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Improving Your Communication

Being successful, especially at work requires good communication skills. It's always important to be mindful that your message may not be perceived as you hoped. Often times we leave out small details because they seem unimportant or perhaps we just don't make sense! Here are a few tips to help improve your communication:

- 1. Remain respectful, focused and unhurried
- 2. Make eye contact
- 3. Be open to clarifying questions
- 4. Make your face match your message!
- 5. Eliminate distractions by having meetings when you are not in a time crunch

Assess your communication skills by taking a free online quiz at:

http://www.mindtools.com/pages/article/newCS_99.htm

Make your face match your message!

Message from Your EAP

Bon Secours Employee Assistance Program 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 lives 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 a.m. to 5 p.m. or visit us on the web: www.bshr.com/eap

Stress Tip

Maintaining a Healthy Weight

- 1. Follow these simple steps so you won't over eat
 - a. Eat slower
 - b. Put your fork down between bites
 - c. Take at least 20 minutes to finish a meal
- 2. When eating, only eat (no TV or reading)
- 3. Use a smaller plate (you won't be tempted to keep adding!)
- 4. Prepare a healthy bag lunch
 - a. Spectacular sandwiches (low fat fillings on whole grain bread)
 - b. Delicious salad (just add the dressing later)
 - c. Fresh fruits and veggies
 - d. Goodbye soda...hello low fat milk or juice (or for even better results, water)

Why We Overcommit

How busy are you this week? Do you perceive that 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 reported in the *Journal of Experimental Psychology* (February 2005), most of us perceive time as something we will always have more of in the future, although we may not have much today. Therefore, we overschedule ourselves and when the future arrives, we are swamped.
Source: American Psychological Association

Goal Setting

A wonderful way to stay motivated and increase your self confidence is to clearly outline goals and monitor your progress towards them. Make sure that your goals are not too far fetched and although may pose a challenge can be attainable with hard work and persistence. Remember your goals may change so look at what you've set for yourself and assess if these goals still fit into your bigger plan.

Education, Support & Upcoming Events

Stay aware and assess your health

Free online screening tools available at
www.mybonsecours.com

"It's all about eating right"

Understand the effects your diet has on your health
www.eatright.org

Looking for Credit Counseling?

If you're in need of credit counseling and/or education contact one of these local resources:

- * Consumer Credit Counseling (757)424-2060
- * Catholic Charities (757)484-0703

Always Helpful!

Want to Quit Smoking?

www.smokefreevirginia.org is a free government funded website that provides education, resources and updated smoke cessation product offers.

Alcoholics Anonymous (AA)

Local support groups can be found on the Virginia AA website at
<http://www.aavirginia.org/hp/meetings/waw.asp?search=true>

Good Help to Those In Need*



BON SECOURS
EMPLOYEE ASSISTANCE PROGRAM

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