Know Your Positive Personal Attributes

Employers not only want employees with the right skills and abilities, but also they want positive personal attributes. Could you describe your positive attributes? The ability to discuss them shows your personal insight and adds energy to any job interview, making you stand out in ways that many other applicants do not. Examples of personal attributes are the following: flexible and adaptable, ability to work unsupervised, taking initiative, getting along well with others, willing and eager to learn, communicating effectively, thoughtful and reflective about issues/problems, able to be self-critical, seeking unique ways around problems, asking questions, and tolerating uncertainty well.

How to Purchase Safe Toys

Emergency rooms treated 251,800 toy-related injuries in 2015, and 44 percent of these injuries were to the head and face area. Nearly 85,000 injuries involved children under the age of five. Reduce risk of injury by avoiding toys that shoot or have parts that fly off. Consider not only whether a toy is right for a child’s age prior to purchase, but also whether there is a risk of injury if a smaller child gets his or her hands on it. Avoid purchasing toys with sharp or rigid points, spikes, rods, or dangerous edges. Rule of thumb: If any part of a toy can fit in a toilet paper roll, the toy is not appropriate for a child under three. Watch out for deflated balloons or broken pieces; these are two of the most common choking hazards for children.

Source: www.preventblindness.org/safe-toy-checklist
I Can’t Sleep

Seventy-five percent of adults have reported experiencing sleep problems at least a few nights a week or more within the past year. This continues a nearly 20-year upward trend of a number of adults reporting sleep problems. See your doctor about persistent sleep troubles. Evaluate whether the following suggestions from the National Institutes of Health can aid you in getting more quality sleep:

1. Go to bed and wake up at the same time every day.
2. Don’t sleep in on weekends. Keep your weekday schedule.
3. One hour before bed, stop work, wind down, and relax. Try taking a hot bath.
4. Avoid heavy eating before bedtime.
5. Avoid alcoholic drinks, nicotine, and caffeine before bed.
6. Try exercising five or six hours before bedtime.
7. Keep your bedroom cool and dark, and keep smartphones out of your room.

Marijuana: Just Don’t Use It

In Colorado, the number of fatal car crashes with drivers testing positive for marijuana has doubled in the past six years. Colorado now ranks No. 1 out of 50 states, with more of its young people ages 12 to 17 using cannabis, according to the report titled “The Legalization of Marijuana in Colorado: The Impact,” which was released this September. Although not widely reported, dozens of adverse effects from marijuana legalization have been cataloged, including risk of respiratory illness, dependence, mental health–related problems, and other issues affecting public health, such as impaired driving. The American Medical Society on Addiction Medicine, the country’s leading expert on addiction, opposes legalization, stating that 61 percent of all drug-addicted persons (other than alcoholics) use marijuana.


Soft Skills to Know: Managing Conflict

All workplaces experience conflict, but not all employees know how to manage conflict well. Some avoid conflict, while others make conflict worse. Since conflict is considered normal and expected in work organizations, employees with conflict management skills are valued. Knowing how to manage conflict is a learned skill with specific elements. Understanding what these elements are will allow you to see conflict as an opportunity, fear it less, and move quickly to turn conflicts into positive outcomes for your organization. There are hundreds of books and source documents on conflict management, and nearly all of them discuss some or all of the following conflict management principles:

1. awareness and early recognition of a problem that may lead to conflict, and seeing most conflicts as opportunities
2. willingness to be proactive and bring the problem to the attention of others
3. gathering players to engage in the discovery of solutions
4. engaging willing and reluctant persons to become equal participants in identifying solutions
5. recognition of emotional aspects of conflicts and the capacity to move beyond emotions to find mutually satisfying solutions
6. formalizing agreements that implement solutions
7. monitoring results of agreements efficiently and intervening early to make adjustments and reinforce positive outcomes.

Knowing these steps and making them part of your job skill repertoire will allow you to conquer your anxiety and fear of workplace conflict to advance your organization’s goals.
Did You Know….Mindfulness practice is a way to strengthen your ability to concentrate, relax, develop self-awareness, and new habits for paying attention that can decrease stress and internal friction? According to expert Jon Kabat-Zinn, “Mindfulness is the awareness that emerges through paying attention on purpose, in the present moment, and non-judgmentally to the unfolding of experience moment by moment”. It is a new way of relating to ordinary experiences that when practiced consistently over time, can result in new insights and shifts in perspective that improve your well-being and mood.

Who can benefit from Mindfulness Coaching?

- Someone who finds it impossible to not respond to their cell phone ringing or finds themselves wasting time distracted by social media or the internet while getting behind on work tasks
- Someone who feels nervous about public speaking
- Someone with chronic pain who is interested in developing new habits for relating to discomfort
- Someone who finds themselves awake in the middle of the night and is unable to get back to sleep
- Someone who worries all the time and is unable to takes breaks from problem-solving mode

Mindfulness Coaching does not replace professional counseling but can be used to make other interventions such as therapy, medication intervention or medical care more effective.

To learn more about the benefits of Mindfulness Training, or schedule a telephonic appointment with a Mindfulness Coach, contact IMPACT 24/7 at 800-227-6007. For more information on IMPACT services you can also visit the IMPACT website at www.MyImpactSolution.com. Remember to enter your organization’s username. Forgot your login information? Give us a call at 800-227-6007.
MIND, BODY, AND SPIRIT

Staying young isn’t just about living a healthy lifestyle. Understanding the connection between mind, body, and spirit can help you remain youthful later in life. Healthy eating and exercise, staying connected to the world around you, and finding what nourishes your soul can help you to retain a youthful energy. Let your Employee Assistance Program help you to stay forever young.

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