

# Take Five:

## Tips for a healthier, happier you!

### Work • Life Tips

▶ Laws have grown stricter, with more severe consequences for the use, possession, and manufacture of fake IDs. Here are a few that young people may not know of: 1) Conviction for the use of a fake ID can result in a permanent criminal record that will appear on an employment background check. This can ruin job hunting, prevent a person from obtaining a professional license, and bar a young person from admission to a graduate school. 2) Lending a fake ID to another person is a misdemeanor in most states. 3) Manufacturing a fake ID is a felony in many states. Parents, speak to your underage teens and young adults about the consequences of using fake IDs.

▶ Treat coworkers as though they are your most important customers, and build effective relationships with them. You will manage customer stress better and have more enthusiasm for serving customers of the organization. Begin with three relationship skills: 1) Avoid trying to get in the last word when arguments begin. 2) Seek to spot conflicts early and resolve them quickly. Don't say, "just forget it" when you know you won't forget it. 3) Avoid verbal insults, whether direct or veiled in other remarks, when you are frustrated with coworkers. Source: adapted from Customer Service for Dummies

▶ Try jotting down your to-do list for tomorrow before going to sleep tonight. You may sleep better. Surprisingly, the ritual helps you off-load thoughts and reduce worry, not stress you more about what lies ahead. The research seems to support another often recommended productivity tip—planning ahead for the next day. This includes jotting down your schedule, deciding what you will wear, planning breakfast, and choosing the personal items you'll take to work. Starting your day with less chaos, having time and a few mini-successes, and experiencing less stress in the a.m. can help you have a better day. Source: [www.baylor.edu](http://www.baylor.edu) [in search article: 192388]

## Exercise and Kudos for You

**H**aving a physical fitness routine offers benefits for improved health and managing stress, but there are more benefits to exercise than the release of feel-good brain chemicals and shaking off tension. One less-appreciated payoff of exercise is goal attainment of your exercise session, chalking it up as a success, and benefiting from the positive self-talk that accompanies it. Don't minimize the impact of genuine self-kudos and the role they play in stress management. This one benefit is an additional motivational factor for participating in a regular exercise program. When we feed a positive self-esteem, anticipated successes lie ahead. These linkages all contribute to improved personal and workplace productivity. You do have time for exercise. What may be missing are strong-enough reasons to get you moving. Add this one to the mix and see if it doesn't stir you to grab your sneakers.



## When a Family Member Is Arrested

**T**he arrest of a family member can be very upsetting. While taking steps to intervene, find an attorney, and overcome the shock, don't overlook possible contributing factors, perhaps signs or symptoms of an alcohol use disorder (alcoholism). Use the crisis to break the denial pattern you may have seen slowly emerge among family and friends. An assessment with a professional counselor can help with a diagnosis. There is no time like the present, because desperation, fear, and doing what it takes to never experience another arrest makes intervention possible. If the arrest could lead to conviction, most courts will be impressed with any self-initiated referral to treatment. Consider your EAP for guidance and support.



## Caregivers and Depression

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**D**o you care for a chronically ill person who also suffers with depression? If so, guard and protect your mental health. Research has shown that caregivers are more at risk for depression themselves if they care for a person with depression illness. Have a social support and psychological support system, and practice basic stress management skills. October 11, 2018, is National Depression Screening Day. It's dedicated to education, reducing the stigma of depression, and encouraging people to get screened. Most professional counselors can screen for depression in minutes. Source: [www.caregiver.org/depression-and-caregiving](http://www.caregiver.org/depression-and-caregiving)



# More about Synthetic Marijuana (K2)

**S**pice (or K2) is a dangerous psychoactive drug that is smoked, vaped, or drunk as a tea. It recently made national news when over 70 people using it overdosed within hours of each other in New Haven, CT. Spice is a mixture of plant materials like herbs and a lab-produced chemical that acts on the brain in a manner similar to THC. THC is the psychoactive substance in cannabis. These chemicals are far stronger than THC. Withdrawal from them is difficult, and addiction is more likely. Spice is dangerous and unpredictable, and no users can be sure what they are consuming. Many drug screens still don't detect Spice, which make it attractive to users. (That's changing fast.) Spice is found nationwide, and much of it has been laced with fentanyl, which can cause death.



# Respecting Personal Boundaries at Work



**R**espect in the workplace brings to mind words like tolerance, diversity awareness, and bias. But disrespect has a much broader brush of issues that can impact productivity. One of them is not respecting the personal boundaries of a coworker. Do you walk through a coworker's door unannounced, call after hours when he or she is at home, or sit in a chair close by while the coworker is on the phone, waiting your turn to speak with him? Employees who appreciate the importance of honoring personal boundaries will get along better. Here's why: When you disregard personal boundaries, you send this nonverbal message: "I'm more important than you, so I don't need to respect your space." All of us teach each other what our personal boundaries are and how we want to be treated. Making them known is a combination of assertiveness, diplomacy, and immediacy. "I would love to speak with you right now, but I need to take this phone call in private," combines all three elements of how to establish a personal boundary. The most important rule in maintaining personal boundaries is to practice what you preach. If you don't want people phoning after 8 p.m. to discuss a work issue, don't phone them after 8 p.m.

# Productivity Tip: Magic in Pocket Recorders

**T**ools for capturing thoughts—and listening to them—are among the most sought-after technologies. Tiny spiral notebooks of the past have been replaced by an abundance of options. One of the most progressive is the pocket recorder. These aren't \$290 anymore. They're 29 bucks! And they record sharp, crisp sound with 20 hours or more of recording time. Search any online tech store to find dozens of choices. Four key productivity achievements are solved by small pocket recorders: 1) Capturing great ideas and to-dos; 2) Listening to reminders about those ideas and to-dos; 3) Eliminating "Gotta Remember This!" syndrome; 4) Reducing the stress of managing a to-do list; and 5) Making great use of waiting time—in lines, while commuting, or while engaged in repetitive activity like exercise.



# How to Ask for Less Micromanagement

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**M**icromanagement is a common complaint among employees, but most micromanagement is not malicious. It stems from a lack of understanding of how to delegate. A micromanager may actually trust you, but it's fear that keeps him or her from letting go. To intervene, don't grow weary, stress out, or bark out your frustration. Instead, meet in private and explore the issue. If you have not done so before now, you'll discover the solution is likely good communication about each of your needs. You may need two or three follow-up discussions to achieve consistency, but a few more small progress reports from you will usually resolve the issue.