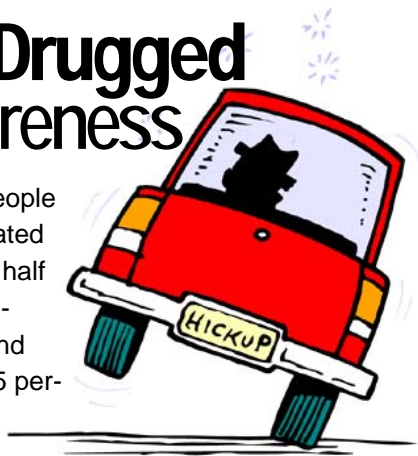


# FrontLine Employee

UT Employee Assistance Program • (800) 346-3549

## Drunk and Drugged Driving Awareness

**E**ach year, about 400 people are killed in alcohol-related crashes during the last half of December. Six major holidays such as New Year's and Thanksgiving account for 25 percent of all annual traffic deaths. Half of these are alcohol-related. July 4th is the deadliest day, but each holiday is about equally deadly. If you decide to drink, pace your drinks at parties, having no more than one drink per hour, and make every other drink a nonalcoholic one. After arriving at a party, eat before having an alcoholic beverage. Eat food along with consuming alcoholic beverages. And the #1 rule: don't drive after drinking. But what about marijuana? Don't use it at all—it's illegal at the federal level.



Statistics: National Highway Traffic Safety Administration

## Ideas for a More Positive Holiday Season

**T**ry a **positive** and affirming approach to managing grief during the holiday season. Missing loved ones during the holidays is difficult, but experience shows it helps to plan ahead with specific activities and arrange in advance the support you need and deserve. Recognizing that "this year will be different" can give you permission to feel sad without feeling guilty, and ironically, it can reduce the intensity of these emotions. Avoid isolating yourself, and be around people you know love and care about you. If something fun happens and you feel joy or want to laugh, don't quash that feeling. It's your body saying it's okay.



## Dispel Budget Myths in 2014

**I**f your first thought about budgets is "Eek! Life will be miserable!"

then it's time to clear up a few myths. Myth #1: "I can't live comfortably or have any fun!" You can find bargains, travel discounts, and special deals everywhere if you look, even at the best places! Myth #2: "My spouse (partner) and I will fight over expenses." You may argue less if you take advantage of the free budget counseling services at a Consumer Credit Counseling Center. Myth #3: "Putting money aside is difficult." With an automatic savings withdrawal at your bank, most people are surprised by how quickly they adjust.



## When You See Workplace Bullying

**R**esearch shows that coworkers who witness bullying in the workplace are more likely to leave before the victimized worker does. This sheds light on one cost of bullying—turnover. Make it a rule to take appropriate steps to intervene or bring management's attention to a bullying situation. The talent drain you help prevent might be your own. Be proactive when it comes to helping discourage discrimination, harassment, disrespect, and bullying behaviors. It's called being a "change agent." Peer influence is a powerful dynamic for change and the key force for helping maintain a positive work culture. Consider stepping in, not out, when you witness disrespect. <http://bitly.com/positive-workplace>



# Ready for... Alcoholism Treatment?

**A**t first you noticed a drink felt good and helped you relax like other social drinkers. You soon discovered your drinking was a bit more frequent, but your tolerance grew. You mistook this for a sign you would never have an alcohol problem. This pre-alcoholic period lasted for years. No job problems were apparent. You felt at the top of your game. Lateness to work after heavy drinking was overlooked because of your prior achievements. Eventually, however, it became harder to deny people were questioning your drinking practices. You lost a few friends who couldn't keep up. As time passed, you experienced uncontrollable nervousness when you tried to stop drinking. Hangovers and problems caused you to think about quitting drinking for good. You argued against alcoholism being a disease. (That idea dashed hope for returning to normal drinking.) Digestive, heart, or liver problems began, with hospital admissions due to drinking. You saw counselors for life problems caused by drinking. Arrests related to alcohol use happened. The preceding is one story of alcoholism's progression. Dozens of other signs and symptoms that may or may not appear also exist. In 1946, E. Morton Jellinek, a Stanford University biostatistician (arguably a genius, who could speak nine languages fluently), categorized virtually every symptom of alcoholism. Today, his "Jellinek Chart" is still used to help anyone see the progression of his or her drinking pattern to aid in self-diagnosis. Learn more from your employee assistance program or a treatment professional.



# Teaching Leadership Skills to Your Child

**S**tart early to teach children leadership skills. It enhances their self-esteem and imparts a stronger sense of responsibility, giving them a proactive, solution-focused view of their world. Show them how to choose a goal, pursue it, stay on task, and mark progress. Help them understand positive and constructive feedback. Teach celebrating success—and also how to share credit with those who helped them achieve it. Contrast small goals with larger ones that have a life-changing impact. Teach them what a "vision" is; teach them how not to fear the competition; and teach them to encourage others, be honest, and commit to the larger community with one's gifts and talents. Add key social skills such as shaking hands firmly and looking people in the eye. Leadership and success will be the natural results.



# Nooks and Crannies Stress Management

**T**en minutes of exercise as often as you can fit it into your workweek can help keep you fit, but you need to train yourself to spot the nooks and crannies in your schedule. (1) Let go of the idea that exercise must be 30 minutes or 300 minutes a week in order to count. These are blocks that thwart your motivation. (2) Think of exercise as an activity you insert rather than plan. (3) Forget the "sweat and shower" piece. A brisk walk for ten minutes can deliver benefits without the obligatory shower. (4) Become an exercise opportunist as you look for the openings—waiting time, rest breaks, errands, short travel between points A and B, and time you usually waste on distractions such as social media or surfing the web. Always get your doctor's permission or approval (if needed) before starting an exercise program.



# Managing Your Anger at Work

**M**anaging anger at work is different from doing so at home because our employment relationship is more conditional. You may be loved at work, but it is your job performance that has won you admiration. If managing anger is a struggle, start by understanding "triggers" and "owning the anger feeling." Knowing your triggers—what prompts anger—can help you choose a better response. For example, if a coworker leaves a mess in the office kitchen (trigger), you may feel angry, but take a moment to recognize it. Practice "catching yourself." It works with practice. Instead of yelling at your coworker, you soon will be able to opt for a more rational response, such as a discussion to negotiate a change in his or her behavior to keep the kitchen neat.

