presentations, brown-bag seminars.

**Dealing with Workplace Negativity**

Workplace negativity...  
 Signs of Negativity...  
 What the EAP Can Do...

**E-026 Dealing with Workplace Negativity** WHAT: One of the most requested subjects. Sources of negativity and how to head it off at the pass. Some rules, some tips, and a few tricks on reducing negativity and contagion. **WHERE TO USE:** brown-bag seminars, health fairs, group conflict intervention.

**“Mix and Match” from any group!**

**When Organizational Change Affects You**

Organizational change...  
 Why Overcoming Happens...  
 What the EAP Can Do...

**E-027 When Organizational Change Affects You** WHAT: Understanding organizational change, preparing for downsizing, taking action steps, planning ahead. **WHERE TO USE:** Presentations, seminars, counseling sessions.

**Preventing and Stopping Sexual Harassment**

Sexual harassment...  
 A Serious Legal Infraction...  
 Some Key Points...  
 What the EAP Can Do...

**E-028 Preventing and Stopping Sexual Harassment** WHAT: Sexual harassment defined, prevention steps, the importance of stopping inappropriate behavior, explaining of “no” means “no,” what to do, where to go. **WHERE TO USE:** Presentations, client sessions, waiting rooms.

**Improving Your Relationship with the Boss**

Relationship with boss...  
 Why Problems Occur...  
 Analyzing Your Conflict...  
 What the EAP Can Do...

**E-029 Improving your Relationship with the Boss** WHAT: A key stress-reduction strategy is to have an effective relationship with a supportive supervisor. Here's how to increase one's chances of that. **WHERE TO USE:** Client counseling sessions, presentations, seminars.

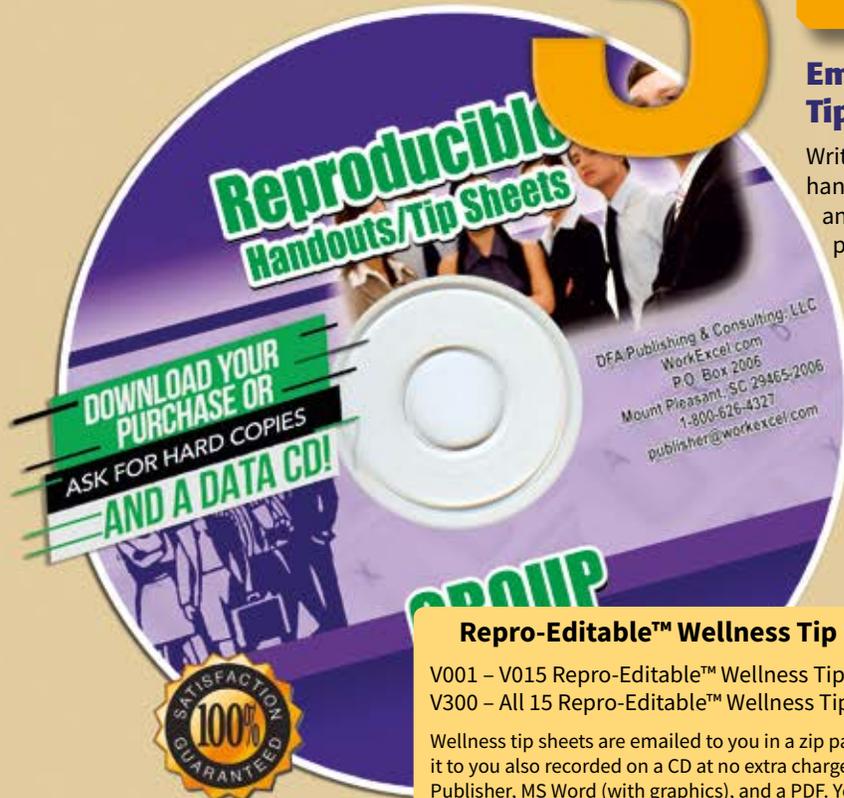
**Military Deployment Stress**

Military deployment...  
 1. Understand...  
 2. Prepare...  
 3. Communicate...  
 4. Stay...  
 5. Support...  
 6. Relax...  
 7. Laugh...  
 8. Give...  
 9. Stay...  
 10. Reflect...

**E-030 Military Deployment Stress** WHAT: Helps clients deal with military-deployment stress, and provides tips on coping and remaining positive. **WHERE TO USE:** Health fairs, client sessions, waiting rooms.

# These Information-Packed Sheets Put “Manager Know-How” Directly Into the Hands of Supervisors

## GROUP 3



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**Buy all groups for \$1997 and save over \$1000!**

### Employee Assistance and Manager Wellness Tip Sheets

Written by “long-timers” in the EAP field, these unique editable handouts provide authoritative information that enhance your message and improve results. Handouts may be purchased separately or save by purchasing all 15.

These Wellness Tip Sheets are perfect as handouts following instructional sessions with managers and supervisors, or for educating top management.

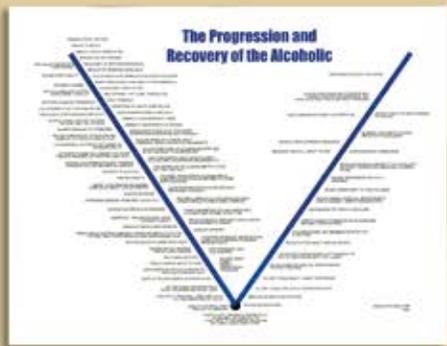
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**Repro-Editable™ Wellness Tip Sheets for EAP Management and Supervisors**

V001 – V015 Repro-Editable™ Wellness Tip Sheets ..... \$17 each  
 V300 – All 15 Repro-Editable™ Wellness Tip Sheets (Save \$58) ..... \$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.

**V-001 Drugs of Abuse Chart** WHAT: Describes types of drugs (including alcohol), drug names, street names, methods of use, symptoms of use, and hazards of use. *WHERE TO USE:* Department of Transportation training, supervisor training, employee awareness, supervisor consults.



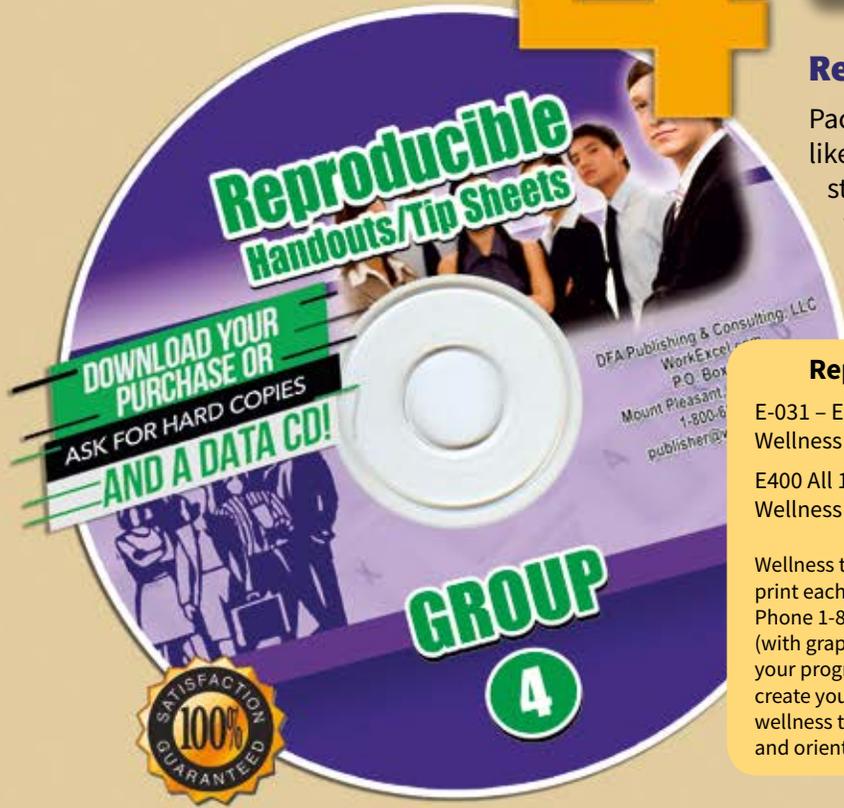
**V-002 Progression and Recovery Curve of the Alcoholic** WHAT: We spoke with dozens of treatment professionals, CEAPs, and recovering persons. Includes twice as much information as seen on similar charts. *WHERE TO USE:* Motivational interviewing, employee awareness, in-treatment interviewing.

**V-003 Tracking Sheet for EAP: Recovering Client Follow-up** WHAT: Proper follow-up means tracking any diminishing involvement in the recovery program and intervening earlier. Improves outcomes. Instructions included. *WHERE TO USE:* In-person client follow-up.



# Fifteen More Easy-to-read Wellness Tip Sheets Let You Finally Get Topics You've Been Searching For

## GROUP 4



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Buy all groups for \$1997 and save over \$1000!

### Repro-Editable™ Wellness Tip Sheets

Packed with the very latest thinking on important topics like coping with a mentally ill family member, becoming a star performer at work, facing down bullies and dealing with difficult coworkers, these editable Wellness Tip Sheets are priceless for client sessions, assessments, counseling and promotion.

### Repro-Editable- Wellness Tip Sheets For Employees

- E-031 – E045 Repro-Editable™ Wellness Tip Sheets for Employees .....\$17 each
- E400 All 15 Repro-Editable™ Wellness Tip Sheets for Employees (SAVE \$58) .....\$197

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**E031 Alcoholism Is a Family Disease** WHAT: Alcoholism and its impact on the family. What's wrong, guilt and enabling, myths, misconceptions, what to do, and "right thinking" about the disease. Add your input to create your ideal fact sheet for Clients. *WHERE TO USE:* Client sessions, health fairs, EAP waiting areas, assessments.



**E032 Be a Star Performer at Work** WHAT: Most employees want to do their best work. What are the commonalities among outstanding employees? Knowing these can inspire employees to achieve more, help them spot their shortcomings, and motivate them to improve. *WHERE TO USE:* Client sessions, promotion.



**E033 Coping with a Mentally Ill Family Member** WHAT: Guilt, confusion, and worry face family members of the mentally ill. This fact sheet gives them hope, support, and determination to accept the chronicity of mental illness and become empowered through knowledge, while seeking support. *WHERE TO USE:* Client counseling sessions. EAP waiting areas.

### Could Group Therapy Be For You?

How are things going with a personal job, relationship or family member? Would you like to talk to others who are facing similar issues? Group therapy may be all you need to get back on track.

**What are the benefits of Group Therapy?**

Group therapy provides a safe and supportive environment for individuals to share their experiences, feelings, and thoughts. It offers a chance to receive feedback and support from others who are going through similar challenges.

**Who should be involved in Group Therapy?**

Group therapy is most effective when it is facilitated by a trained professional and includes a mix of individuals with similar issues. The group should be diverse in terms of background and experience.

**How to Choose a Group Therapy Program?**

When choosing a group therapy program, look for a qualified facilitator, a safe and confidential environment, and a program that is tailored to your specific needs.

**What to Expect from Group Therapy?**

Group therapy sessions typically involve sharing, listening, and providing support to one another. It's a process of mutual aid and learning.



**E034 Could Group Therapy Be For You?**  
**WHAT:** Many clients resist the idea of group therapy, despite its power and effectiveness. It's also cheaper, than individual therapy. Tackles myths and motivates clients to say, "Yes, I will give group therapy a try." **WHERE TO USE:** Counseling sessions, waiting areas.

### Facing Bullying at Work

Bullying is a common workplace problem that can have serious consequences for the victim's health and well-being. It's important to know your rights and how to seek help.

**What to do if you are being bullied by a supervisor?**

Document the incidents, talk to HR, and consider legal action if necessary. It's crucial to stand up for yourself and seek support.

**What to do if you are being bullied by a coworker?**

Set boundaries, communicate your concerns, and seek support from management. Don't let the bullying continue.

**Get help, avoid victimization**

Seeking professional help and support is essential for dealing with workplace bullying. Don't let it affect your mental health.



**E035 Facing a Bully at Work** **WHAT:** What is a bully? Why do they do it? What should the victim do? About getting proactive to help employees and to help employers who may face legal claims if bullying doesn't stop. **WHERE TO USE:** Counseling sessions, health fairs, waiting rooms.

### Dealing with Customer Service Stress

Customer service can be a stressful job. Dealing with difficult customers and high-pressure environments can take a toll on your mental health.

**Feeling with the Overall Stress of Customer Service**

Recognize the signs of stress and take steps to manage it. Practice self-care and seek support when needed.

**Dealing with Difficult Customer Situations**

Stay calm, listen to the customer's concerns, and offer solutions. Don't let the customer's stress affect you.

**Ask Your EAP Resources for Help**

Employee Assistance Programs (EAP) offer confidential support and resources for dealing with work-related stress.



**E036 Dealing with Customer Service Stress** **WHAT:** Customers are the lifeblood of business, but when they're treated badly by stressed employees, they walk away with their wallets. How to cope, what to do, "right thinking" about customers. **WHERE TO USE:** Training on stress.

### The Art of Detachment

Detachment is a powerful life skill that allows you to let go of negative emotions and control. It's about finding peace and balance in a chaotic world.

**Ending Envy**

Recognize and challenge negative thoughts. Focus on your own path and achievements.

**Letting Go**

Release past hurts and fears. Embrace the present moment and future possibilities.

**Detachment**

Practice letting go of attachments that cause suffering. Find joy in the simple things of life.



**E037 The Art of Detachment** **WHAT:** One of the most important life skills. Letting go, ending envy, getting past guilt, love versus control, why detachment just might be "the ticket" the employee's been searching for. **WHERE TO USE:** Clients sessions, waiting rooms, health fairs.

### Dealing with Difficult Coworkers

Difficult coworkers can make your workday a challenge. Learn strategies to manage these situations effectively and maintain a positive work environment.

**Who are Difficult Coworkers?**

Identify the different types of difficult coworkers: the complainer, the saboteur, the know-it-all, and the chronic latecomer.

**Key Signs of Difficult Coworkers**

- They complain constantly.
- They are always late.
- They are overly critical.
- They are always right.

**How to Deal with Difficult Coworkers**

Set boundaries, communicate clearly, and seek support from management. Don't let their behavior affect your work.



**E038 Dealing with Difficult Coworkers** **WHAT:** Who is a difficult coworker? Types of approaches to difficult coworkers. Are you one of them? Effective strategies for a more harmonious workplace. **WHERE TO USE:** Health fairs, client sessions, conflict resolution counseling (also for fun and a few laughs).

### Coworkers Facing Grief Together

Experiencing the loss of a coworker is a difficult time. Support and understanding from colleagues can make a significant difference.

**The Power of Being Proactive**

Take initiative in supporting grieving coworkers. Offer practical help and listen to their needs.

**First Things First**

Provide immediate support and resources. Help with funeral arrangements and other practical matters.



**E039 Coworkers Facing Grief Together** **WHAT:** "What do we do?" "What do we say?" These common coworker questions have commonsense answers. Provides support, clarifies, helps prevent the pain of loss from becoming confused over the process. **WHERE TO USE:** Grief counseling, group work.

### Helping Someone Who Doesn't Want Help

It's often difficult to help someone who is resistant to assistance. Learn techniques to gently guide them towards help.

**Introductions**

Establish a rapport and build trust. Show genuine interest in their well-being.

**Tips and Guidelines**

- Be patient and non-judgmental.
- Offer support without being overbearing.
- Respect their autonomy and choices.



**E040 Helping Someone Who Doesn't Want Help** **WHAT:** What to say, how to say it, what to expect. Is it your role or someone else's? Do it now, or say it later? When to use a push strategy or a pull strategy, and when to "let nature take its course." **WHERE TO USE:** Client sessions, counseling.

### Communication Tips for a Happier Workplace

Effective communication is the key to a positive and productive workplace. Learn tips to improve your communication skills.

**How to Communicate with Your Boss**

Be clear, concise, and professional. Show respect and listen to feedback.

**How to Communicate with Your Coworkers**

Practice active listening and empathy. Communicate openly and honestly.

**How to Communicate with Your Clients**

Understand their needs and expectations. Provide excellent customer service.



**E041 Communication Tips for a Happier Workplace** **WHAT:** Stop poor workplace communication that can create bad attitudes and thwart productivity. It's not what you say, it's how you say it -- and a lot more. **WHERE TO USE:** Brown-bag seminars, OD projects, group conflict intervention.

### Keeping Energized at Work

Staying energized and motivated is essential for success in the workplace. Discover ways to boost your energy and productivity.

**What You Can Do at Home**

- Get enough sleep.
- Eat a healthy diet.
- Exercise regularly.
- Manage stress.

**What You Can Do at Work**

- Take breaks.
- Stay hydrated.
- Engage in social activities.
- Set goals and deadlines.



**E042 Keeping Energized at Work** **WHAT:** After lunch, it doesn't have to be all downhill. Here's how to stay perky for improving productivity, managing stress, and knowing what zaps your energy, plus other tips for fighting fatigue. **WHERE TO USE:** Waiting rooms, health fairs, client sessions.

### Valuing Diversity at Work

Diversity is a strength that brings different perspectives and ideas to the workplace. Learn how to value and leverage diversity.

**Moving Beyond Tolerance**

Go beyond just accepting differences. Actively seek out and appreciate diverse viewpoints.

**From Tolerance to Value**

Recognize the unique contributions of each individual. Create an inclusive and supportive work environment.



**E043 Valuing Diversity at Work** **WHAT:** What is diversity in the workplace? Why is it important? What is the difference between tolerating, valuing, and celebrating diversity? How does valuing diversity contribute to the bottom line? **WHERE TO USE:** Presentations, group work, OD projects.

### Functional Alcoholism Isn't

Functional alcoholism is a hidden problem that can affect anyone. Learn the signs and how to seek help.

**World's Most Enabling Belief**

"It's just a drink." This belief can lead to serious health and social consequences.

**Are You Hiding an Alcohol Problem?**

Recognize the signs of alcoholism: drinking more, drinking alone, and drinking to cope.

**Functional or Not?**

Assess your drinking habits and their impact on your life. Don't let alcohol control you.



**E044 Functional Alcoholism (Isn't!)** **WHAT:** His (her) drinking doesn't affect me-- he's a "functional alcoholic"! All about the world's most enabling phrase. What it means and how this misnomer takes its toll on everyone, including the addict. **WHERE TO USE:** Presentations, A/D education.

### It's a New Year! Make This Year Happy, Healthy, and Productive

Start the new year with a fresh perspective and a plan for success. Discover 10 ways to make the most of the year.

- Set realistic goals.
- Practice gratitude.
- Take care of your health.
- Stay organized.
- Learn new skills.
- Be kind to yourself.
- Connect with others.
- Embrace change.
- Stay motivated.
- Be flexible.
- Reflect on your progress.



**E045 It's Not to Late! Making Happy, Healthy, and Productive** **WHAT:** It's not January, but that's the point. This fact sheet is for any month or year. It goes the next step to keep employees fired up. **WHERE TO USE:** After January!

ALL PROGRAMS AND PRODUCTS COMPLETE WITH 100% MONEY-BACK GUARANTEE!

# Clear, Well Written Answers to Some of Life's Biggest Problems to Help You Be the One People Turn to

## GROUP 5

Reproducible Handouts/Tip Sheets

DOWNLOAD YOUR PURCHASE OR ASK FOR HARD COPIES AND A DATA CD!

DFA Publishing & Consulting, LLC  
WorkExcel.com  
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1-800-626-4327  
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GROUP 5



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### Repro-Editable™ Wellness Tip Sheets

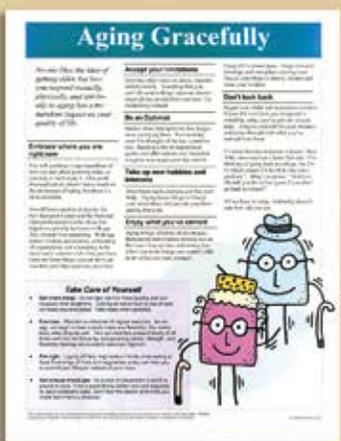
Compelling and attractively designed, these editable Wellness Tip Sheets give people the information they need to deal with issues like aging, being a better parent, coping with divorce and more. And, whether you use them in counseling, waiting rooms, team building programs, seminars or other settings, they position your workplace program as the go-to source for help.

### Repro-Editable- Wellness Tip Sheets For Employees

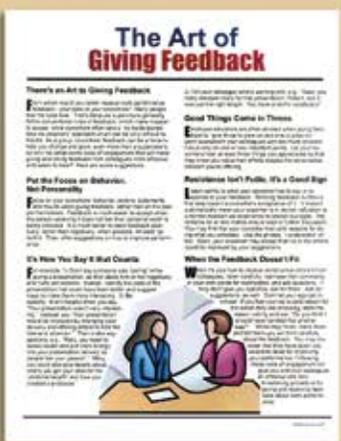
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Wellness Tip Sheets for Employees.....\$17 each

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**E046 Aging Gracefully** WHAT: Embracing the present; accepting limitations without elimination; moderating versus giving up on things you love; being an optimist; new hobbies; taking care of yourself; tips on enjoying life; not looking back; much more. WHERE TO USE: Client sessions, brown-bag luncheons.



**E047 The Art of Giving Feedback** WHAT: The art of giving feedback to others; focusing on behavior, not personalities; what to say, how you say it; the sandwich technique; when others resist; when feedback doesn't fit; keeping egos out of feedback. WHERE TO USE: Team building, client sessions, off-site retreats, conflict resolution.



**E048 Becoming an "Askable" Parent** WHAT: Children who aren't getting answers from their parents will go somewhere else. What is an "askable parent? Becoming receptive. Developing skills in honesty and directness. Arming yourself with information and understanding "TMI". WHERE TO USE: Client counseling sessions. EAP waiting areas, health fairs.

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**Before You Quit Your Job**

**The Strong Reasons to Quit**

**Consider the Consequences of Quitting**

**How to Quit**

**Don't Burn Bridges**

**Final Thoughts**

**E049 Before You Quit Your Job** WHAT: Avoiding overreaction to conflict; the right reasons to quit; considering the consequences of quitting a job; being professional in letting go; not burning bridges; more. **WHERE TO USE:** Counseling and individual client sessions, waiting rooms.

**Respecting Generational Differences at Work**

**Age is Just a Number!**

**Who's Who in the Age of Ageism?**

**Can't We All Just Get Along?**

**E050 Respecting Generational Differences** WHAT: "Ageism" and its cost; attitudes and values of different generations-- boomers, X, Y and beyond; why we can't get along, and how to start making it happen. **WHERE TO USE:** Conflict resolution, individual sessions, brown-bag seminars.

**Compulsive Gambling is a Bad Deal**

**What is Compulsive Gambling?**

**Why is Gambling Addictive?**

**What is a Compulsive Gambler?**

**How to Cope**

**How to Find if You're a Compulsive Gambler?**

**How to Stop**

**How to Find if You're a Compulsive Gambler?**

**How to Stop**

**E051 Compulsive Gambling is a Bad Deal** WHAT: What is compulsive gambling; why people become gamblers. Am I at risk? Self-diagnosis, signs and symptoms. Treatment and recovery of compulsive gambling addiction. **WHERE TO USE:** Individual counseling, health fairs, family counseling

**Effective Time Management for Supervisors!**

**How to Plan**

**How to Prioritize**

**How to Delegate**

**How to Build a Planning Team**

**How to Set Goals**

**How to Measure**

**How to Review**

**E052 Effective Time Management for Supervisors** WHAT: Supervisors who manage time well win the management game. Loads of tips, "building in" time, prioritizing, delegating, setting goals, minimizing meetings, knowing when to take a break. **WHERE TO USE:** Clients sessions, training supervisors, small group work.

**Coming Back Home**

**The Need to Victory**

**The Build-Up**

**The Transition**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E053 Coming Back Home** WHAT: Managing the emotional build-up of coming home from; transitions; expectations; getting back to normal life; ten powerful tips for families and key issues of reuniting. **WHERE TO USE:** Family sessions, group work, health fairs, waiting rooms.

**Coping With a Crisis**

**What is a Crisis?**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E054 Coping with a Crisis** WHAT: Crisis versus trauma. Definition and "what works" in managing crises. Is it a crisis? Staying mobilized. Steps for coping. Managing disruption. Keeping structure in your life. Decision making. Signs that crisis is affecting you. **WHERE TO USE:** Counseling sessions. Groups.

**Coping With Divorce**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E055 Coping with Divorce** WHAT: Emotions and loss; legalities; avoiding unnecessary conflict; seeking support; taking care of yourself; refocusing your energy; avoiding unhealthy coping behaviors; forgiving yourself. Moving forward. **WHERE TO USE:** Client sessions, counseling, waiting rooms.

**When You've Been Disciplined at Work**

**What's Behind Employee Discipline?**

**What's Behind Employee Discipline?**

**What's Behind Employee Discipline?**

**E056 When You've Been Disciplined at Work** WHAT: Discipline isn't punishment; causes of employee discipline; what to do; how to respond; seeing an opportunity for change; why the employer isn't the "bad guy"; responding with the right attitude; using the EAP. **WHERE TO USE:** Individual counseling sessions

**"Mix and Match" from any group!**

**Managing Caregiver Stress!**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E057 Managing Caregiver Stress!** WHAT: Caregivers are special, but have important needs. Types of stress; caregiver needs; avoiding denial of needs; support of caregivers; when you need help; what works!; what doesn't work!; counseling; tips. **HERE TO USE:** Counseling, waiting rooms.

**Taking Initiative On the Job!**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E058 Taking Initiative On the Job** WHAT: Why initiative is powerful--and it's free! What is initiative; why you don't take initiative; proactive initiative vs. initiative out of fear. Spotting opportunities for initiative; the payoffs for everyone. **WHERE TO USE:** Waiting rooms; team building.

**Eldercare Across the Miles**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E059 Eldercare Across the Miles** WHAT: Stressors faced by employees with long-distance eldercare responsibilities; tips for caregivers and family; mistakes and missteps of family members; what elderly persons should do; resources. **WHERE TO USE:** Counseling sessions, brownbag presentations.

**Preventing Identity Theft**

**How to Cope**

**How to Reconnect**

**How to Rebuild**

**E060 Preventing Identity Theft** WHAT: Keeping personal information secure. Monitoring credit properly; shredding and protecting; guarding your SSN; responding to mail and e-mail solicitations; password problems; credit bureaus; responding to suspicious activity. **WHERE TO USE:** Waiting rooms, seminars.

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# GROUP

# 6

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**E061 Boosting Employee Morale** WHAT: 11 great tips every supervisor should know: feedback, support, praise, control, creativity, perks, and more. **WHERE TO USE:** Supervisor training workshops and consultations with supervisors.



**E062 Discover the Leader in You!** WHAT: Help supervisors discover their ability to lead and act on it. Creating a vision, planning, self-awareness, being a role model, reaching out to others for help. **WHERE TO USE:** Supervisor training and consultation, client sessions.



**E063 Letting Go of Your Control Issues** WHAT: Insightful tips on avoiding domination and disrespect in relationships. Causes of controlling behavior. Self-awareness and self-intervention. Practicing healthier relationship behaviors and how to gain better cooperation with others. **WHERE TO USE:** Client counseling sessions, leadership workshops, consulting.

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**Managing Stress by Eating Right**

This isn't just any diet or an exercise routine that works. You want to eat well, exercise, and feel great. But what if you could combine the three and stress decreases as a result? Just by eating better!

**What is Stress?**

Stress is a natural response to a perceived threat or challenge. It's a complex reaction involving the brain, hormones, and the body's systems. While stress can be helpful in the short term, chronic stress can lead to a variety of health problems, including high blood pressure, heart disease, depression, and anxiety.

**How does diet affect stress?**

The foods we eat can either help or hinder our ability to manage stress. Foods high in sugar and refined carbohydrates can cause blood sugar spikes and crashes, leading to mood swings and increased stress. On the other hand, a diet rich in fruits, vegetables, whole grains, and lean proteins can help stabilize blood sugar levels and provide the nutrients needed for a healthy stress response.

**Key Takeaways:**

- Eat a balanced diet with plenty of fruits, vegetables, and whole grains.
- Limit your intake of sugar, refined carbohydrates, and caffeine.
- Stay hydrated by drinking plenty of water.
- Exercise regularly to help reduce stress levels.
- Get enough sleep to support your overall health and stress management.

**E064 Managing Stress by Eating Right** WHAT: Certain foods decrease stress because of the stress reducing vitamins and minerals they contain. Other foods contribute to stress--good to avoid if your trying to reduce stress. **WHERE TO USE:** Health fairs, counseling sessions, workshops.

**Addicted to Love?**

What are the signs of addiction? And when does it become a problem? This tip sheet explores the relationship between love, sex, and addiction, and how to recognize and manage these feelings.

**What is Love Addiction?**

Love addiction is a compulsive need for love and attention. It's characterized by obsessive thoughts, jealousy, and a lack of self-esteem. People with love addiction often feel that they need someone else to feel complete and happy.

**Signs of Love Addiction:**

- Obsessive thoughts about a person.
- Jealousy and possessiveness.
- Lack of self-esteem and self-worth.
- Compulsive need for attention and affection.
- Difficulty setting boundaries.

**How to Manage Love Addiction:**

- Recognize and accept your feelings.
- Set healthy boundaries.
- Practice self-love and self-care.
- Seek professional help if needed.

**E065 Addicted to Love? WHAT:** Help clients understand relationship, love, sex addiction, and the cycle of excitement and loss of interest in the elusive search for intimacy. **WHERE TO USE:** Client counseling sessions.

**Quitting Tobacco This Time for Good!**

It's time to quit for good! This tip sheet provides practical advice and resources to help you overcome your addiction to tobacco.

**Why Quit?**

Quitting tobacco now can significantly reduce your risk of heart disease, lung cancer, and other serious health conditions. It can also improve your breathing, energy, and overall quality of life.

**How to Quit:**

- Set a quit date.
- Tell your family and friends for support.
- Remove all tobacco products from your home and car.
- Use nicotine replacement therapy (NRT) if needed.
- Seek support from a counselor or support group.

**Stay Quit:**

- Avoid triggers that lead to cravings.
- Practice stress management techniques.
- Celebrate your success.

**E066 Quitting Tobacco: This Time for Good** WHAT: Help clients do it now, this time for good. The best and most difficult ways to quit smoking, and what works. Making the commitment to quit, and what research says works best. **WHERE TO USE:** Counseling, health fairs.

**Beating the Recession**

When is it? Beating the recession is about taking control of your finances and making smart choices to reduce stress and improve your financial future.

**What is a Recession?**

A recession is a period of economic decline characterized by a significant and sustained drop in economic activity, including a decline in GDP, employment, and income.

**How to Beat the Recession:**

- Create a budget and stick to it.
- Reduce unnecessary expenses.
- Increase your income through side gigs or freelance work.
- Build an emergency fund.
- Consider debt consolidation or refinancing.

**E067 Beating the Recession** WHAT: Everybody's worried. Here is what to do. Here's tips for paying off debts, saving money, tracking spending, and reducing expenses--all with the goal of reducing worry! **WHERE TO USE:** Clients sessions, health fairs, workshops.

**Regaining the Ability to Trust**

Trust is the foundation of healthy relationships. This tip sheet offers strategies to help you rebuild trust after a betrayal or loss.

**Why is Trust Important?**

Trust allows us to be vulnerable and open to others. It's essential for building strong, lasting relationships and for our overall well-being.

**How to Regain Trust:**

- Acknowledge your feelings and the situation.
- Communicate openly with the other person.
- Set boundaries and expectations.
- Practice self-compassion and forgiveness.

**E068 Regaining the Ability to Trust** WHAT: Trusting others is an anchor for positive mental health, but our past can damage our willingness to be vulnerable. Here's how to start the ball rolling toward more reciprocal and effective relationships. **WHERE TO USE:** Client sessions.

**Romance at Work**

Is it any of your business? Yes. Conflict of interests, favoritism, productivity loss, morale, and sexual harassment risk. Companies are concerned. Here's common sense on what to do, and how to avoid problems.

**Why is Romance at Work a Problem?**

Romance in the workplace can lead to conflicts of interest, favoritism, and decreased productivity. It can also create a hostile work environment and increase the risk of sexual harassment.

**How to Handle Romance at Work:**

- Establish clear policies and boundaries.
- Communicate openly with your partner and supervisor.
- Avoid conflicts of interest.
- Seek professional help if needed.

**E069 Romance at Work** WHAT: Is it any of your business? Yes. Conflict of interests, favoritism, productivity loss, morale, and sexual harassment risk. Companies are concerned. Here's common sense on what to do, and how to avoid problems. **WHERE TO USE:** Counseling sessions.

**Be a Team Player**

Team building is your pathway to achievement. This tip sheet provides tips on how to become a more effective team player in the workplace.

**Why is Teamwork Important?**

Teamwork allows individuals to combine their strengths and resources to achieve common goals more effectively than they could on their own.

**How to Be a Team Player:**

- Communicate clearly and listen actively.
- Share your ideas and contribute to the team.
- Support your teammates.
- Take responsibility for your role on the team.

**E070 Embrace Team Building** WHAT: Here's the way to give employees the message about how and why they should be team players: Getting and keeping the right attitude about team building, how to be a team player. **WHERE TO USE:** Client sessions, workshops, team building.

**Teens Using Drugs**

What to know, what to do. This tip sheet provides information on the signs and symptoms of drug use in teenagers and how to seek help.

**Why is Drug Use a Concern?**

Drug use in teenagers can lead to serious health and behavioral problems, including addiction, mental health issues, and academic decline.

**How to Identify and Address Drug Use:**

- Watch for behavioral changes and signs of substance use.
- Talk to your child about the dangers of drug use.
- Seek professional help if you suspect drug use.

**E071 Teens Using Drugs** WHAT: Risk and family history--what other Wellness Tip Sheets won't say. Forms of use and abuse. Behavioral signs and symptoms. Parental response. Includes tobacco, alcohol, pot, and prescription drug information--including methamphetamine. **WHERE TO USE:** Waiting rooms, counseling.

**“Mix and Match” from any group!**

**The Trouble with EMAIL**

Email is a powerful tool, but abused or careless use of it can bring you down. This tip sheet discusses email hazards and how to use email safely.

**What are the Hazards of Email?**

Email can be used to spread rumors, harass others, and leak sensitive information. It's important to be cautious and respectful when using email.

**How to Use Email Safely:**

- Don't send sensitive information via email.
- Don't open suspicious attachments.
- Don't click on unknown links.
- Use strong passwords and two-factor authentication.

**E072 The Trouble with EMAIL** WHAT: Email is a powerful tool, but abused or careless use of it can bring you down. What everyone should know about email hazards-- writing, opening, sending, and thinking before you click. **HERE TO USE:** Waiting rooms, new employees.

**Understanding Panic Disorder**

What is panic disorder? What causes it? What to do about it if it happens to you. This tip sheet provides information on the symptoms and treatment of panic disorder.

**What is Panic Disorder?**

Panic disorder is a type of anxiety disorder characterized by sudden, recurrent attacks of panic. These attacks often include symptoms like chest pain, shortness of breath, and a sense of impending doom.

**How to Manage Panic Disorder:**

- Recognize and identify your triggers.
- Practice relaxation techniques like deep breathing and progressive muscle relaxation.
- Seek professional help for diagnosis and treatment.

**E073 Understanding Panic Disorder** WHAT: What is panic disorder. What causes it. What to do about it if it happens to you. What to do if it happens to someone else. **WHERE TO USE:** Waiting rooms, counseling sessions.

**Overcoming Workaholism**

Characteristics of the workaholic, signs, symptoms, stopping the cycle, finding balance, tips for getting your life back--and the benefits of doing so.

**What is Workaholism?**

Workaholism is a compulsive need to work, often to the detriment of your health, relationships, and personal life. It's characterized by excessive work hours and a lack of work-life balance.

**How to Overcome Workaholism:**

- Recognize your signs and symptoms.
- Set boundaries between work and personal time.
- Practice self-care and relaxation.
- Seek support from family, friends, or a counselor.

**E074 Overcoming Workaholism** WHAT: Characteristics of the workaholic, signs, symptoms, stopping the cycle, finding balance, tips for getting your life back--and the benefits of doing so. **WHERE TO USE:** Counseling sessions, brownbag presentations.

**End of Summer Back to School Tips**

Grade school, college, both! Here it is on one tip sheet. For families and students. Making the transition. Keeping it smooth. Making it a great year for everyone in the household!

**How to Prepare for Back to School:**

- Create a schedule for the school year.
- Encourage your child to get involved in extracurricular activities.
- Establish a routine for homework and study.
- Communicate with your child's teacher.

**E075 End of Summer: Back to School Tips** WHAT: Grade school, college, both! Here it is on one tip sheet. For families and students. Making the transition. Keeping it smooth. Making it a great year for everyone in the household! **WHERE TO USE:** Waiting rooms, seminars.



# Build Interest, Effectiveness, and Loyalty with Fact Sheets that Give People MORE Than They Expect

# GROUP 7

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**E076 Win with Completed Staff Work**  
WHAT: Age-old guidance to help employees to produce work that is thorough, detailed, professional, and that will sky-rocket their careers. WHERE TO USE: Counseling sessions.



**E077 Exceptional Customer Service** WHAT: How to deliver outstanding customer service using skills that make it happen while reducing personal stress. Anticipating needs, understanding expectations, being flexible, and demonstrating honesty. WHERE TO USE: Counseling sessions, waiting areas.



**E078 Effective Parenting of Younger Children** WHAT: Short concise guidance for parents on understanding independence, respect, making friends and socialization, helping around the house, learning responsibility and patience, and helping kids manage their stress. WHERE TO USE: Counseling sessions.

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**Facing the Loss of a Loved One**

The death of a loved one is a traumatic event that can leave you feeling lost and alone. This tip sheet provides information on the stages of loss, working through your loss, and guidelines for coping with grief. It also discusses accepting feelings, expressing emotions, sticking to a routine, taking care of yourself, finding meaning and spiritual insight in the healing process.



**Getting More Excited About Your Job**

Are you bored with your job? Do you feel trapped in a job? This tip sheet provides information on what to do when you feel trapped in a job; making a difference; finding meaning in your work; identifying your potential and applying it; widening your focus; formulating a plan to get the most out of life.



**How to Turn Distress Into De-Stress**

Stress is a natural part of life, but it can become overwhelming. This tip sheet provides information on about stress and how to take charge of it; the three forms of stress and how to manage each kind; coping with physical stress; coping with emotional stress; coping with work stress.



**Letting Go of GUILT**

Guilt is an appropriate human feeling, but persistence of guilt can rob you of health and happiness. This tip sheet provides information on approaches to letting go; means of examining the origin of guilt; justified guilt, power of apologies, remorse; personal growth and redemption.

**E079 Facing the Loss of a Loved One** WHAT: Stages of loss, working through loss, and guidelines for coping with grief. Accepting feelings, expressing emotions, sticking to a routine, taking care of yourself, finding meaning and spiritual insight in the healing process. WHERE TO USE: Counseling sessions.

**E080 Getting More Excited About Your Job** WHAT: What to do when one feels trapped in a job; making a difference; finding meaning in your work; identifying your potential and applying it; widening your focus; formulating a plan to get the most out of life. WHERE TO USE: Counseling sessions.

**E081 How to Turn Stress into De-Stress** WHAT: About stress and how to take charge of it; the three forms of stress and how to manage each kind; coping with physical stress; coping with emotional stress; coping with work stress. WHERE TO USE: Counseling sessions, health fairs, waiting rooms.

**E082 Letting Go of GUILT** WHAT: Guilt is an appropriate human feeling, but persistence of guilt can rob you of health and happiness; approaches to letting go; means of examining the origin of guilt; justified guilt, power of apologies, remorse; personal growth and redemption. WHERE TO USE: Counseling sessions.



**Meditation Practice Tips**

History of meditation; what is meditation; why it works; how to meditate; gaining more proficiency; types of meditation; steps for meditation (two approaches); concentrated meditation and guided meditation.



**Overcoming Single Parenting Challenges**

Single parenting can be overwhelming. This tip sheet provides information on developing a plan of approach to finding childcare; developing a support system; putting your children first; dealing with your "ex" - do's and don'ts; daycare, support, resources.



**SHYNESS**

What is shyness; what causes shyness; when is treatment needed; what does treatment entail; examining and diagnosing your shyness pattern, what contributes to it, and what perpetuates the pattern.



**Stalked on the Job**  
When You Feel Unsafe at Work

Murder is the number one cause of death in the workplace for women. A stalker is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication.

**“Mix and Match” from any group!**

**E083 Meditation Practice Tips** WHAT: History of meditation; what is meditation; why it works; how to meditate; gaining more proficiency; types of meditation; steps for meditation (two approaches); concentrated meditation and guided meditation. WHERE TO USE: Counseling sessions

**E084 Overcoming Single Parenting Challenges** WHAT: Single parenting can be overwhelming; developing a plan of approach to finding childcare; developing a support system; putting your children first; dealing with your “ex” - do's and don'ts; daycare, support, resources. WHERE TO USE: Counseling sessions; health fairs; waiting rooms.

**E085 Shyness** WHAT: What is shyness; what causes shyness; when is treatment needed; what does treatment entail; examining and diagnosing your shyness pattern, what contributes to it, and what perpetuates the pattern. WHERE TO USE: Counseling sessions.

**E086 Stalked on the Job: When You Feel Unsafe at Work** WHAT: Murder is the number one cause of death in the workplace for women. A stalker is involved in one of eight; challenge of dealing with stalkers; employer responsibility; what you should do; organization your protection; communication. WHERE TO USE: Groups, counseling.



**Living Better as a Blended Family**

Blended families face unique challenges. This tip sheet provides information on why such a challenge. What is the “trick”? Steps to take. Keeping it simple. Exercise is the secret weapon. Making exercise fun—yes, it's possible. Changes you will see and feel.



**Helping Employees Stay Healthy**

Employees need resources to stay healthy. This tip sheet provides information on stopping smoking; support groups; group discounts; health fairs; EAPs and mental health counseling; establishing incentives to motivate employee lifestyle changes.



**GETTING AND KEEPING AN EXERCISE PROGRAM**

Why is it a challenge? What is the “trick” to keeping a program active? Steps to take. Making exercise fun—yes, it's possible. Changes you will see and feel.



**25 Ways To Beat Holiday Stress**

25 cool ways of managing the mistletoe season to help employees enjoy it more or be less troubled by the memories and issues that make it especially tough.

**E087 Living Better as a Blended Family** WHAT: Why such a challenge. What is the “trick”? Steps to take. Keeping it simple. Exercise is the secret weapon. Making exercise fun—yes, it's possible. Changes you will see and feel. WHEN: Counseling, health fairs, work shops.

**E088 Helping Employee Stay Healthy** WHAT: What employers can do; free resources; stopping smoking; support groups; group discounts; health fairs; EAPs and mental health counseling; establishing incentives to motivate employee lifestyle changes. WHEN: Management consultation; marketing presentations by EAP vendors.

**E089 Getting and Keeping an Exercise Program** WHAT: Why is it a challenge. What is the “trick” to keeping a program active? Steps to take. Making exercise fun—yes, it's possible. Changes you will see and feel. WHEN: Counseling, health fairs, workshops..

**E090 25 Ways to Beat Holiday Stress** WHAT: 25 cool ways of managing the mistletoe season to help employees enjoy it more or be less troubled by the memories and issues that make it especially tough. WHEN: Counseling sessions; health fairs.



# Make A Positive Difference with Surprising, Targeted Tip Sheets

# GROUP

# 8

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**E091 When You're Being Stalked** WHAT: Important education to protect the victim of a stalker and those around her; stalking defined; who becomes a stalker; how to deal with a stalker; legal recourses. WHERE TO USE: Counseling sessions; health fairs; waiting rooms.



**E092 Let's Have a Family Meeting** WHAT: What is a family meeting; why have a family meeting; goals of a family meeting; a process that works; Do's and Don'ts. WHERE TO USE: Counseling sessions.



**E093 Emotional Intelligence Boosts Customer Satisfaction** WHAT: What is emotional intelligence and how it connects to customer service; establishing likeability and becoming a "people person"; perceiving emotions; using emotions in positive way; understanding emotions; managing emotions; using emotional intelligence. WHERE TO USE: Group work; coaching; field work.

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**E094 Workplace Tolerance and Bias Awareness** WHAT: Bias is a misunderstood term. We all have biases; awareness and tolerance; bias in the social interaction of the workplace; recognizing one's bias; walking in another's shoes. WHERE TO USE: Counseling sessions; waiting rooms.



**E095 Coping with Change in the Workplace** WHAT: Ability to manage change is critical; facing unexpected change; avoiding fear and negativity; resisting snap judgments; see the big picture; managing expectations; remaining positive and professional, and the benefit of doing so. WHERE TO USE: Group work, counseling.



**E096 Performance Management Tips (Supervisor)** WHAT: Power of effective performance management; understanding and trusting the process; employee input; developing a process; feedback; removing barriers to acceptable performance; effective steps of a review. WHERE TO USE: Coaching supervisors, individual or group.



**E097 Coaching Your Employees for Success (Supervisor)** WHAT: Promoting talent from within is critical; it takes skills to do it; about the need to coach; what it entails; the promises of coaching; getting a coaching mindset. WHERE TO USE: Consultative use.



**E098 Preventing Injury at Work** WHAT: Preventing back injury; reminders and awareness; education of carpal tunnel syndrome; thwarting eye-injuries; avoiding burns and electrocution. WHERE TO USE: Safety training, health fairs, waiting areas.



**E099 Creating Job Satisfaction for Employees (Supervisor)** WHAT: Helping employees enjoy their jobs more; supervisor simple steps; responding to teams to stimulate excitement; eliminating monotony; encourage work-life balance. WHERE TO USE: Training, coaching.



**E100 Relax about Retirement Planning** WHAT: Ten tips for retirement planning; never too late to start; analyzing needs; how to invest; diversification; monitoring; reviewing and revising a plan. WHERE TO USE: Waiting rooms; counseling; workshops.



**E101 Shared Space: Avoiding Conflict, Seeking Harmony** WHAT: Most employees share space and the conflicts as a result are legion—and legendary! Here are the harmony tips: odors, breath, loud conversations, cleanliness, storage, conflict management, music volume, temperature, and stress! WHERE TO USE: Conflict management, counseling sessions.

“Mix and Match” from any group!



**E102 Employee Privacy and Improper Disclosure** WHAT: Privacy is key to EAPs and supervisors must cooperate. Covers types of information management, abuse of information, areas of privacy, Do's and Don't's; respect for privacy; avoiding gossip. WHERE TO USE: Supervisor training and consultation.



**E103 Becoming a Successful Leader (Supervisor)** WHAT: Traits and skills of a leader, and how to acquire them; having a vision; people skills; commitment; business acumen; building coalitions; communication; becoming a great boss. WHERE TO USE: Consulting; supervisor training.



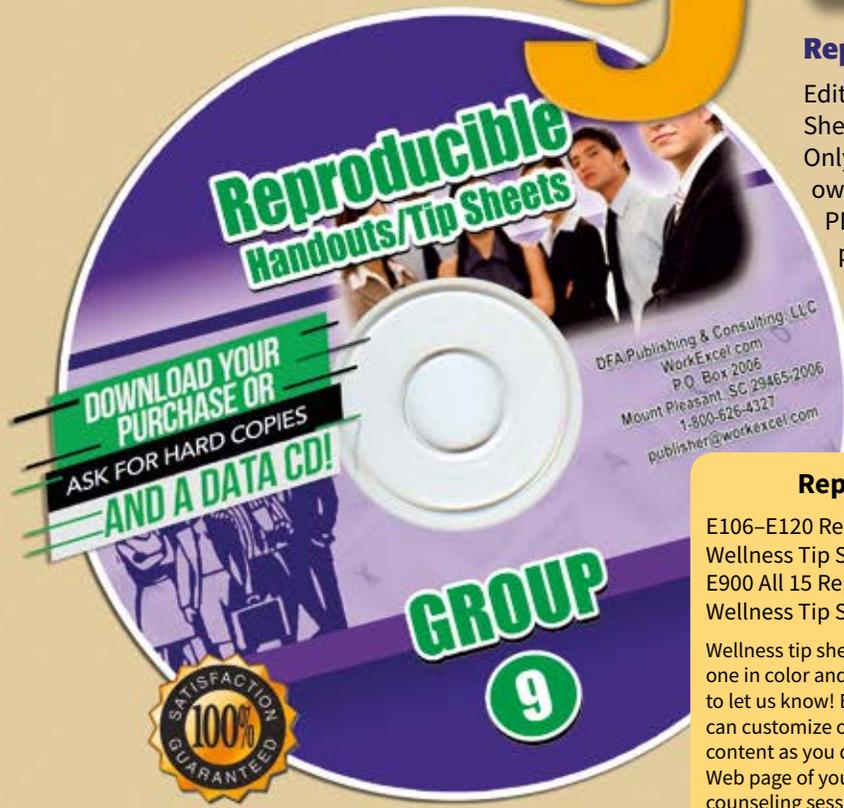
**E104 News Overload! Media Mash and Mental Health** WHAT: News can drive you nuts; why news is mostly bad; how to respond to it and avoid it; how to manage your mood in response to news; how to make a difference in the quality of news. WHERE TO USE: Waiting areas; brown baggers.



**E105 What to Do About Commute to Work Stress** WHAT: Facing the madhouse. Ten tips for a less stressful commute. Starting early, keeping your car repaired, keep a half tank minimum, find safe audio entertainment, changing the scenery, getting comfortable, using time wisely. WHERE TO USE: Workshops, counseling.

# Make A Positive Difference with Surprising, Targeted Tip Sheets

# GROUP 9



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## Repro-Editable- Wellness Tip Sheets For Employees

- E106-E120 Repro-Editable™ Wellness Tip Sheets for Employees.....\$17 each
- E900 All 15 Repro-Editable™ Wellness Tip Sheets for Employees (SAVE \$58).....\$197

Wellness tip sheets are emailed to you in a zip package or at your request, we will print each one in color and send it to you also recorded on a CD at no extra charge. Phone 1-800-626-4327 to let us know! Each tip sheet includes MS Publisher, MS Word (with graphics), and a PDF. You can customize our wellness tip sheets by adding your program name or logo, and amending content as you desire. Email tip sheets, create your own PDFs, or put them on a protected Web page of your Web site. Use wellness tip sheets in waiting rooms, at health fairs, at client counseling sessions and orientations, on bulletin boards, and more.



**E106 What to Do about Compassion Fatigue**  
WHAT: What is compassion fatigue; What is the cause of compassion fatigue; Overcoming and recovering from compassion fatigue; tips, do's and don'ts; putting yourself first in a healthy way. WHERE: counseling sessions; health fairs; waiting rooms, brown-bag luncheons.



**E107 Protecting Your Kids from Stealth Marketing**  
WHAT: Children are unwitting targets of corporate marketing. Here's some awareness to help parents be more aware and be in more control. WHERE TO USE: brown bag luncheons, health unit lobby distribution, general education.



**E108 Stopping Intimate Partner Violence**  
WHAT: What is intimate partner violence, who are the victims, why victims stay, and how to empower yourself to act, take a stand, and protecting yourself. WHERE TO USE: counseling sessions, health unit, special seminars.

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**E109 Using E-mail Appropriately at Work**  
**WHAT:** Giving thought to e-mail use, impact of inappropriate communications, impact on employers, communicating with clarity and etiquette; avoiding career-killing bad behaviors. **WHERE TO USE:** policy discussions, general education, internal circulation, HR presentations.

**E110 Distracted Driving and You**  
**WHAT:** The problem of distracted driving, deadly cell phone habits, other devices that distract, driving responsibly, do's and don'ts behind the wheel. **WHERE TO USE:** general education, health displays

**E111 The Sleepy Employee**  
**WHAT:** Why sleep matters, impact of sleeplessness, sleep and your health, how much sleep do you need, getting a better night's rest, habits that support and don't support restful sleep. **WHERE TO USE:** general education, counseling sessions, health lobby displays.

**E112 When You Face Personal Change**  
**WHAT:** It's human nature to resist change; start by examining opportunities fears; the nature of change, how to reprogram your thinking about change, looking for the opportunity in change, targeting goals, tips for moving forward, and more. **WHERE TO USE:** consultative use, downsizing, displays.

**E113 Common Sense Communication at Work**  
**WHAT:** Help employees protect themselves and the company; out of bounds topics to avoid, how to be a change agent and take proper steps to maintain a positive work culture. **WHERE TO USE:** health unit displays, seminars, brown-bag sessions, general education.

**E114 Teaching Your Kids to Save Money**  
**WHAT:** Help children start early to appreciate money, manage spending, and save. How to teach, short-term actions to take, building excitement and proper motivation. **WHERE TO USE:** parenting classes, seminars, health lobby literature displays.

**E115 Saying "No" to Your Child**  
**WHAT:** Learn how to say no to prevent a lifetime problems; understanding "no" and effectiveness with child communication; techniques for getting cooperation. **WHERE TO USE:** brown bag luncheons, waiting rooms, gen. education, counseling

**E116 Do You Know About Your Teenager's Friends**  
**WHAT:** Why you need to know who your teen's friends are, how to find out, not being a control freak; meeting friend's parents, entertaining friends; when to act, evaluating friends, red flags to watch for. **WHERE TO USE:** brown bag sessions, lobby displays, counseling sessions.

**"Mix and Match" from any group!**

**E117 Using Emotional Intelligence to Boost Customer Satisfaction**  
**WHAT:** Help yourself, help your company, enjoy your job more with tips on EI and how to use it on the job; what is EI, how does EI apply to customer relationships...frankly, how to be liked! **WHERE TO USE:** customer relationship management training.

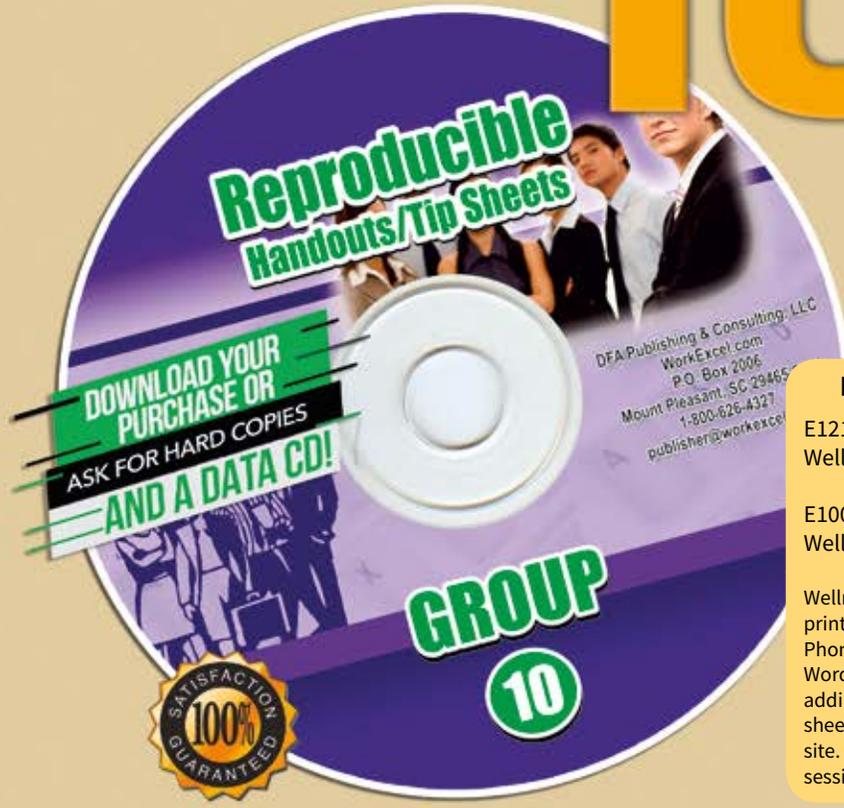
**E118 Holiday Eating Tips You Can Bite Into**  
**WHAT:** Dealing with the temptations! Realistic goals, food preparation, eating strategies, understanding moderation, tips and tricks for winning the holiday food battle. **WHERE TO USE:** general education, health unit displays, brown baggers.

**E119 Creating a Welcoming Workplace for Disabled Workers**  
**WHAT:** How to positively respond to disabled workers; what to say and how to say it when faced with uncomfortable situations; seeing the individual, not the disability, changing your behavior/attitude. **WHERE TO USE:** general education.

**E120 Workplace Survivor Syndrome**  
**WHAT:** What is workplace survivor syndrome; coping with loss at work, managing guilt and anger, steps to take to experience healing and how to adopt a renewed positive attitude about the future. **WHERE TO USE:** post-downsizing, counseling sessions

# You'll Always have the Right "Take Away" with Tip Sheets from WorkExcel.com

# GROUP 10



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### Repro-Editable™ Wellness Tip Sheets for Employees

Fifteen more easy to use Wellness Tip Sheets for client sessions, health fairs, brown bag seminars, counseling sessions, and workforce-wide distribution. Topics tackle layoff fear, use of humor in the workplace, holiday stress, harassment, angry customers, surviving downsizing, and more

### Repro-Editable- Wellness Tip Sheets For Employees

- E121-E135 Repro-Editable™  
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**E121 25 To-Do's Before the Layoff**  
 WHAT: Help employees take action and experience less negative impact in the face of a layoff; **WHERE TO USE:** Presentations, counseling, exit interviews.



**E122 Stopping Workplace Harassment**  
 WHAT: There are many types of harassment, and they are all serious and illegal. Help employees and managers know **WHAT** they are, how to prevent them, and how to respond. **WHERE TO USE:** Employee education, supervisor training, legal protection through education.



**E123**  
 WHAT: Laughter lightens the mood by releasing pleasure-inducing endorphins, and it also inhibits stress hormones and lowers blood pressure; how to laugh, appropriate humor, and how employees can "be themselves; **WHERE TO USE:** Brown bag seminars; small group education; Off-site fun

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**E124 It's Back! Holiday Stress**  
**WHAT:** Holidays are here! The fun also comes with a lot of stress; discusses reasonable expectations; tips for managing stress; taking personal time; avoiding the drive to perfection. **WHERE TO USE:** general education, individual counseling; waiting areas.



**E125 Stopping Harassment at Work**  
**WHAT:** There are other forms of harassment beyond sexual harassment, and some are just as serious. For the average employee, the real danger is harassing a coworker without even being aware of it. **WHERE TO USE:** training, compliance, general education.



**E126 Make this Year the Best Yet**  
**WHAT:** Do New Year's resolutions really work? Help for employees in defining resolutions, keys to success; overcoming roadblocks; strategies; use for any year. **WHERE TO USE:** general education, individual counseling.



**E127 When a Loved One Far Away Is Affected by Trauma**  
**WHAT:** Natural disasters can cause stress overload and emotional breakdown. Distance compounds stress, worry, and fear when someone an employee loves in trouble is far away. Help employees respond. **WHERE TO USE:** counseling sessions, internal communication after a disaster.



**E128 Spring Break Party! Keeping It Safe and Sane**  
**WHAT:** Educate parents about college Spring break partying, date rape, risk, illicit drug use; what to say and how to reduce risks; common sense tips when "you can't stop them" from going. **WHERE TO USE:** brown bag luncheons, seasonal displays, general education.



**E129 Dealing with Angry and Difficult Customers**  
**WHAT:** Facing angry customers, using apologies and empathy to de-escalate tension; maintaining calm, when to take action; tough situations, self-awareness, getting help for the stress. **WHERE TO USE:** New employee orientation, individual counseling.



**E130 Don't Say "No" to a Critical Incident Stress Debriefing**  
**WHAT:** Help those who are inclined to dismiss or avoid CISDs understand their value for helping prevent health problems from critical stress. **WHERE TO USE:** EAP orientation for first-responders, individual counseling.



**E131 Developing Resiliency: Recovering from Life's Setbacks**  
**WHAT:** People who are highly resilient tend to be happier and more successful. Help employees identify negative scripts, plan for success, keep an internal focus, and nurture resiliency. **WHERE TO USE:** Employee education, post-incident recovery and intervention, counseling.

**"Mix and Match" from any group!**



**E132 Making the New Year Happy, Healthy, and Productive**  
**WHAT:** Help to motivate and excite employees about the coming year--from protecting mental health, managing stress, accomplish goals, managing conflicts, and much more. **WHERE TO USE:** Brown-bag seminars, small group seminars or workshops, health waiting rooms.



**E133 Supporting Coworkers Experiencing Job Loss**  
**WHAT:** Layoffs can occur at any time. Here's how coworker survivors can help those who are cut. Emotional support, tips to offer distressed coworkers, dos and don'ts, networking assistance, more. **WHERE TO USE:** Training, small group seminars or workshops.



**E134 Don't Be a Bystander to Abuse at Work**  
**WHAT:** Abusive behavior between coworkers happens, but stopping it is everyone's business. Here's how to be proactive, be a change agent, and help everyone be responsible for a positive workplace. **WHERE TO USE:** Brown-bag seminars, emailing internally, posting on EAP Web site.



**E135 Sleep, Productivity, and You**  
**WHAT:** One-third of American adults get less than seven hours of sleep per night. Here's how to get more, overcome sleep obstacles, and when to get more help. **WHERE TO USE:** Brown-bag seminars, individual counseling.

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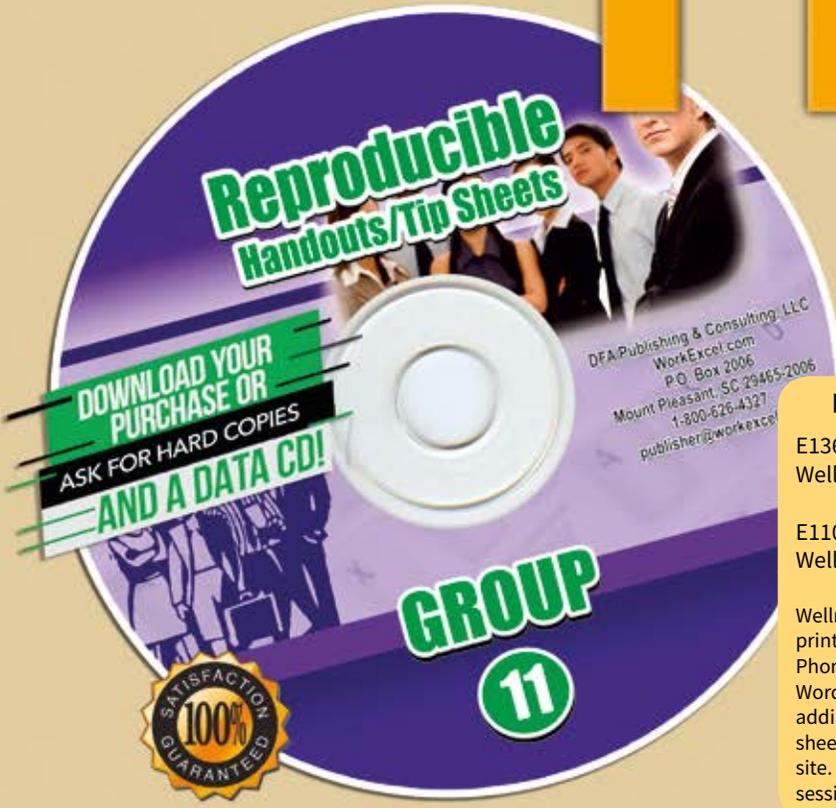
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# Be Fully Armed with Tip Sheet Tools for Almost Any Employee Concern

# GROUP 11



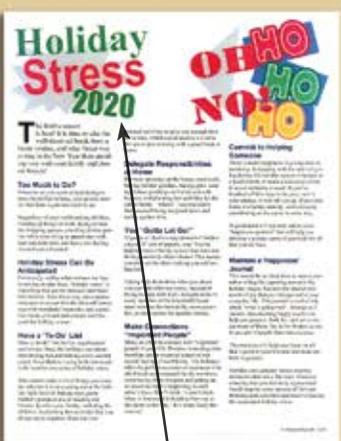
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**More Repro-Editable Wellness Tip Sheets for Employees**  
Fifteen more easy to use Wellness Tip Sheets for client sessions, health fairs, brown bag seminars, counseling sessions, and workforce-wide distribution. Topics tackle stressful periods, holiday stress, gossip, civil stress, positive and welcoming workplaces, back to school issues, how the EAP can help, and more.

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**E136 Eleven Ways to Support Employees in Stressful Times**  
WHAT: Supervisors have the power and responsibility to see employees through stressful and uncertain times during organizational upset and change. Here are 11 ways to do it. **WHERE TO USE:** Supervisor training or consultation, small group seminars or workshops, emailing internally.



**E137 Holiday Stress Change date—use forever**  
WHAT: Preventing the overwhelmed experience, organizing ideas, delegating, letting go, focusing on relationships, helping others, avoiding the blahs. **WHERE TO USE:** Brown-bag seminars, individual counseling, emailing internally.



**E138 Cute Ways to Use a Kitchen Timer**  
WHAT: Reminders, brainstorming, interrupting procrastination, sharing time in heated discussions, exercising, beating the clock in high productivity, and more. **WHERE TO USE:** Brown-bag seminars, individual counseling.



**E139 Election Year Politics: Protocols for Office Talk** WHAT: Politics can create some of the most toxic interactions between employees, but it doesn't mean everyone has to shut up. Here are the rules that work. WHERE TO USE: Brown-bag seminars, general distribution, emailing internally, posting on the EAP Web site.



**E140 Respect and Civility at Work** WHAT: Respect and civility are not out of the window, and employees can recapture the techniques for maintaining a positive workplace. WHERE TO USE: Brown-bag seminars, small group seminars or workshops, general distribution.



**E141 Holiday Financial Stress Tips and Worry Change date—use forever** WHAT: What can employees discard to reduce financial stress, saving money, combining gifts, using the Internet, reducing stress. WHERE TO USE: Brown-bag seminars, individual counseling.



**E142 Managing Holiday Stress Change date—use forever** WHAT: Start preparations now to manage your holiday stress. WHERE TO USE: Brown-bag seminars, individual counseling, small group seminars or workshops, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



**E143 Living and Thriving in Anxious Times** WHAT: It is not as bad as it seems, and you have more control over your future than you think, no matter what's going on in society. WHERE TO USE: Brown-bag seminars, individual counseling.



**E144 Controlling Gossip at Work** WHAT: To be human is to gossip, but managing this behavior and being an advocate for less of it can help everyone enjoy a more positive workplace. WHERE TO USE: Brown-bag seminars emailing internally, supervisor training.



**E145 25 Ways the EAP Can Help** WHAT: The EAP can help in many ways. Here are just a few that employees should know. WHERE TO USE: Supervisor training, EAP orientation for new employees, EAP refresher training, posting on EAP Web site.



**E146 Happier Holidays with Uncle Harry** WHAT: They're family, so we are going to see them, but their personalities and beliefs, attitudes, or tone may not complement our own. Here's how to manage these special relationships during occasional get-togethers. WHERE TO USE: Brown-bag seminars, individual counseling.

**“Mix and Match” from any group!**



**E147 End of Summer Back to School Tips** WHAT: Back to school after the summer is a big transition for students and families. Here's what's coming and tips for a smoother experience and fewer disruptions. WHERE TO USE: Brown-bag seminars, individual counseling, posting on EAP Web site.



**E148 Your Holiday Stress Toolbox** WHAT: People who successfully handle holiday stress understand that coping skills and strategies are like workshop tools. It's important to use the right one. WHERE TO USE: Brown-bag seminars; EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.



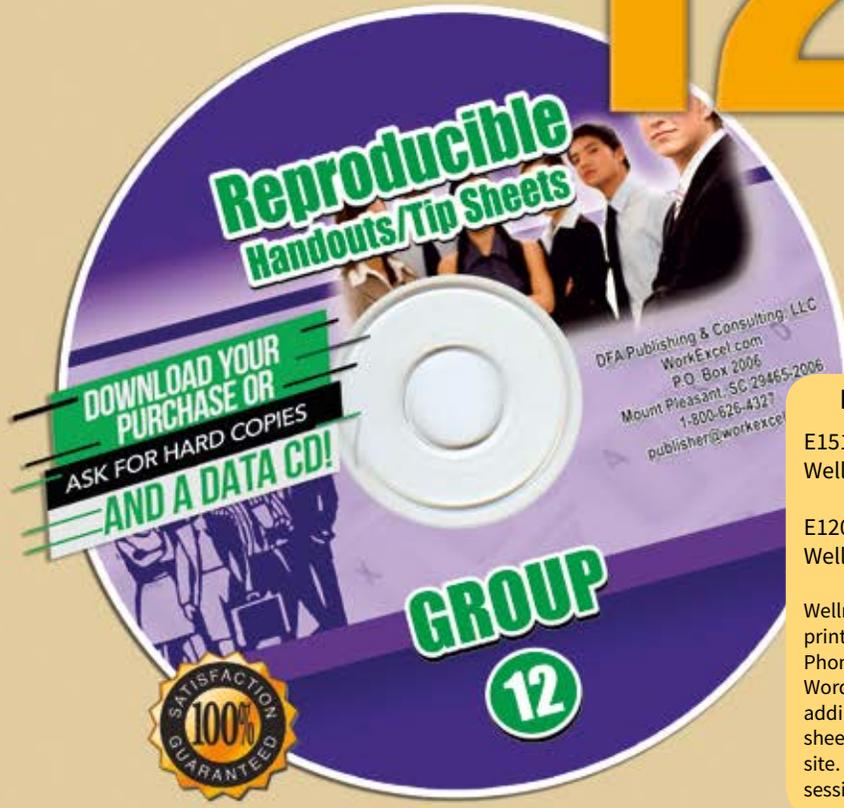
**E149 Here Comes Powdered Alcohol** WHAT: Easy to store, powder and abuse powdered alcohol is the real stuff and parents need to know what it is and what they can do about it. WHERE TO USE: General distribution, waiting rooms.



**E150 Creating a Welcoming Workplace** WHAT: Help those who are ethnically diverse feel more comfortable and welcomed at your workplace, and offer guidance to all employees about how to do it. WHERE TO USE: Brown-bag seminars, supervisor training, general distribution.

# Tip Sheets are Risk Management Tools that Help Your Program Make a Bigger Impact

# GROUP 12



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### More Repro-Editable™ Wellness Tip Sheets for Employees

Fifteen more easy to use Wellness Tip Sheets for client sessions, health fairs, brown bag seminars, counseling sessions, and workforce-wide distribution. Topics tackle lateral (horizontal violence), stress and customer service, loneliness, social media distress, burnout, and vaping!

### Repro-Editable- Wellness Tip Sheets For Employees

- E151-E165 Repro-Editable™ Wellness Tip Sheets for Employees.....\$17 each
- E1200 All 15 Repro-Editable™ Wellness Tip Sheets for Employees (SAVE \$58) .....\$197

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**E151 Lateral (Horizontal) Violence at Work**  
 WHAT: Workplace bullying between peers, is most often found at the same position level. Help employees stop, prevent, and intervene with horizontal violence. **WHERE TO USE:** Supervisor training, small group seminars or workshops.



**E152 Managing Customer Service Stress**  
 WHAT: Help employees deliver a satisfying custom experience and feel more happy doing so, even with the most difficult customers. **WHERE TO USE:** Brown-bag seminars, EAP orientation for new employees, small group seminars or workshops.



**E153 Your Holiday "Uncheck" List**  
 WHAT: Paring down the number of to-dos on your list could make your holidays merrier. Here's how to do it. **WHERE TO USE:** Brown-bag seminars, individual counseling, posting on EAP Web site.

**2017 Don't Give Up on Your New Year's Resolutions!**

**1** Write down a complete resolution. Pick one or two resolutions that are realistic and achievable. Write them down in a notebook or on a piece of paper. This will help you stay committed to your goals.

**2** Set a reward system. Give yourself a small reward for every time you complete a task or reach a milestone. This will help you stay motivated and committed to your goals.

**3** Break your resolution into smaller steps. Instead of trying to do everything at once, break it down into smaller, manageable tasks. This will help you stay on track and avoid feeling overwhelmed.

**4** Find an accountability partner. Share your goals with a friend or family member who can help you stay motivated and accountable. This will help you stay on track and avoid feeling overwhelmed.

**5** Stay focused on your goals. Avoid distractions and stay focused on your goals. This will help you stay on track and avoid feeling overwhelmed.

**6** Celebrate your progress. Take time to celebrate your progress and accomplishments. This will help you stay motivated and committed to your goals.

**E154 Don't Give Up On Your New Year's Resolutions** **WHAT:** Each January is a fresh start with potential for life-changing possibilities. Here's how to make a New Year's resolution payoff big. **WHERE TO USE:** Individual counseling, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.

**What You Need to Know about Opioids**

Opioids are powerful painkillers that can help relieve pain, but they can also be addictive. It's important to understand the risks and how to use them safely.

**1. Know the risks:** Opioids can be addictive, and long-term use can lead to physical dependence. Withdrawal symptoms can be severe.

**2. Use safely:** Always take opioids exactly as prescribed. Do not drink alcohol while taking opioids. Do not drive or operate machinery while taking opioids.

**3. Get help:** If you are struggling with pain, talk to your doctor. There are many other options for pain relief.

**4. Support others:** If you know someone who is struggling with pain, offer support and encourage them to seek help.

**E155 What You Need to Know About Opioids** **WHAT:** It's a national health emergency and everyone is affected directly or indirectly. Help employees understand the scope, spot addiction, get help, help others, and be part of the solution. **WHERE TO USE:** Brown-bag seminars, general distribution.

**Improving Relationships and Productivity**

**Emotional Intelligence for Coworkers**

Emotional intelligence (EI) is the ability to understand and manage your own emotions and the emotions of others. It's a key skill for success in the workplace.

**1. Self-awareness:** Understand your own emotions and how they affect your behavior.

**2. Self-regulation:** Control your emotions and impulses in the workplace.

**3. Social skills:** Build strong relationships with coworkers and communicate effectively.

**4. Empathy:** Understand the feelings and needs of others.

**5. Motivation:** Stay motivated and inspired in your work.

**E156 Emotional Intelligence for Coworkers** **WHAT:** What is emotional intelligence, how can employees use it to advance job satisfaction and improve relationships on and off the job. **WHERE TO USE:** Brown-bag seminars, supervisor training, individual counseling.

**FAKE ID!**

**What Parents Can Do**

Teens can obtain fake identification cards so they can buy booze, and penalties are far more serious today than yesteryear. Here's what parents can do about it.

**1. Talk to your teen:** Discuss the risks of using fake IDs and the consequences of getting caught.

**2. Check for signs:** Look for signs of your teen using a fake ID, such as changes in behavior or possession of a fake ID.

**3. Report it:** If you find a fake ID, report it to the appropriate authorities.

**4. Stay involved:** Stay involved in your teen's life and encourage them to make good choices.

**E157 FAKE IDs - What Parents Can Do** **WHAT:** Teens obtain fake identification cards so they can buy booze, and penalties are far more serious today than yesteryear. Here's what parents can do about it. **WHERE TO USE:** Brown-bag seminars, emailing internally.

**Alone for the Holidays**

Millions of people are alone for the holidays, and a high percentage suffer with social isolation and the negative emotional and physical effects of loneliness. Tips for overcoming social isolation.

**1. Stay active:** Engage in activities that you enjoy and that help you feel connected to others.

**2. Reach out:** Contact friends and family members, even if it's just a simple text message.

**3. Volunteer:** Help others in your community and meet new people.

**4. Join a group:** Join a club or group that interests you and meet people with similar interests.

**5. Seek support:** Talk to a counselor or support group if you are struggling with loneliness.

**E158 Alone for the Holidays** **WHAT:** Many people are alone for the holidays, and a high percentage suffer with social isolation and the negative emotional and physical effects of loneliness. Tips for overcoming social isolation. **WHERE TO USE:** Individual counseling, general distribution, EAP/HR/and occupational health waiting rooms, posting on EAP Web site.

**Is Social Media Affecting You?**

Social media has become a big part of our lives, but it can also have negative effects on our mental health and self-esteem.

**1. Limit your time:** Set limits on how much time you spend on social media each day.

**2. Be mindful:** Pay attention to how you feel when you are on social media and take breaks when you feel stressed or sad.

**3. Don't compare:** Remember that social media only shows a highlight reel of other people's lives.

**4. Seek support:** Talk to a counselor if you are struggling with the effects of social media.

**E159 Is Social Media Affecting You** **WHAT:** Social media—Facebook, Instagram, Twitter—a correlation exists between low self-esteem and depression and escalating social media use. Intervention, awareness, tips to take back personal control. **WHERE TO USE:** Brown-bag seminars, individual counseling, general distribution, EAP/HR/and occupational health waiting rooms.

**Overcoming Loneliness**

Loneliness is a health crisis, nothing less. Science shows its ability to shorten lifespan. Here's how to help oneself and others increase social engagement.

**1. Connect with others:** Spend time with friends and family, even if it's just a short conversation.

**2. Join a group:** Join a club or group that interests you and meet people with similar interests.

**3. Volunteer:** Help others in your community and meet new people.

**4. Seek support:** Talk to a counselor if you are struggling with loneliness.

**E160 Overcoming Loneliness** **WHAT:** Loneliness is a health crisis, nothing less. Science shows its ability to shorten lifespan. Here's how to help oneself and others increase social engagement. **WHERE TO USE:** Brown-bag seminars, individual counseling.

**Managing Stress For Holiday Family Get-togethers**

Holiday family get-togethers can be stressful, tips for self-care, avoiding triggers, mindfulness, letting go, focusing on the positive.

**1. Practice mindfulness:** Take a few minutes each day to focus on the present moment and breathe deeply.

**2. Avoid triggers:** Identify and avoid situations or people that cause you stress.

**3. Let go of perfection:** Remember that the holidays are a time to relax and enjoy time with family.

**4. Focus on the positive:** Think about the things you are grateful for and the good times you've had.

**E161 Managing Stress for Family Holiday Get-togethers** **WHAT:** Holiday family get-togethers can be stressful, tips for self-care, avoiding triggers, mindfulness, letting go, focusing on the positive. **WHERE TO USE:** Brown-bag seminars, individual counseling, small group seminars or workshops.

**“Mix and Match” from any group!**

**2017 HAPPY, HEALTHY & PRODUCTIVE**

**1. Use the Internet for Good:** Encourage your child to use the internet for educational purposes and to connect with family and friends.

**2. Be a Good Role Model:** Show your child how to use the internet responsibly and safely.

**3. Monitor Your Child's Online Activity:** Keep track of what your child is doing online and talk to them about any concerns.

**4. Educate Your Child:** Teach your child about the risks of using the internet and how to stay safe.

**5. Get Professional Help:** If you are concerned about your child's internet use, talk to a counselor.

**E162 Internet Drugs: What Parents Should Know** **WHAT:** Illicit drug users are using the internet, and teens are easy prey for criminals selling speed, compounds, analogs, and mixtures of illicit drugs. Parental guidance, tips, and intervention tips. **WHERE TO USE:** Brown-bag seminars, EAP/HR/and occupational health waiting rooms, emailing internally, posting on EAP Web site.

**Top Ten Symptoms of BURNOUT**

Job burnout is officially recognized by the World Health Organization as an occupational phenomenon. Help employees know the symptoms and intervene earlier to stop the downward slide.

**1. Exhaustion:** Feeling drained and tired all the time.

**2. Irritability:** Getting annoyed easily with coworkers and family.

**3. Reduced productivity:** Not being able to get things done.

**4. Cynicism:** Feeling negative and pessimistic about work.

**5. Physical symptoms:** Headaches, muscle pain, and other physical issues.

**6. Changes in appetite:** Eating too much or too little.

**7. Sleep problems:** Trouble falling asleep or staying asleep.

**8. Absenteeism:** Missing work more often.

**9. Loss of interest:** Not caring about work anymore.

**10. Difficulty concentrating:** Not being able to focus on tasks.

**E163 Top Ten Symptoms of Burnout** **WHAT:** Job burnout has been officially recognized by the World Health Organization as an occupational phenomenon. Help employees know the symptoms and intervene earlier to stop the downward slide. **WHERE TO USE:** Brown-bag seminars, supervisor training, individual counseling.

**Escape the Vape**

What You Need to Know Before Using E-Cigarettes

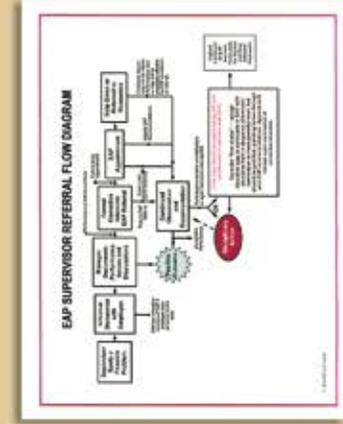
E-cigarettes are a growing concern in the medical community with news of death, other health risks, and teen addiction. Here's what employees should know, symptoms of trouble, and information to help anyone make a better decision about vaping.

**1. Know the risks:** E-cigarettes can be addictive and contain harmful chemicals.

**2. Watch for symptoms:** Coughing, throat irritation, and other symptoms of trouble.

**3. Get help:** Talk to a counselor if you are struggling with vaping.

**E164 Escape the Vape** **WHAT:** E-cigarettes—vaping—it's grown increasingly unfavorable in the medical community with news of death, other health risks, and teen addiction. Here's what employees should know, symptoms of trouble, and information to help anyone make a better decision about vaping. **WHERE TO USE:** lobby, general health education, brown bags, parent education.



**E165 EAP Supervisor Referral Flow Diagram** **Guaranteed** to become the most valuable tool in your supervisor training library—yet still editable for your specific EAP structure—engage supervisors and educate them in how to make effective EAP referrals. Awesome for prompting classroom discussion! **WHERE TO USE:** Supervisor training.