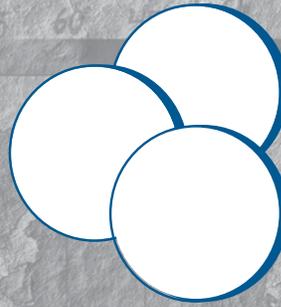


FALL

Fall 2015



Key Solutions
Employee Assistance Program



What You Need to Succeed

By Travis Bradberry

It's fascinating how successful people approach problems. Where others see impenetrable barriers, they see challenges to embrace and obstacles to overcome. Their confidence in the face of hardship is driven by the ability to let go of the negativity that holds so many otherwise sensible people back. The following are some key ways of looking at potential roadblocks that successful people put into practice.

Age: Age really is just a number; Successful people don't let their age define who they are and what they are capable of doing. Just ask Betty White or any young, thriving entrepreneur. Without fail, people feel compelled to tell you

what you should and shouldn't do because of your age. Don't listen to them. Successful people certainly don't.

“ Life won't always go the way you want it to, but when it comes right down to it, you have the same 24 hours in the day as everyone else. Successful people make their time count. ”

What other people think: Successful people know that caring about what others think is a waste of time and energy. When successful people feel good about something they've done, they don't let anyone's opinion take that away. They understand that no matter what anyone thinks of them at any particular moment, one thing is certain; you're not as good –or bad– as they say you are.

Toxic people: Toxic people create stress and strife that should be avoided at all costs. If you're unhappy with where you are in your life, just take a look around. More often

than not, the people you've surrounded yourself with are the root of your problems. You'll never reach your potential until you surround yourself with the right people.

Fear: Fear is nothing more than a lingering emotion that's fueled by your imagination. Danger is real. It's the uncomfortable rush of adrenaline you get when you almost step in front of a bus. Fear is a choice. Successful people know this better than anyone, so they flip fear on its head. They are addicted to the euphoric feeling they get from conquering their fears.

Negativity: Life won't always go the way you want it to, you have the same 24 hours in the day as everyone else. Successful people make their time count. Instead of complaining about how things should have been, they reflect on everything they have to be grateful for. Then they find the best solution available, tackle the problem, and move on. When negativity comes from someone else, successful people avoid it by setting limits and distancing themselves from it. Think of it like this: “If the complainer were smoking, would you sit there all afternoon inhaling secondhand smoke?” Of course not. You'd distance yourself, and you should do the same with negative people.

Summary: Your success is driven by your mind-set. With discipline and focus, you can share that these obstacles never hold you back from reaching your full potential.

Dr. Travis Bradberry is the award-winning co-author of the #1 best selling book, Emotional Intelligence 2.0, and the cofounder of TalentSmart. www.talentsmart.com

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*Healthy Recipe:
Barbecue Turkey Burger*



INGREDIENTS:

- 4 tablespoons fat-free mayonnaise
- 4 tablespoons barbecue sauce
- 1 pound lean ground turkey
- 1/2 cup fresh, diced tomatoes
- 4 large leaves of fresh lettuce
- 4 whole-grain sandwich buns

DIRECTIONS:

- In a small bowl, stir mayonnaise and barbecue sauce together. Preheat grill. Shape turkey into 4 patties, about 1-1/2 inch thick. Season with salt and pepper. Refrigerate until ready to cook.
- Grill burgers on both sides until cooked through, about 6 minutes per side. Toast rolls on grill.
- Top burgers with the mayo and barbecue sauce, lettuce, and tomatoes. Serve on the rolls.

NUTRITIONAL VALUE:

- Calories Per Serving: 262
- Carbohydrates: 26 g.
- Protein: 32 g.
- Fat: 4 g.
- Sodium: 495 mg
- Saturated Fat: 1 g
- Serving Size: 1 burger

Leading Etiquette No-No's

Many of us are moving at a faster pace at work than ever before, which can make us more susceptible to slip-ups when it comes to manners. But according to a recent Accountemps survey, these changes in the workplace haven't led to shifts in the code of manners at most offices. Both executives and employees still notice breaches of the basic etiquette rules we learned in preschool: Pay attention when someone's speaking to you, and if you don't have anything nice to say, don't say anything at all. When asked which rules were broken most often in their office, chief financial officers (CFO's) ranking being distracted during meetings No. 1 (27%). Workers asked the same question put gossiping about others in the office at the top of their lists (28%). Accountemps addresses common questions about office etiquette:

How much do manners really matter? A lot. People may not be as formal in the workplace as they used to be, but managers and workers still expect their colleagues to be respectful and courteous. What's more, employees with good manners project an image of professionalism, strengthening their reputation and improving their chances for career growth. In a previous Accountemps survey, 85% of workers said that being courteous has an effect on a person's career path.

What rules are the most important? As the survey shows, paying attention in meetings and declining to participate in the office gossip mill are important. But CFOs and workers cited other common office etiquette breaches as well, including the failure to respond to e-mails or calls in a timely manner, running late to or missing meetings, not crediting others when appropriate, and criticizing others publicly. So make sure to get back to your co-workers as soon as possible, try to arrive at meetings a few minutes early, acknowledge your colleagues when they help you, and keep any discussions of sensitive issues to one-to-one, face-to-face conversations.

What if I make a faux pas? Everyone makes mistakes now and then, so don't beat yourself up if you have a minor slip-up at work. Simply acknowledge you faux pas and apologize to anyone you might have offended as quickly as possible. Think about what might have led to the mistake: Were you stressed, overwhelmed or handling a problem outside of work? Try to deal with the root of the issue, and consider how you might deal with the situation in the future so that you don't repeat the slip-up.

Source: *Accountemps*, a Robert Half company (www.roberthalf.com)

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