



# Helping Hands



## *Tips for Surviving the Holidays at Work*

(excerpts from [forbes.com](http://forbes.com), author, Lisa Quast)

With the holidays upon us, stress levels may increase. To make this year's festivities more enjoyable, try these tips for surviving the holiday season at work:

- Be respectful of the work environment. Avoid going overboard with holiday decorations. Leave the noisy dancing Santa at home, along with the scented candles and potpourri. The holidays can be a happy (and distracting) time, and the workload increases.
- Don't skip holiday work festivities. You may dread attending, but work events can be fun, if you let them be. It is a different environment and you may get to know your co-workers better. This will help your work relationships.
- Keep gift giving to a minimum. Most people would rather not exchange gifts with coworkers. If you decide on giving any gifts, keep them small (low cost) or opt for doing something for the entire work group, such as baking or purchasing a dessert that everyone can share. Avoid setting out bowls of candy. You might think that you're just trying to be nice and get in the holiday spirit by providing a bowl filled with green and red candy, but you may actually end up sabotaging your diet and the diets of your co-workers.
- Winter increases the risk of cold and flu throughout the season, Do your best to avoid spreading viruses and infections by practicing good holiday hygiene. Wash your hands regularly during the day to keep germs away and use tissues when you are sneezing or coughing.
- Try to exercise each day. The dreary days and lack of sunshine during December can take their toll on people's energy levels. Get energized at the office by getting more exercise. Skip the elevator and use the stairs, park further away from work, and bundle up and go for a walk outside each day before eating lunch.
- Don't skimp on your sleep. December can become a hectic and stressful month between work and personal/family responsibilities. Try not to cut down on your hours of sleep. To keep energy high and your immune system healthy, target seven to eight hours of sleep each night.
- Express gratitude. Being grateful increases happiness and motivation. Take a few minutes each day to write down things that make you thankful. It's easy to focus on the negative, and to lose the positive that is going on around you. Keep a balanced perspective and be aware of expectations that cannot be met. The holidays will be positive when you focus on the good things!



### **EAP Courses for 2016**

EAP I	February 14-19, 2016
EAP I (2nd offering)	March 6-11, 2016
EAP II	July 10-15, 2016
EAP III	May 22-27, 2016

Please contact your Local Lodge recording secretary to enroll in any EAP course, or contact your Regional Representative for assistance



## 4 Steps for Dealing with Guilt this Holiday Season

(excerpts from [www.agingcare.com](http://www.agingcare.com), Carol Bradley Bursack)

1) Reset the computer in your head. Wipe out the hard drive that carries holiday messages of the past. Zap it! The perfection you remember is likely skewed, anyway.

2) Most of the time, before we can be thankful, we have to come to some acceptance of where we are in life. Often that place isn't what we would have chosen, but it's where we are, so if we accept it — which doesn't mean liking it — we can work our way to some gratitude. Maybe that gratitude is only that we are growing through our pain. A feeling of gratitude can help our attitude, and help us focus on what is really important.

3) Talk to each generation. Even small children can understand that you are spreading your time around as best you can — they will understand that Grandma needs you, too, and you may need to cut corners on some of the frills. Tell Grandma the same thing. You'd be surprised how much an elder, even an elder with dementia will understand what you are going through. Talk anyway. She would want you to spend time with your kids if she could tell you that.

4) Simplify. Forgive yourself for the lack of decorating, the on-line shopping, the skipped Christmas cards. Be happy for the things you are accomplishing instead of focussing on what you are not doing! Remind yourself that your health and sanity are a gift to your loved ones. By skipping some of the frills, they will have more of you. And that is far, far more important than a Norman Rockwell Christmas. The holidays are stressful, there are a lot of things happening. Pace yourself and enjoy the season.

## IAM Peer Employee Assistance Program



The heart and soul of the District 141 Employee Assistance Program are your 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. 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. Your IAM EAP resource is listed below. Please call

### CLE IAM EAP Coordinator

Patty Levstik

E-Mail: [pattylevstik@gmail.com](mailto:pattylevstik@gmail.com)

IAM EAP Midwest Region Representative:

Mark Sanderson

(773)-601-5081 E-Mail: [msandersoneap@gmail.com](mailto:msandersoneap@gmail.com)

### 5 simple steps to lift your spirit and make your holidays happier.

(excerpts from Guideposts)

1. Do something new and different. If you're feeling down, it's easy to get into a rut and magnify your difficulties. Go somewhere or do something (even simply taking a new route to work) that can give you a fresh perspective.
2. What are you thankful for? Sit down right now and make a gratitude list. Once you look for the good in your life, you will start to see more and more of it all around you.
3. Spend more time with your friends, especially the optimistic ones. Confide your troubles. Sharing a burden always make it easier to bear.
4. For the next 24 hours, make a deliberate effort to speak hopefully about everything... ..your work, your personal life, your home, your future.
5. Repeat step 4. Eventually you'll notice you have replaced the pessimism with more hopeful thinking.

