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### Beat the Flu

To give yourself help when it comes to flu prevention, follow these tips to help ward off this seasonal malady: **1)** Avoid getting run down and overtired from lack of sleep. **2)** Help keep your immune system strong by getting the proper nutrition **3)** Wash your hands frequently, especially if you interact with the public. Flu germs can live for hours on surfaces people touch. Consider keeping a hand sanitizer nearby, and use it when soap and water aren't available. **4)** Manage stress. It can weaken your immune system. **5)** Get regular exercise. It will boost your immune system. **6)** Avoid rubbing your face, eyes, and nose with your fingers. **7)** Sneeze into the crook of your elbow, not your hand, which can spread germs by what you touch after the sneeze. **8)** Do your coworkers a favor, and stay home from work if you are ill with the flu.

*Do your coworkers a favor, and stay home from work if you are ill with the flu.*

### Message from Your EAP

Bon Secours EAP offers short-term counseling services to you and your immediate family members by trained professionals that specialize in a wide range of personal and job related issues. It's our main goal to keep your life balanced so your personal stressors do not impact your job performance. Services are confidential and provided at no cost as a benefit of your employment. To utilize your EAP benefit, call our main office at 757.398.2374 Monday-Friday from 8:30 a.m. to 5 p.m. or visit us on the web: [www.eap-hamptonroads.org](http://www.eap-hamptonroads.org)

### Stress Tip

### 3 Thieves of Productivity



Robbed by the three thieves of productivity- **distraction**, **perfectionism**, and **procrastination**? If you are task and achievement oriented, you've struggled to keep these villains out of your life.

#### Quick Tips:

- 1) Spend a few moments when you get to work getting organized and creating a to-do list to reduce the risk of distraction.
- 2) Is perfection getting in the way? That speech, project, or report is probably ready to go now. So let it fly.
- 3) Always delaying until tomorrow? A sense of urgency can ward off procrastination so you act and avoid delays. It helps to focus on the consequences of not completing a task and the rewards of getting it done.

## Why We Overcommit

How busy are you this week? Do you think you will have more time a month from now? If you are like most people, your answer is "yes." It is for this reason that you overcommit.

According to research in the *Journal of Experimental Psychology* (February 2005), most of us perceive time as something we will always have more of in the future. Therefore, we overextend ourselves and when the future arrives, we are swamped. It's ok to slow down our answer to requests for our time and say, "I'll get back to you after I look at my schedule". This gives us the needed time to review.

*Source: American Psychological Association*

## Nurturing Your Creative Juices

You have probably discovered that your best ideas—your real rocket launchers—come while you are not at work. They pop into your head while driving, walking, taking a shower, or participating in non-work activities.

How can you use this awareness to effectively inspire creativity? Plan for opportunities where you can be stimulated by a completely different environment. Include new sounds, sights, places, conversations, people, and open space to free up your thoughts. Factor in undistracted "alone" time. When ideas come, jot down the inspiration. Newton was alone under a tree when the apple hit him on the head!

## Education, Support & Upcoming Events

### Stress Reduction/Mood Enhancement with Marsha Engle

When we experience chronic stress, our nervous systems get stuck in 'high alert', creating numerous physical and emotional consequences. Mindfulness tools reset our nervous systems back to a more healthy state and even create new, healthy neuropathways in our brain. The practice of mindfulness allows us to be more alive, more fully engaged in the moment, allowing more joy into our lives.

*In this 4-week workshop learn how to:*

- Use breath techniques to calm and soothe or energize and activate
- Control obsessive and racing thinking
- Experience relaxation through visualization and meditation
- Use humor and play to live more fully
- Utilize easy yoga postures to achieve more desirable emotional states

**February 5, 12, 19, and 26 (Tuesdays)**

**6:30-8pm**

**\$75 for 4 sessions**

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