For April our theme will focus on Alcohol Awareness. Contact us if you need help with any of the following:

- Feel guilty or ashamed about your drinking
- Need to drink in order to relax for feel better
- “Black Out” or forget what you did while you were drinking

Continuum EAP has professionals that can assist with all types of issues. Contact us to set up a confidential appointment to discuss your concerns and to establish a game plan moving forward.

How to Say “No” without Saying “No”

Every resource on time management and productivity discusses having the ability to say no. This assertiveness helps prevent distractions, saves personal energy, reduces stress, and reduces the risk of feeling overwhelmed. If saying no is a struggle for you, here are four other ways to do it: 1) Let others know in advance that you will be busy during a certain time or defined period. 2) Ask whether a certain task can be postponed. 3) Recommend another source of help or person with better capability, more desire, or the ability to produce the preferred outcome for your requestor. 4) Postpone your commitment to saying yes or no to a future date.

How Attitude and Exercise Connect

Notice how your mood improves and personal energy increases after exercise. Also notice how proactive you feel in making decisions. Lack of exercise and sluggishness can inhibit motivation to take action on projects important to you. They can inhibit creativity, reduce productivity, and lessen your desire to resolve work problems. Once you see and feel this “exercise—attitude” connection, and observe yourself getting more done, your desire to exercise regularly may dramatically increase. Getting fit takes time, but the emotional effects of exercise can often be spotted almost immediately. Discover them today.

Protect Your Eyes at Work

If you have both eyes, you may not give much thought to the risk of losing your eyesight from an accident. Loss of vision is more likely to come from an accident at home or work. Sixty percent of eye injuries at work would be eliminated if eye protection were used properly. If your job puts your eyesight at risk, be sure you’re not using faulty or improperly fitted safety glasses with missing straps, scratched-up lenses, and broken parts. Ignoring faulty equipment can lead to its not being used at all. These associated problems also account for a significant percentage of eye injuries.

Www.osha.gov [search “eye protection”]
Any business will have a better chance of success with a business plan. Should you have a “life plan” for the same reason? A life plan can help you achieve clarity about what you want and make it more likely you'll achieve the things you desire. And as with a business plan, you can change a life plan at any time. The real value in writing a life plan is taking time to focus and discover. This brings you to what you value most—the “non-negotiable” things you want in your life, such as living near family, owning a home, being near the ocean or mountains, having a spiritual life, or being a parent. These values represent your most precious core beliefs. Next come planning goals and objectives that sync with your values. These may include education, occupational pursuits, leisure, travel, recreational desires, marital plans, children, finance, and retirement goals. Grab a book on creating a life plan from the hundreds of choices you will find either online or offline in a nearby store. Taking the time to create the life you want will lead you to at least one goal almost everyone seeks—peace of mind.