



EAP: In Focus

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Newsletter of your Employee
Assistance Program

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**SOUTHWEST FLORIDA
EMPLOYEE
ASSISTANCE
PROGRAMS**



What can the EAP do for you?

- Confidential assistance to help you solve personal problems
- Free to all employees and their families
- Links to local agencies for other assistance
- 24/7 phone access to a professional counselor
- Help you resolve issues such as:
 - Marital
 - Family
 - Stress
 - Financial
 - Legal
 - Anxiety
 - Depression
 - Etc...
- Just call

1-800-226-7930

Forgo and Fend Off Gossip

Gossip can range from harmless chitchat about a coworker’s embarrassing weekend skiing to mean-spirited remarks about an individual’s personality or character. Left unchecked, some gossip can feed rumors that contribute to a distrustful and a conflict-ridden workplace. A few intervention skills can make you an advocate for civility. Take the lead in creating the culture you want to work in. Practice stepping in rather than stepping back with these tactics:

A few intervention skills can make you an advocate for civility.

1) **The Redirect:** Friendly questions or comments such as, “Can we talk about something important—like where we’re going for

lunch?” or “That reminds me of something funny...”;
 2) **The Big Shift:** If the rumor involves someone such as the head of the marketing department, intervene with a question like, “Hey, speaking of marketing, what do you think of our company’s advertising campaign?”
 3) **The Call It:** When the gossip is malicious you must confront it by saying, “That sounds like a rumor to me,” and walk away.

These teachable skills will foster trust and teamwork by not reinforcing the gossip and rumor mill. Offer your own example of how to create a positive work environment.

Holiday Stress Tip – Let go and Get Going

It’s not the chores, shopping, and Uncle Fred’s visit that’s stressing you out – it’s your anticipation of them! The solution? Get moving! Act now by creating a to-do list. Organizing, planning, and prioritizing tasks will help you to thwart your trajectory of negativity. Stress is a mental state, so tackle the stuff you dread first. If your plans seem doomed to failure, review your expectations to make sure that they are realistic. Forget about possible outcomes that are outside of your control. When lapsing into catastrophic thinking, ask yourself, “So what?” Is serving a dry turkey the end of the world? Probably not!

**“QUOTATION”
CORNER**

Speak ill of no man, but speak all the good you know of everybody.

Benjamin Franklin

SOUTHWEST FLORIDA EMPLOYEE ASSISTANCE PROGRAMS

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- *Just a phone call away*
- *Free, includes family*
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- *Confidential assistance*



CHECK THESE OUT!!

WWW = WEB PAGES

WORTH



WATCHING

More Wisdom from Ben Franklin

This site has information on Ben Franklin

http://www.pbs.org/benfranklin/l3_wit_self.html

Tools to prepare for the Holidays

Website with tools to plan for the holidays

<http://christmas.organizedhome.com/>

The family that is grateful together -

Here are some tips for your family celebration on the Thanksgiving holiday. However, every day is a good day to practice gratitude.

If you feel inspired to integrate gratitude practice into your life, try a daily "gratitude journal". How wonderful to have a record of the daily graces we all experience. You may also create a Gratitude Gathering. You can try these games as a starting point.

1. Gratitude Practice: The old standby. Everyone in your group takes a turn saying something they're grateful for. One offering isn't enough? Go around again! You can use dif-

ferent time frames for each round—over the past year, today, the past week or month.

2. "Gratigories": Take turns choosing categories, and then everyone at your table offers one thing they are grateful for in the chosen "gratigory."



At our family Thanksgiving last year we played this, and it was great! Some fun - and surprisingly touching - gratigories we came up with: things that happened to or for us when we were teens, family traditions that have been handed down, the influence of famous people.

Have fun with the gratigories! The more diverse, the better.

3. A Grateful A to Z: An alphabet of gratitude! Start with A, and make your way to Z. Make sure everyone takes a turn. This is obviously a great gratitude game for the wee ones in your crew.