



rEAP the Benefits

State Employee Assistance Program 1-800-308-4934

Squeezing work time: Parkinson's Law

If you took too long to do an unpleasant work task you knew was not time-consuming, you were probably a victim of something called Parkinson's Law. Parkinson's Law states, "Work expands to fill the time available to do it." The phenomenon combines procrastination and busywork (or distractions) to avoid an unpleasant task until a deadline forces you to finally complete it. The more time you have, the more likely it is that you will substitute unimportant and sometimes unnecessary tasks for those that are undesirable. Here's how to conquer this: 1) Tackle unpleasant work first. 2) Compress time by promising completion of tasks to others sooner. 3) Try using a kitchen timer and break tasks down into 45 minutes segments. Work intensely without distraction. Then break for 15 minutes. Repeat with 45 minute work segments and breaks until finished.

Couples counseling: When only one will go

In marriage, it takes two to tango, but when problems within the relationship require professional counseling, don't be afraid to go solo if your spouse chooses to sit out. Attending marital counseling alone doesn't mean admitting that you're "the problem." Even without your spouse, a professional counselor can provide tools and strategies that you can use within your relationship. It's also a good way to discover your own inner workings and learn to be happier. Just because your partner balks at counseling today doesn't mean he or she won't join you in the future. In the meantime, why not take some positive steps right now?

If you're stalked

Stalking is a crime of harassment. It's not a "personal problem" that you should keep quiet about. If you fear someone is stalking you, find out what the law in your state says about stalking and then talk with your EAP and/or human resources representative about the situation. Some organizations include steps for addressing stalking within their workplace violence policies and procedures. Your safety may also require letting the police, coworkers, and workplace security staff know about the threat.

Be an "entrepreneur" for your employer

Take an entrepreneurial approach to your job by looking for ways to spearhead the creation of new products, systems, processes, or technology. Keep your eyes open for opportunities, but start with small projects first. Always start by outlining your ideas in a written format. Your initial document should identify all the arguments for or against a proposal. There is no guarantee your employer will accept an innovation, but know this: The missing aspect of most proposals offered by employees involves a lack of details. Including them will advance the possibility of their acceptance. Never let "no" kill your entrepreneurial spirit. Entrepreneurialism is a state of mind. View your potential value to your employer in terms of how you can improve and add value to the organization's mission. This is called "enhancement," and people and organizations are drawn to those who know how to offer it.

Negotiation skills for everyone

The ability to negotiate is an important life skill, but you may be surprised to learn that you don't have to be aggressive or pushy to be good at it. Effective negotiation leaves both parties feeling satisfied with the result. Try your hand at negotiating with a simple technique called "reframing." Reframing involves two people placing their focus on what they are trying to accomplish (the need) rather than their "positions" (the demand). For example, let's say that a wife wants her husband to stay home for the evening, but her husband wants to spend time playing cards with his friends. These positions tell you nothing about the true source of the conflict between the husband and wife. Reframing the issue may reveal that the wife needs companionship because she's felt unusually lonely that week, while the husband may be looking for some downtime to blow off steam accumulated from a stressful work project (or vice versa.) By addressing the needs instead of the positions, a new range of solutions becomes possible. When you are faced with conflict, try zeroing in on the other person's needs by asking effective questions. Listen carefully without interruption, and follow up by restating the answer back to the other person to make sure that you understood correctly. By reframing, you have shifted from being combatants to partners in finding a solution that satisfies both parties' needs.

Resilience in the time of change

Are you often feeling that you may be struggling to maintain a sense of confidence and control in the midst of changes at work and home? Resilience is a key quality for dealing with the rapid pace of change in our lives and the never-ending stress that accompanies change. A seminar is being offered by the EAP in 11 locations to teach you how to recognize your resilience and ways to enhance it.

9/9	Martin	9/10	Jackson
9/11	Memphis	9/11	Murfreesboro
9/12	Columbia	9/16	Johnson City
9/16	Nashville	9/18	Chattanooga
9/18	Cookeville	9/18	Knoxville
9/23	Nashville		

You may register online at www.tn.gov/finance/ins/eap/

Suicide: Signs of Concern

Suicide can be prevented. Suicide can occur without any outward warning, most do not. Generally, people who consider suicide don't really want to die: they just want their pain to end. About 80% of the time, people who kill themselves have given definite signals or talked about suicide. All suicide threats or attempts must be taken seriously. Most people who consider suicide have a medical depression and have a sense of hopelessness. Suicide is frequently precipitated by loss, death of a loved one, a major move, loss of jobs or serious health problems are examples. Watch for signs of depression and current talk of suicide or making a plan, a previous attempt, a strong wish to die, giving away cherished objects or making final plans, and increased alcohol or drug use. You can prevent a suicide by learning to recognize the signs of concern and taking those signs seriously. Free suicide prevention awareness training is available. In Tennessee, the Jason Foundation Inc and the Tennessee Suicide Prevention Network are two places to consider. There are many types of help and ways you can support someone who is at risk. One way is to give the person the National Lifeline number. This number will connect them to the nearest crisis center where support and other help are available. 1-800-273-TALK — it could save a life.

For more information about suicide and resources in Tennessee, go to the Tennessee Suicide Prevention Network's (TSPN) web page, www.tspn.org and the Jason Foundation, www.jasonfoundation.com

Nap time for "left brainers"

Studies show that a short 20-minute snooze can stimulate/turn on the right side of your brain. This is the creative, emotion-laden, and more abstract thinking part of your brain. This can be a great way to kick-start outside-the-box thinking, especially for those who are more left-brain dominant. Are you a "left brainer"? Left-dominant people tend to be more analytical, structured, linear in their thinking, mathematical, and likely to view things sequentially to understand the whole.