



HELPING HANDS

The Seven Habits That Can Change Your Life

Post written by Leo Babauta

“We are what we repeatedly do. Excellence then, is not an act, but a habit.” - Aristotle

All of us have habits - some good, some bad. Developing good habits can help us achieve our goals, build better self esteem, and be more effective in our relationships. Here are 7 habits that will help you become better at most everything you do:



1. Develop positive thinking. Sure, positive thinking by itself won't lead to success, but it certainly goes a long way to motivate you to do the other things required.
2. Exercise. It makes you feel better about yourself, and it makes you feel more confident. That leads to better success with other positive changes. Exercise reinforces the positive thinking habit — you need to think positive in order to sustain exercise. It relieves stress and gives you time to think — this leads to better mental well-being in your life overall. It also helps with creativity.
3. Single-tasking. The opposite of multi-tasking. You'll be more effective with your tasks and get more done. It's hard to achieve important things if you're constantly switching tasks and distracted by other “urgent” things.

4. Focus on one goal. Focusing on one goal at a time is the most powerful way of achieving your goals. If you have several goals, pick one to focus on first. Break it into a mini-goal you can accomplish easily. Pick an action you can do today. Keep doing this until the goal is accomplished.

5. Eliminate the non-essential. First, identify the essential — the things in your life that are most important to you, that you love the most. Eliminate everything else. This simplifies things and allows you to focus on the essential. This process works with anything — with your life in general, with work projects and tasks, with emails and other communication.

6. Kindness. Kindness is a habit. And it can be cultivated. Focus on it every day for a month and you'll see profound changes in your life. You'll feel better about yourself as a person. You'll see people react to you differently and treat you better, over the long run. It's karma. How do you develop the kindness habit? First, make it a goal to do something kind for someone each day. At the beginning of the day, figure out what that kind act will be and then do it during the day. Second, each time you interact with someone, try to be kind, be friendly, be compassionate. Third, go beyond small kindnesses to larger acts of compassion, volunteering to help those in need and taking the initiative to relieve suffering.

7. Daily routine. It's so simple, but creating a daily routine for yourself can make a big difference in your life. The best routines, I've found, come at the start and end of the day — both your workday and your day in general. That means, develop a routine for when you awake, for when you first start working, for when you finish your workday, and for the end of your evening. How will that change your life? It will help you get a great start to your day, and finish your day by preparing for the next day. It'll help you firmly root the productive habits you want to establish in your everyday life. It'll help you focus on what's important, not just what comes up. It'll help you make sure you get done all the things you really want to make sure gets done everyday. And that can mean a lot.



Five Free Things to do This Summer

Excerpts from: <http://www.thesimpledollar.com/100-things-to-do-during-a-money-free-weekend>

1. Check out some podcasts. Podcasts are wonderful things – top-notch audio programs available for you to listen to for free. Give some a sample – you can do it easily by using iTunes. Visit the Podcast section of the store and check a few out.
2. Have a “cupboard potluck.” Go through your cupboards and find any items that might have slipped to the back over time. Invite some friends to do the same, then get together for a potluck dinner prepared from only these ingredients and whatever else you have on hand. It makes for a “free” meal and a lot of fun for everyone involved.
3. Clear out your media collection – books, DVDs, CDs, etc. Just go through what you’ve got, determine which ones you’d actually like to keep, and get rid of the rest. You can either sell them at a used media shop or swap them online using services like PaperbackSwap, SwapTree, and SwapADVD.
4. Try out some great open source and free software. Want a good scheduling program? Try out Sunbird. Want to design a newsletter or lay out some pages? Try out Scribus. Your computer can do so much more – and it’s free!
5. Go on a wandering walk. Just head out your front door and go in whichever direction looks the most interesting. As long as you have some basic navigational skills, you won’t get lost, and you can turn around or backtrack whenever you get bored or hit a dead end. Along the way, who knows what kind of interesting stuff you might find?



IAM Peer Employee Assistance



The heart and soul of the District 141 Employee Assistance Program is the local lodge EAP peer coordinators. These dedicated men and women volunteer their personal time to assist other union members and their families who are experiencing personal difficulties. EAP coordinators do not make clinical diagnoses or clinical evaluations, however, they are trained to make a basic assessment of your situation and refer you to an appropriate resource for a more detailed evaluation. EAP coordinators will follow up to ensure you have been able to access services that address the difficulty you are experiencing.

CLE IAM EAP Coordinators

Tom Schubert
216-501-4212

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Calendar

2014

September 8-12

EAP Special Topics
William W Winpisinger Education
Center

September 29 - October 3

EAPA World Conference
Lake Buena Vista Hyatt
Orlando, Florida

October 5 - 10

EAP - III
William W Winpisinger Education
Center

November 9 - 14

EAP - I
William W. Winpisinger Education
Center