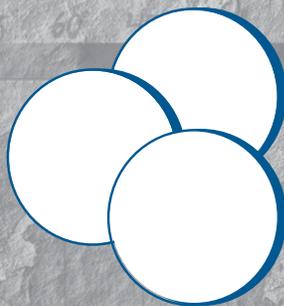




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KeySolutions

Employee Assistance Program

Turbocharge Your Morning Routine *By Abby Welch*

My morning routine at work starts with a cup (or two) of Joe and perusing my email inbox. And it seems I'm in good company. According to an Accountemps survey, 58% of chief financial officers (CFOs) said reading email is the first thing they do in the office. Working on a project was a distant second (13%).

Most office workers start their day by checking email to see if something urgent has come up. For CFOs, reading the company's "morning news" is vital because a matter may require their immediate attention. But spending too much time reading and responding to routine emails can hamper efficiency. So how can you kick-start your day and stay focused on the highest priority assignments? Here are five tips for turbocharging your morning routine.

1. Pinpoint your top priorities.

Take 15 minutes to identify your most critical and time sensitive tasks. Creating a prioritized to-do list will help you start off on the right track — and can serve as a road map to stay focused throughout the day. Devising a game plan on Monday mornings is particularly important to map out key tasks for the rest of your workweek.

2. Don't let email own you.

Be disciplined and allot yourself a set amount of time to review your inbox, and then move on. Also don't feel compelled to open and respond to every message the instant it arrives.

3. Be mindful of digital distractions.

Much like your email inbox, the Internet is full of potential diversions. In most cases, you shouldn't spend more than a few minutes scanning news headlines or checking social media.

4. Focus on one thing at a time.

Every professional needs to multi-task to some degree. But continuously tackling several tasks simultaneously is mentally taxing and can lead to costly mistakes. When working on a project, particularly a high-profile one, give it your full attention.

5. Declutter daily.

Scrambling to find files due to poor organization wastes time and creates unnecessary stress. Invest a few minutes at the end of the day to organize yourself for the next day. That way, you can get off to a swift start the following morning.

Work Toward SMART Solutions

Sustainable solutions to workplace conflicts are **SMART** solutions. That means they are:

Specific: Be clear about what each employee will do, when, where and how.

Measurable: Be clear about how all of you (manager and the employees embroiled in conflict) will be able to tell that something has been done, achieved or completed.

Achievable: Make sure that whatever solutions you agree on fit the situation; that it complies with both the law and the organizational policy; that everyone involved has the ability and opportunity to do what is required of them.

Realistic: Check calendar dates for holidays and vacations; look at past performance to predict future actions; allow extra time for glitches and delays; don't assume that the best-case scenario will come true.

Timed: Create reasonable deadlines or target dates; include a few ideas about what to do if something unexpected occurs; be willing to adjust and set new dates if necessary.

Summary: Disputes, full of emotional complexities and interpersonal histories, are the headaches of the workplace. They're always going to pop up, even in the most cordial of workplace environments. The good news is that when managers are armed with the tools they need to work toward productive resolutions — *resources that an employee assistance professional can help provide* — managers can use them to strengthen an organization rather than harm it.

Source: National Conflict Resolution Center.

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*Healthy Recipe:
Turkey and Tomato Panini*



INGREDIENTS:

- 3 tablespoons reduced-fat mayonnaise
- 2 tablespoons nonfat plain yogurt
- 2 tablespoons shredded parmesan cheese
- 2 tablespoons chopped fresh basil
- 1 teaspoon lemon juice
- Freshly ground pepper, to taste
- 8 slices whole-wheat bread
- 8 ounces thinly sliced reduced-sodium deli turkey
- 8 tomato slices
- 2 teaspoons canola oil

DIRECTIONS:

- Have four 15-ounce cans and a medium skillet (not nonstick) ready by the stove (these items are used to press the panini).
- Combine mayonnaise, yogurt, parmesan, basil, lemon juice and pepper in a small bowl. Spread about 2 teaspoons of the mixture on each slice of bread. Divide turkey and tomato slices among 4 slices of bread; top with the remaining bread.
- Heat 1 teaspoon oil in a large nonstick skillet over medium heat. Place 2 panini in the pan. Place the medium skillet on top of the panini, then weigh it down with the cans. Cook the panini until golden on one side, about 2 minutes.
- Reduce the heat to medium-low, flip the panini, replace the top skillet and cans, and cook until the second side is golden, 1 to 3 minutes more. Repeat with another 1 teaspoon oil and the remaining panini.

NUTRITIONAL VALUE:

Calories Per Serving: 286	Fat: 6 g.
Carbohydrates: 36 g.	Saturated Fat: 1 g.
Protein: 10 g.	Fiber: 5 g.
Sodium: 681 mg.	Potassium: 136 mg.

Are There 'Super Foods' For Heart Health?

Q: Is it true that eating certain "super foods" can strengthen the heart and protect against heart attack and stroke?

A: "That's mostly just a myth and wishful thinking," reports the March 2014 *Harvard Heart Letter*. There's no question that some foods are rich in nutrients that may help keep arteries clear and the heartbeat stable. But what's really important is eating a variety of fresh, unprocessed foods that deliver all of the nutrients needed to keep the heart healthy, not just those in a few so-called "super foods."

Here's what one day's menu might include: Start the day with a bowl of oatmeal and some orange wedges. Enjoy a hearty bowl of bean soup for lunch. For dinner, try some grilled salmon and spinach salad drizzled with an extra virgin olive oil. Fatty fish such as salmon is an excellent source of omega-3 fatty acids, which lower heart rate and blood pressure.

Whole grains and all types of beans contain fiber and other nutrients that help lower cholesterol and blood pressure. They also take a long time to digest, which means they are less likely to cause spikes in blood sugar.

What about fruits and vegetables? Almost all of them are "super."

ATTENTION ALL EMPLOYEES:

KeySolutions EAP

is available to

all employees and dependent family members. You **do not** need to be enrolled in your employers insurance to utilize this benefit.

How KeySolutions Works for You...

Counseling Services: KeySolutions is here to **help you** and your family with any of **life's challenges**. During your appointment, you will meet with one of our experienced professionals and together decide on a **plan of action**.

Free and Confidential: Employee Assistance Program services are at **no charge** to you or your immediate family. All services will remain **confidential**.

Employees and Family: KeySolutions is available to all **employees** and **dependent family members**.

Anywhere You Live: The Employee Assistance Program is available to you wherever you live. We have a network of counselors ready to serve you. Please call KeySolutions first and we will inform you of those counselors.

Contact Us: You can visit us on the World Wide Web at www.keysolutionseap.com, or email us at keysolutionseap@crchealth.com. Call us at 605-334-5850 or toll-free at 888-450-7844.

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