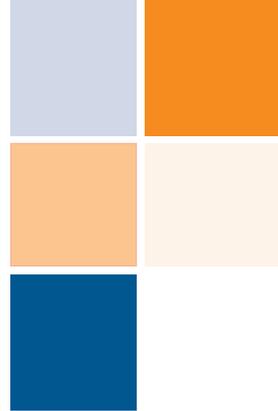


Key Solutions

Employee Assistance Program



Winter 2019



Goal Setting for Everyday Success

In a garden, you plant seeds, nurture them with water and fertilizer, work at keeping the weeds out and trust the plants will accomplish your goal of growing strong and productive. The same processes can be used to plan for progress in your life and work.

“Setting goals gives direction to life,” says Jack Ensign, author of *All About Goals and How to Achieve Them*. “If you don’t have goals, you have no direction. You’re going to drift and get nowhere. Setting a goal creates a mold into which the energy of life flows. It’s a law of the mind – that which you can conceive of, believe in and confidently expect for yourself, must necessarily become your experience.”

Follow these steps and you’ll soon be reaping a bountiful harvest.

- **Put it in writing.** Writing down your goals is like planting seeds. To do so, write a detailed description of each goal – the more detailed, the better. Most goals fail to materialize because they’re too vague. So, instead of writing, “I want a new car,” describe your new red convertible with the black leather seats.

Make sure your goals are realistic and not in conflict with each other. You should believe they’re attainable.

Next to each goal, write the feeling you hope to get from reaching it. You might want excitement from the red convertible, for instance. A feeling of success or accomplishment may come from the purchase of your first home. Other goals might give you feelings of security, respect, social acceptance, love, fun, happiness, adventure or power.

- **Act as if.** “Goals should be thought of as already accomplished. Never allow yourself to feel anxious about them. This will impede your progress,” warns Mr. Addington.

When you feel in your heart you deserve your goal and will do whatever it takes to achieve it, you have won the biggest battle – the battle with your mind.

Close your eyes and visualize yourself as if you already have attained the goal and are experiencing the feelings that go along with it. Feel the joy and satisfaction of owning your new home, the prestige of earning a college degree, the excitement of driving a new car.

Then start acting as if you already have achieved your goal. If your goal is a new home, start shopping for furniture. If your goal is to become a lawyer, attend some trials and apply to law school.

- **Make daily lists.** Now that you’re clear about your goals, nurture them. Decide which tasks must be done and the tools and training you’ll need to achieve them.

Each evening, ask yourself, “What can I do today to get closer to my goal?” Then make a list of six things to do and schedule time to do them. Don’t beat up on yourself if you don’t accomplish them all in one day. Simply carry over the unfinished tasks to tomorrow.

At the end of each day, write down what you accomplished in a notebook or calendar so you can track your progress.

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Mindfulness Offers Potential for Healing

Research cannot explain fully how the practice of mindfulness works, but evidence from *Social Cognitive and Affective Neuroscience* shows a marked decline in the amygdala stress response.

Mindfulness can help individuals better cope with anxiety, PTSD, aggression, social fears, depression, fear-related learning, and many physical, painful and chronic conditions.

Using mindfulness together with cognitive behavioral therapy (CBT), dialectical behavioral therapy (DBT), narrative therapy, psychotherapy and journaling can help “layer” effective mental health treatment (Schachelmayer, 2016).

Mindfulness Enhances Compassion:

Of all the wonderful gifts that mindfulness has to offer, among the greatest is heart qualities such as loving kindness. Cultivating a heart filled with love for others and self is to embrace all of life. We appreciate life even in the pains of suffering through it.

Compassion is seen in our vulnerability as we age and die... as we find our way in life. We learn to love more softly, with greater tenderness and at our own pace.

When we see what mindfulness can do for ourselves, we see what it can do for others. But it does not happen easily, it has to be practiced daily.

Mindfulness also Offers...

- An encouraging opportunity for self-care
- A gateway to transformational living with endless compassion and unconditional acceptance of self
- A conduit to health and healing
- An opportunity for kindness and openheartedness; friendly, allowing, non-judging
- A greater awareness for mind-body thinking:
 - “I am not my thoughts.”
 - “I am more than my thoughts.”
 - “My thinking does not define me.”
 - “Stay in the moment, utilize all five senses.”
 - (What do you see? What do you feel?)

Summary

Stop striving and you will start thriving. Remember that everything happens in the present moment.

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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 at www.keysolutionseap.com, or email us at info@keysolutionseap.com. Call us at 605-334-5850 or toll-free at 888-450-7844.