



### Inside This Issue

- 1 Getting Personal without the Pain
- 2 Message from Your EAP
- 3 Stress Tip
- 4 Feeling the Balance
- 5 Other Back Injury Culprits
- 6 Education, Support & Upcoming events

### Getting Personal without the Pain

It's customary to be social at work and share some personal information about our lives. But how much is too much? Finding a balance can be a hard-learned lesson. Here are a few guidelines to consider before self-disclosure: 1) Could the information interfere with the workplace? 2) Could the information be used by others in a malicious or inappropriate way? 3) Does the personal information adversely affect the way you are perceived by others? 4) Will sharing personal information open a dialogue that leads to awkward or uncomfortable questions from coworkers? If you are frustrated by a pattern of sharing personal information that causes difficulties for you later, consider talking to the EAP about ideas on drawing a better balance so you feel connected, not torn apart by gossip and misinformation at work.

*It's customary to be social at work and share some personal information*

### Message from Your EAP

Bon Secours EAP 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.eap-hamptonroads.org](http://www.eap-hamptonroads.org)

### Stress Tip

## Relieving Stress by Improving Your Memory

Sometimes stress can be caused by memory problems like missed appointments, forgotten task procedures, or misplaced passwords. To be proactive and improve your memory, follow a few of the suggestions below:

- Get enough rest
- Enhance memory with "brain games" like word search or Sudoku puzzles
- Increase aerobic exercise/activity
- Begin journaling
- Supplements like Omega-3 fatty acid in fish oil

## Feeling the Balance

Pay attention to your feelings for clues about whether you need to tinker with balancing your home and work-life in order to be healthier and happier. Ask yourself: 1) Am I frequently feeling anxiety and stress from too many demands placed upon me? 2) Am I feeling guilty because of complaints from family members that I don't spend enough time with them? 3) Do I feel "normal" only when I am working and awkward and anxious when participating in leisure activities? 4) Do I feel angry that I cannot find time "just for me?" 5) Do I feel like I am ignoring my favorite leisure time activity? Remember, balancing home and work-life is an ongoing process, not a "one-shot 10-pin strike."

## Other Back Injury Culprits

If you know how to properly lift a heavy object, you may still be at risk for a back injury if you don't know about the other four common causes of back injuries. These culprits get less publicity despite the damage they do—having poor posture, being in poor physical condition, using improper body mechanics (aligning the body correctly prior to performing a task), and moving too quickly when picking up a heavy object. Tips: 1) If you can slide it, don't lift it. 2) Pay attention to minor aches and pains before they become big ones. 3) Always ask, "Should I be getting help to lift this object?"

## Education, Support & Upcoming Events

### Stay aware and assess your health

Free online screening tools available at  
[www.mybonsecours.com](http://www.mybonsecours.com)

### "It's all about eating right"

Understand the effects your diet has on your health  
[www.eatright.org](http://www.eatright.org)

### Bon Secours Sponsored events

Check out the latest events that are sponsored by Bon Secours by going to [www.bshr.com](http://www.bshr.com) and clicking the news and events tab

### Always Helpful!

#### Want to Quit Smoking?

[www.smokefreevirginia.org](http://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

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.