



ALLEN  
HOSPITAL

The heart of your healthcare

## EMPLOYEE ASSISTANCE PROGRAM

# EAPWorks

1st Quarter 2004

A Newsletter to Promote Employee Health in the Workplace

### What does Allen EAP offer?

Allen Employee Assistance Program (EAP) services are a free benefit provided by your employer to help you and your family deal with life's problems and the stress caused by these problems.

You can talk to an EAP counselor about:

- Job stress
- Depression or anxiety
- Family or marital conflicts
- Alcohol or drug abuse
- Relationship difficulties
- Grief & loss issues
- Gambling concerns
- Parenting issues
- Financial problems



### When should I call Allen EAP?

Does a problem occupy a lot of your time? Does it interfere with your normal activities at work or at home? Have symptoms persisted for more than two weeks? If the answer to any of these questions is yes, it's time to get help.



### How do I make an appointment with Allen EAP?

To schedule a confidential appointment, call (319) 235-3550 or toll-free at 1-800-303-9996, Monday - Friday, from 8:00 a.m. to 4:30 p.m. Identify yourself as part of your company's Employee Assistance Program. We'll schedule an appointment to meet your needs. Evening appointments are available.



### What if it's an Emergency?

If a personal crisis occurs when our office is closed, call (319) 235-HELP or toll-free at 1-800-303-9996. An EAP counselor will contact you within one hour of your call to help you stabilize the situation.

## Workplace Change

### How to go with the Flow

Few people like change, especially a lot of it. But once management decides to make a change, rarely does balking help. Your best bet is probably to modify your attitude and accept change.

#### Ways to Practice Self-Care

- Decide to be more positive.
- Leave work at work.
- Get enough sleep.
- Eat well and exercise.
- Prioritize and set reasonable goals.
- Schedule free time.
- Set aside quiet/alone time.
- Use humor.
- Be patient with yourself and others.
- Delay other big changes if possible.
- Give yourself credit for successes.
- Spend time with supportive people.
- Stay focused and avoid unnecessary interruptions.
- Seek accurate information and avoid the rumor mill.



If you're not adjusting to the change in two or three months, seek help from your supervisor, personnel department, or Employee Assistance Program. As an employee or supervisor, you have the opportunity to grow and change with your company. By accepting change and being a good team player, you can boost your future in the company.

Source: NEAS - Parley International



Mental health is crucial to the development of children and must be as closely nurtured, year-round, as other aspects of their health. Approximately one in every five young people in the United States has a mental health challenge. Early detection of mental health difficulties is key to reducing the pain caused to children — and the costs sustained by their families and communities.

#### Pay attention if a child you know:

- ✓ is troubled and feeling very sad, anxious, angry, or frightened.
- ✓ Experiences big changes in school performance, in sleeping or eating habits, or loses interest in things usually enjoyed.
- ✓ Is limited by poor concentration, inability to sit still or focus, persistent nightmares, or performs certain routines dozens of times a day.
- ✓ Behaves in ways that cause problems, often hurts other people, destroys property, or breaks things.

These could be a warning sign of a mental health problem. If any of these signs describe a child you know, contact EAP for help or more information.

## Gambling: What's At Stake?

For most people, gambling is a social or recreational activity that is fun and entertaining. But for others, gambling causes problems and, for some, it becomes a life-threatening disorder or addiction. Social or recreational gambling requires an understanding of the characteristics of low-risk gambling, as well as the signs of a gambling problem. Developing a set of personal guidelines for low-risk, legal, and appropriate choices about whether, when, and how much to gamble can provide direction for personal decisions as well as teach appropriate behavior to others.

### Guidelines for low-risk gambling:

- 🎲 - Low-risk gamblers know that over time nearly everyone loses. The recreational benefits of gambling are found in the excitement of taking a chance, the thrill of winning, and the fun of being with friends while gambling. Rarely is financial gain one of the benefits. In fact, over the long term, the more a person gambles the more money they are likely to lose.
- 🎲 - Low-risk gambling is done socially with family, friends, or colleagues - not alone. It is often combined with eating and other forms of entertainment. If you find yourself wanting to spend more time isolating and gambling alone, you may be heading for trouble.
- 🎲 - Low-risk gambling is done for limited amounts of time, both in frequency and duration. Although no one can accurately predict when problems will develop, we do know that as one gambles more frequently and for longer periods of time, the risk increases. If you find that you keep changing your limits to adjust to the amount of time or money you actually gambled, you may have already lost control.
- 🎲 - Low-risk gambling always has predetermined acceptable limits for losses. Any money spent on gambling needs



to be considered as an entertainment cost. Always gamble believing that you will not walk out with the money you gambled with.

People who gamble outside of these guidelines are at high risk for experiencing gambling problems.

### Signs of high-risk gambling problems:

- 🎲 - Increasing the frequency of gambling activity.
- 🎲 - Increasing the amount of money gambled.
- 🎲 - Spending an excessive amount of time gambling at the expense of job or family time.
- 🎲 - Being preoccupied with gambling or with obtaining money with which to gamble.
- 🎲 - Experiencing a special and intense pleasure or an aroused sense of being in "action" when gambling.
- 🎲 - Borrowing money to gamble, taking out secret loans, cashing in or borrowing on life insurance policies, or maximizing credit cards.
- 🎲 - Bragging about wins but not talking about losses.
- 🎲 - Having frequent mood swings; higher when winning, lower when losing.
- 🎲 - Secretive behavior such as hiding lottery tickets or betting slips, having mail, bills, etc. sent to work, a P.O. Box or other address.

*If you or someone you know is experiencing problems with gambling, there is HOPE and there is HELP.*

***Call 1-800-BETS-OFF today.  
Treatment is available!***

## Breaking Free From the Marriage Rut

Have you considered what it would be like to organize your resolutions and goals for the New Year around your marriage/couple relationship? Most of the time, we live our relationship in a trance — forgetting that we make the choice and decision to be married and/or part of a couple each and every day. What would happen if you made more intentional plans and efforts in your couple relationship? **Here are some ideas:**

- ♥ Make your relationship and family your most important job.
- ♥ Put hands and feet on and live out your vows.
- ♥ Contribute your absolute very best to your partner and relationship.
- ♥ Meet the emotional needs of your partner. If you don't know what they are, ASK!
- ♥ Relate to your partner in his or her own unique love language. Does your partner most need to see it, hear it, or feel it to feel really loved by you?

- ♥ Call your partner on the phone and ask her or him out on a date. Sounds strange, but most couples stop dating each other after they marry each other. Taking your partner for granted usually soon follows.
- ♥ Have the guts to ask your partner: How am I doing as a spouse/partner? (Gulp!)
- ♥ Act on the information you get from asking the above question.
- ♥ Give up the right to be right and learn to think together, if not always exactly alike.
- ♥ Commit to and focus on becoming the best spouse/partner you can be.

*If you take action on and use just one of these suggestions in the coming year, you just might like the new relationship you can create.*

— Source: J. Herring, 1999