



EAP Navigator

February 2009

Your Success is Our Compass

National Health Observances

February

American Heart Month
International Boost Self-Esteem Month
National Senior Independence Month
National Time Management Month
Relationship Wellness Month

Week of February 1 - 7

Women's Heart Week

Week of February 11 - 17

Random Acts of Kindness Week

March

American Red Cross Month
Employee Spirit Month
Listening Awareness Month
National Nutrition Month
Optimism Month

Week of March 1 - 7

National Consumer Protection Week

Week of March 1 - 8

National Sleep Awareness Week

Week of March 13 - 15

National Money Week

April

Alcohol Awareness Month
Couple Appreciation Month
Financial Literacy Month
Physical Wellness Month
Stress Awareness Month

Week of April 1 - 7

Laugh at Work Week

Week of April 7 - 11

National Public Health Week
www.apha.org

Week of April 12 - 18

National Personal Training Week

Take Charge of Your Time

Time is a precious commodity that's available to all of us in equal parts to use as we choose.

"Time is your personal possession. Nobody can manage it or fix it for you," says Glenn Van Ekeren, author of "12 Simple Secrets of Happiness at Work." "One of the best ways to use your time wisely is to ask yourself, 'Is this the best way for me to be spending my time right now?' And, if it isn't, change your activity to one that will bring value to your company."

Here are Mr. Van Ekeren's other suggestions to help you get a hold on wasted time.

- **Peak hours.**
Schedule work according to your peak productivity time. Dedicate those hours when you're most productive to doing things that give the highest return and produce the greatest value.
- **Determine your priorities.**
"Overambitious to-do lists can be unrealistic and anti-productive," says Mr. Van Ekeren. "Make choices. Sort out your 'have-to's' from your 'choose-to's.' You'll be amazed how many times you chose to do rather than have to do. Direct your energies toward activities that are the most important to you."
- **Go for results.**
Be result-oriented rather than activity-oriented. Activity doesn't equal accomplishment. "Measure your effectiveness by what you achieve, not by how busy you are," says Mr. Van Ekeren.
- **Get organized.**
Have a place for everything and have everything in its place, then maintain that sense of order.
- **Learn to say no.**
Busy people must simply learn to refuse some demands on their time. "It's natural not to want to disappoint people, but sometimes we're unrealistic about our time limits," says Mr. Van Ekeren. "It's easy to let our ego get in the way of saying no. But you'll never feel in control if you're biting off more than you can chew."
- **Work on your attitude.**
Your attitude about how busy you are, the amount of time you have or the demands on your life can sabotage any effort to make the most of the time you have. Be flexible. Not everything will go as expected. Mr. Van Ekeren advises seeking new opportunities when your game plan runs into roadblocks.

- **Do it right the first time.**
If you don't have time to do it right, when will you have time to do it over?
- **Place deadlines on yourself.**
Don't allow minor or major projects to drag on indefinitely. Challenge yourself with deadlines and beat them. "Try not to leave projects hanging at the end of the day," says Mr. Van Ekeren. "Bring closure to as much as you can."
- **Prepare for unexpected downtime.**
Spare minutes created by waiting in airports, restaurants or traffic can be the perfect time to complete small projects.
- **Get up earlier.**
By rising 30 minutes earlier each day, you add 3-1/2 hours of productivity to your week. "Multiply that by 52 weeks, and you'll have an additional 180 hours to accomplish your priorities," says Mr. Van Ekeren.



What is EAP?

The Employee Assistance Program (EAP) is a FREE and CONFIDENTIAL service that can assist you and your eligible family members with ANY personal concern, large or small.

What Folks are Saying...



"Thank you so much for your help, I only wish I had done this months ago! You gave me good advice and a dose of courage!"



"Cascade EAP is wonderful. They gave me excellent tools for work and personal. Thank you!"



"Cascade EAP is a first class organization and is doing a great job for our employees. I've enjoyed our partnership."

If you have any comments or questions about an article, please feel free to send us your feedback to: info@cascadecenter.com.

Cascade Centers thanks you for your feedback.

Cascade Centers - EAP Access

Cascade Centers provides assessment, counseling, referrals, training, and consultations to a wide array of employees and agencies.

Employees and family members can call Cascade 24 hours a day, seven days a week.

We can help!

Call Cascade Centers to speak to a counselor on the phone, schedule an in-person appointment, or get the resources you need.

For more information, please call us at 800-433-2320.



Making Connections. Creating Solutions

1-800-433-2320

www.cascadecenter.com

Our Commitment to Excellence

Cascade Centers offers you excellence with experience, unlimited accessibility, coordination with benefit plans, a variety of services, a professional caring staff, and more.

We build lasting relationships with the individuals and organizations we serve. These enduring partnerships are the foundation of our company.