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Three Day Team Fix

Your team's conflict is growing and morale is on the ropes. You are determined to be part of the solution. So, take the initiative and experiment with this three-day team fix:

Day One: Agree to drop negativity and meet uninterrupted as a group for one or two hours.

Day Two: Meet for two hours to discuss the items produced on Day One. Discuss each issue and work to achieve possible solutions.

Day Three: Finish with solutions and get group agreement to support them in writing. Ask your leader or supervisor for support for solutions. Meet regularly thereafter to practice team maintenance. The more stressful the work environment of your team, the more frequently you should meet.

Agree to drop negativity and meet uninterrupted as a group

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

Avoid Lunch at Your Desk

Seventy-five percent of us eat lunch at our desks two to three times a week, according to a study conducted by the American Dietetic Association. If you aren't using that time to get fresh air, move around, and take a stretch, chances are you are starving your body of socializing with others, sunlight, exercise, and better food than lunch in a cup. You will feel better about your job or at least manage your stress better by getting together with a coworker or friend and changing your lunch venue *today*.

Tips for Team Leaders

Incorporate these frequently overlooked skills into your leadership style and you will build a stronger team with loyal followers.

1) Show your team members that you trust them highly. 2) Rather than viewing your team as a group of individuals to monitor, see them as a garden, with each member needing to be understood, nurtured, supported, and cultivated. 3) Consistently show up at team meetings on time and end them on time. 4) Be hard on problems, not on your team members. 5) Don't sit on need-to-know information. Pass it on quickly.

Touch Items Only Once

Whether you are reading e-mails, listening to voice mail, unloading groceries, taking off your socks, or using a tool, you will save more time and be more productive if you touch things only once. Become a believer in this enduring time-management principle by spending a day experimenting with it. Barnes and Noble book company is such a believer in this time-saving tip that when a new store is opened, the goal of touching a book only once in order to shelve it is a corporate decree.

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

(800) 327-3257 • (757) 398-2374

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