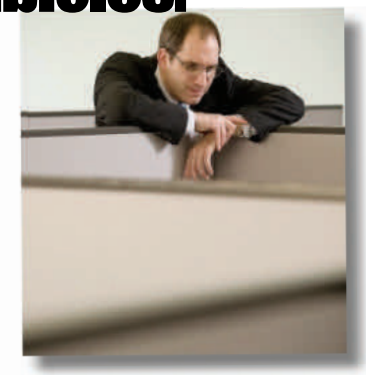
March 2017

Baptist Memorial Health Care Corporation

The CONCERN CONNECTION
YourEmployeeAssistanceProgram
www.concernonline.org
(901)458-4000
(800) 445-5011

Vol. 16 Issue 3

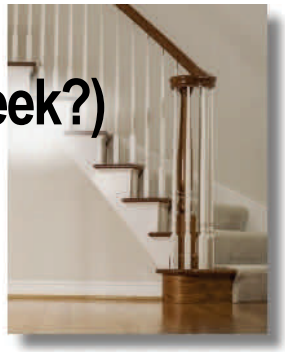
Workplace Cubicles: Civility and Courtesy Tips



Do you practice common courtesies with cubicle coworkers? Rules to consider: 1) Remember, you have neighbors. Be self-aware regarding speech topics, tone, and volume. 2) Cubicle workers often complain about disruptions. Minimize them by creating traditions that reinforce everyone's role as a gatekeeper in maintaining an effective work environment. 3) Use staff meetings to discuss the cubicle environment and add to or amend your traditions. 4) Be sensitive to a coworker's body language that may indicate annoyances, such as unannounced appearances at one's cubicle to discuss issues. If in doubt, ask. Cubicle stress must be managed and has been depicted in comic strips and feature films. Ironically, the inventor of the cubicle, George Nelson, became its fiercest critic.

Source: George Nelson: "The Design of Modern Design" (MIT Press)

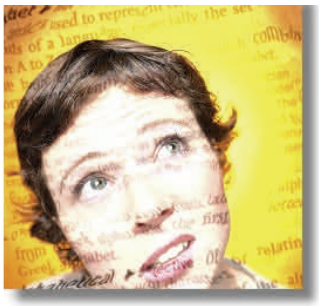
Got a Staircase (and 30 Minutes a Week?)



Research keeps showing us how little exercise is needed to maintain health. The one consistent finding: You need some. A McMaster University of Canada study screams "no more excuses," claiming that a bit of stair climbing and a total of only 30 minutes per week can do the trick. Stair climbing has already been shown to provide health benefits, but scientists wanted to know how little was actually needed to achieve measurably improved cardiorespiratory fitness. You should see your medical doctor and obtain approval prior to beginning an exercise program.

Source:http://dailynews.mcmaster.ca [Search "no time for gym"]

Study: Ace a Test



Need to recall information you studied to ace a test? A study conducted at Baylor University discovered that students who are given information and tell someone about it immediately recall the details better and longer—a strategy that could be a plus come test time. To use this technique effectively, study the material then immediately turn to another person and attempt to restate what you just read or learned. (Reading what you learned to another won't do it.) Then study the material again. The discovery was identified in research conducted by Melanie Sekeres, Ph.D.

Press Release: baylor.edu [Search: "ace a test"]

Nationwide Teen Cyberbullying Survey Reveals Insights



A new study on teen bullying surveyed 5,600 children between the ages of 12 and 17 years old to address various forms of bullying and cyberbullying, "sexting," and dating violence. Thoughts of suicide, deviant behavior, resilience, and ability to cope were also examined. A few findings: Girls are more likely to be bullied online. Eighty-three percent of those bullied online are also likely to be bullied at school. Insight: Bullying at school is often not reported to parents. However, if you discover your child is bullied online, the chance that they are being bullied at school is very high.

www.cyberbullying.org [search "2016 cyberbullying data"]

Information in ***Concern Connection*** is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health or legal professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact a qualified professional. Add "http://" to source links to follow. Link titles are always case sensitive.

"Stop the Bickering!"



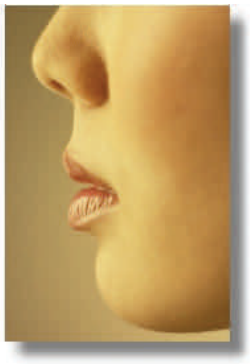
Bickering is the petty disputes you experience with another person, especially a loved one like a spouse, partner, or best friend. To bicker is human, but a frequent pattern that sabotages the pleasures of a relationship you both value needs a fix. Try this intervention: 1) Accept that quarreling is a problem and that you want to dramatically reduce it. (Agree to avoid bickering about who is more at fault.) 2) Participate in a 10-minute exercise together, listing as many adverse effects of bickering as possible. Include both visible effects, such as negative effects on children, and invisible effects, such as coping methods, negative self-talk, isolation, reduced intimacy, wasted time, withdrawal, recuperation time, resentment, even your reputation as the "Bickersons." Write fast, and get it all down. 3) Practice with a behavioral change log. After the next bickering event, record the topic, how long it lasted, what you did well to end the bickering, what you can do better next time, and especially anything you learned or insights gained. After one week, share your experiences. Making major behavioral changes (new habits of communicating) will take four to six weeks. If things stay rocky, seek a counselor and bring your notes for a speedier counseling experience.

Soft Skill to Know: Being Cooperative



Are you a cooperative employee? It's not a simple question. For example, are you able to hold back pointing out the flaw or spotting the shortcoming in a project or process and instead listen to others, join with the team, and play a crucial role in an activity at work? Right now may not be the best time to point out problems, but instead, wait for a more appropriate time. Can you check yourself, gauge the environment, see the larger purpose, and participate in an organizational effort where your work style matches the tempo of your team? If you are bright, keen on taking action, and a great organizer or leader, holding back may be difficult, but these skills in self-control are the sign of a mature employee. Skills at cooperation show others that you are also self-disciplined, empathic, self-aware, and patient. All these traits, which are linked to cooperation, help make being cooperative a highly valued soft skill for your career.

Using Your Breath to Manage Stress



Controlled deep breathing is standard in stress management training, and knowing why it works can have you doing it more often. One reason deep, slow breaths work so well is brain physiology. When you deep breathe, you use a different part of your brain to control your chest muscles instead of the part of your brain experiencing the "fight or flight" reaction to stress: the amygdala. Your awareness of what's going on with your body improves instantly. This calms you in addition to the stretching sensation in your muscles associated with the chest wall. The opposite state of stress is the relaxation response. This includes deep breathing, which is a direct intervention. This is what makes it more powerful than other relaxation methods that are often misperceived as effective, such as stress eating, smoking, plopping down in front of the TV, or drinking alcohol. Deep breathing is appropriate anytime, but especially when you notice that you are under stress. Monitor the frequency of your attempts at stress management breathing to increase the frequency of its use.

Don't Sit On Your Talents



Do you like dreaming up new ideas, spotting new business opportunities, imagining the possibilities, seeing unmet needs, and building a team? Do you take initiative on the job to undertake something new without being asked to do so? Are you the courageous sort, unafraid to think outside the box? These traits demonstrate an entrepreneurial mindset. Share your awareness with your boss. Let him or her know about what makes you tick and then seek opportunities to match your desires within the work organization. Your organization needs your talents, and these strengths are assets that could propel your career where you want it to go.