

Managing Stress on the Job

You've probably noticed that with the arrival of Fall, business activities seem to increase. It's certainly easy to feel overwhelmed after the slower pace of summer. And work-related stress seems to go hand-in-hand with the frustration and irritation that are common when dealing with co-workers who are in the same boat. Here's a familiar scenario: You're working on simultaneous projects that you're currently trying to manage. Just when you think you'll never eat lunch again, your boss approaches you with a new project. Your blood-pressure rises, your muscles tense. You may experience a range of strong emotion: anger; resentment; helplessness. And these emotions can translate into being curt or angry with co-workers; becoming 'frozen' and unable to tackle the projects at hand; and even an extreme

sense of fatigue. If you can identify with any of the above, it probably won't come as any surprise that you're experiencing workplace stress. However, being tired, frustrated or anxious will eventually take its toll on your body, your relationships and your work. Here are some great tips for defusing an angry situation at work and battling workplace stress in general...

Tips for Taking off the Pressure

- Identify what is causing the stress. For example, is it the extra project or do you have problems saying "no"?
- Try to resolve any issues directly with your co-worker or boss regarding the 'new' project. Open communication is a step in the right direction.
- Set priorities and boundaries and communicate them diplomatically to the appropriate people. Get acknowledged acceptance and support from your boss.
- Manage your time wisely (avoid procrastination, prioritize, and delegate when possible).
- Make some allowances. Consider the possibility that your co-worker or boss is stressed out too.

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Steering Your Kids Towards College

It can be difficult to guide your teenager in the right direction, especially when it's time to start thinking about university or college. Some kids don't yet "know themselves" well, and might not be interested in any one area in particular, or may simply be overwhelmed and want to follow the crowd. Others may excel in all areas and may feel like they're faced with too many options. As the parent of a young adult ready for a post-secondary education, you probably want to be as helpful as possible to ensure your adolescent takes the necessary steps involved in researching schools, programs, housing and financial considerations. Here are a few tips for helping your teen make the transition from high school to college:

Tips for Parents of College-Bound Kids

- Approach the topic in a manner that is supportive, rather than one that is demanding or "pushy."
- Remember that university is a stepping-stone to a career. Emphasize what your teen is good at and what might suit his or her personality.
- Interpersonal and leadership skills, interests and goals are all important for university preparation. Encourage independent reading and study, extracurricular activities, and work experience that will help your teen develop his or her skills, interests, and goals.

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This newsletter is provided by your Employee Assistance Program (EAP) to help you and your family balance the everyday challenges you face in your lives, at work and at home. Your EAP can offer helpful advice, information and resources on a wide range of issues.



(Managing Stress continued...)

- Learn to walk away before you say something you might regret. Give yourself some time and space to cool off.
- Think twice before firing off an angry e-mail. It's often easier to say things in cyberspace that you wouldn't say to somebody's face. If you do, chances are you'll regret it later.

- Learn to manage the things you can't change.
- Talk with others. Friends and relatives can be great listeners. So can a Stress Counsellor through your EAP, who can also provide you with more information and helpful resources.

Managing Stress Related links:

<http://www.ivillage.com/work/>
<http://www.na.heartandstroke.ca/index>

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Getting Educated on Homework

Going back to school after a summer of somewhat "lazy," long, hot days is quite a transition for most kids. Many children have some difficulty reestablishing routines like doing homework every night. Some might need to establish new, more productive routines to replace what might not have been working in the past. Here are some helpful hints that will get your kids back into the swing of back-to-school...

Tips for Homework Help

- Establish a specific area for homework. A common area like the kitchen table keeps your child in the vicinity for answering questions, or your child's bedroom will afford a little more quiet for greater concentration.
- Turn off the TV. Set a house rule that study time means the tube is off.
- Pick a time when homework is to be done each evening to ensure the development of a routine.

- Keep general supplies on hand - including a home dictionary and thesaurus.
- Encourage your child to write down assignments and their due dates to avoid mix-ups and missed deadlines. A bulletin board in your child's bedroom is a great place to post reminders and work that's been well done.
- Watch for signs of frustration during homework assignments. Step in if this occurs regularly and offer to write a note to the teacher, explaining the situation and requesting a meeting to discuss the situation.
- Help with homework if it's productive to do so - such as calling out spelling words or checking a math problem. But don't help if it's something the child can clearly handle and learn from in the process.
- Be patient and encouraging.

Homework Related links:

<http://www.ajkids.com/>
<http://www.school.discovery.com/>

(Steering Your Kids continued...)

- Suggest your teen talk to people working in different occupations rather than just reading about them. Personal feedback can be extremely insightful.
- Plan to visit with your teen a few colleges or universities that may be of interest.
- Maintaining a strong academic standing is important for university admissions. Ensure your soon-to-be-grad identifies and seeks help for tricky material early.

College Bound Related Links...

<http://www.canlearn.ca/>
<http://campus.monster.ca/>

Your EAP

For more information or assistance on any of the topics in this newsletter, call your Employee Assistance Program (EAP). It's a free, confidential service for you and your family.

1-800-268-5211
(English)
or
1-800-363-3872
(en français)

You can also visit our website at www.fgiworldmembers.com for more information and resources.

You may have noticed that this newsletter has a new look and a new name.

We welcome any suggestions you may have about topics you'd like to see covered in *Living Well*.

Please contact **Barbara Jaworski**, Director, WorkLife Solutions by e-mailing bjaworski@fgiworld.com, writing to the address below, or calling her at FGI at: 1-800-263-4533.

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