



Inside This Issue

- 1** Professional use of Self
- 2** Message from Your EAP
- 3** Stress Tip
- 4** Stop Smoking: Cessation Facts
- 5** Victory over Verbal Violence
- 6** Education, Support & Upcoming events

Professional use of Self

“Going along to get along” is not always a bad thing when it comes to clothing at work. Your appearance sends a powerful message to others, so wearing clothes that reflect the work culture and represent the company's style is a smart move. Don't worry about not being “true to yourself.” The general consensus of career counselors is that work is not the best place to express your individuality with unusual or controversial dress. Remember that it is not how you dress that makes you who you are at work—it's how you perform. Find what you enjoy about your job and do it well. Distinguish yourself and you will leave the impression you want, and you will feel less confined by rules or unwritten work customs that a define dress code you don't prefer.

Work is not the best place to express your individuality with unusual or controversial dress.

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.

Three Thieves of Productivity
Stress Tip



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 waiting for tomorrow? Learn how to produce a sense of urgency to ward off procrastination so you can act and avoid delays. Do it by focusing on the consequences of not completing a task and the rewards of getting it done.

Stop Smoking! Cessation Facts

20 minutes after quitting, your heart rate drops. 12 hours after quitting, the level of carbon monoxide in your blood drops to normal. 2 weeks to 3 months after quitting, your heart attack risk begins to drop. Your lung functioning begins to improve. 1-9 months after quitting, coughing and shortness of breath decrease. 1 year after quitting, your added risk of coronary heart disease is half that of a smoker's. 5-15 years after quitting, your stroke risk is reduced to that of a nonsmoker's. 10 years after quitting, your lung cancer death rate is about half that of a smoker's. Your risk of cancers of the mouth, throat, esophagus, bladder, kidney, and pancreas decreases. 15 years after quitting, your risk of coronary heart disease is back to that of a nonsmoker's.

Source: Centers for Disease Control

Victory over Verbal Violence

Verbal violence (or verbal abuse) is aggressive speech intended to produce psychological harm. Victims are often someone the perpetrator knows well, like a spouse or elderly parent. Although one may feel attacked or unappreciated by unfair criticism in a domestic or couple's squabble, verbal violence is much more. Often verbal violence is not accompanied by physical abuse, and frequently occurs out of public view. It can be perpetrated indirectly, and therefore appear benign to others. As a result, victims often believe there is no help. If you are a victim of verbal violence, consider contacting the EAP for help, intervention strategies, and steps toward a happier life.

Education, Support & Upcoming Events

Feeling under the weather?

Look up symptoms, doctors and educational material at www.mybonsecours.com

Relaxation techniques for stress relief
(article)

<http://www.state.sc.us/dmh/bryan/webstres.htm>

Prenatal Classes through Bon Secours

Education for topics like baby CPR, newborn care and coping with the baby blues. For information go to:

<http://www.bonsecoursloveandlearn.com/hamptonroads/Default.aspx>

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>



**BON SECOURS
EMPLOYEE ASSISTANCE PROGRAM**

(800) 327-3257 • (757) 398-2374

Good Help to Those In Need®

This information is provided with the understanding that the author and publisher are not engaged in rendering legal or other professional services. The publishers disclaim any liability, loss or risk incurred as a consequence, directly or indirectly, of the use and application of any of the contents of this information. This information is not a substitute for the advice of a competent legal or other professional person.

Important Notice: Information in the Frontline Employee is for general information purposes only and is not intended to replace the counsel or advice of a qualified health professional. For further questions or help with specific problems or personal concerns, contact Bon Secours Employee Assistance Program.