

# Take Five:

## Tips for a healthier, happier you!

### Work • Life Tips

- ▶ If you suffer from shyness, you know it. You lack confidence in social situations, feel nervous around those you don't know (especially someone you want to date), and may get angry with yourself after social engagements wishing you had said something you didn't think of at the time. Nearly 40% of the world's population reports being shy to a significant degree. Shyness does not have to interfere with achieving professional and interpersonal goals. Relief is found by challenging habits of thinking and believing, and the first one is fear that the EAP can't help. Shyness is painful, but relief starts with a phone call to the EAP. Go for it.

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- ▶ Blue light at night from electronic devices disturbs melatonin production in your body, thereby interrupting quality sleep. This news is nothing new, but did you know other parts of your body are adversely affected by this circadian rhythm imbalance? Scientists have observed that circadian rhythm disruption also affects the heart and possibly the kidneys, along with their natural functions. The advice is to turn off electronic devices with lighted screens an hour before bedtime to improve sleep—and now also for better heart health.  
[www.ncbi.nlm.nih.gov/pmc/articles/PMC8954103/](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC8954103/)

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- ▶ The ability to say "no" is a timesaving tool. But many people feel guilty when they say no, so they put other people's priorities ahead of their own while feeling frustrated and trapped. To say no with less guilt, tell yourself you are doing others a favor by saying no. Here's the solid rationale: If you don't have the time for their request, (like you fear) you may procrastinate, delay, or not complete the assignment to the best of your ability. This would compound stress, cause difficulty, and create frustration with those you are trying to help!

### Build Resilience with Awareness



**R**esilience is the ability to recover quickly from illness, change, and adverse events. Resilience is a tool or resource you can draw upon and strengthen. Consider these few tactics that help develop resilience:

- 1) Build relationships with those you can turn to for support and who are dependable in their ability to offer acceptance, patience, and empathy.
- 2) Practice daily positive self-talk by achieving small goals you can reflect on for self-praise. Tip:

Identify what you've been putting off, and start there. 3) Develop reflexes to spot the lessons learned from daily mistakes, slipups, and frustrations, and nip self-criticism in the bud. 4) Maintain a forward-looking mindset, with enjoyable goals/activities/tasks planned for days or weeks in front of you. Each of these tactics helps build resilience you can count on when the going gets tough.

### Spend More Time Thinking

**D**o you automatically look at your smartphone at the slightest lull in activity? Researchers discovered that people enjoy being immersed in their own thoughts instead of technology in a research experiment that asked them to make a choice not to pick up their device. Self-awareness is the key to overcoming the reflex to pick up the phone. The upside to spending time with your own thoughts is that you'll soon be solving more problems, improving the creative parts of your mind, and making more decisions that lead to the life you want more quickly.

Source: <https://www.apa.org/news/press/releases/2022/07/thoughts-mind-wander>



### Helping Kids Manage Stress



**K**ids feel states of emotional and physical tension just like adults do, but they are rarely taught stress management skills for the future. Why wait? Children are teachable, so simple coping skills taught early on can be lifelong tools for dealing with stress. Studies show stress levels are higher for kids today than in the past, thanks to pressure to accomplish, compete, and keep up. Easy stress management techniques to teach a young person include breathing exercises, meditation, and progressive relaxation. Could such skills play a role in preventing conditions like eating disorders or substance abuse? Hint: Model these strategies and gain the benefits for yourself, and you will make a bigger impact when you teach them to others. Learn more at <https://parenting.firstcry.com/articles/stress-in-children/>.



# Your Role in Improving Workplace Communication



**S**tudies show that strong workplace communication produces higher productivity and morale because employees sense a work environment that is more honest, reliable, and trusting. This leads to more employee engage-

ment along with its benefits. Everyone wants better workplace communication, but spotting communication roadblocks and intervening in them is key. Most businesses experience trouble with internal communication periodically, often in similar ways. Knowing what these are can help you act to intervene and prevent you from becoming part of the problem. This is how you play a vital role in helping promote a healthy and productive workplace. Here are some of the most common workplace communication challenges: 1) Slow movement of information. Solution: Don't hold on to information or delay its dissemination as a tool for maintaining control or demonstrating authority. 2) Not thinking before you communicate. Solution: Know what your communication goals are so you communicate completely. 3) Fear of feedback. Solution: Ask for it. Better a bruised ego than be on the wrong track. 4) Not speaking up. Solution: Pay attention to that gnawing feeling that you should say something. 5) Silence. Solution: Be proactive and keep others up to date. Don't wait for others to ask, "How's the project going?" 6) Sitting on bad news. Solution: If others have to know, then they have to know. Similar to #6, be proactive. Delay tends to increase the shock value of bad news and it feeds on itself, making it even more difficult when it is ultimately shared.

# Count the Benefits of Exercise



**S**imply knowing that exercise is good for you never fired up anyone to get off the couch. But understanding more about the true benefits of exercise just might. Get your doctor's okay for an exercise regimen, but see whether these many reasons don't spur more enthusiasm. Exercise can 1) make you happier generally, and improve your mood quickly; 2) help you achieve weight loss; 3) increase your energy level and help eliminate that sluggish feeling; 4) decrease

your risk of chronic disease from diabetes, heart disease, cancer, and hypertension, and help alleviate symptoms, like pain; 5) delay the appearance of aging skin on your body; 6) improve your brain health, including memory; and 7) improve your sleep and benefit your sex life.

# National Recovery Month

**N**ational Recovery Month brings awareness to the effectiveness of treatment for substance use disorders (alcoholism) and addictive disease, and the initiatives that support effective recovery. Addiction is referred to as a family illness because everyone is affected. This means recovery is more successful when everyone in the family recognizes their need for individual healing. A personal program of recovery like one found at Al-Anon family groups can make all the difference. Al-Anon is for those who are worried about someone with a drinking problem, whether or not the subject of their concern is actively drinking. The free fellowship allows family members the opportunity to learn from the experiences of others who have faced similar problems. Personal healing, reduced isolation, hope, relief, and peace of mind are the most common positive experiences reported by Al-Anon members. If this sounds good, learn more from your EAP or through an online search.



# Cannabis Oil and CBD Oil Are Not the Same



**C**BD oil does not contain THC (in a significant amount), but cannabis oil does. So, CBD oil and cannabis oil are not the same thing. Don't be misled. THC is a mood-altering substance. It is still illegal under federal law in the U.S. (although many states have decriminalized it), but its use by employees is prohibited in any of the millions of U.S. Department of Transportation-regulated safety-sensitive positions. The use of cannabis oil will subject you to job action for a positive drug test.

