

Employee Assistance Program

In Like a Lion...Out Like a Lamb

March means spring is on the way, but sometimes it can seem doubtful. After months of cold weather and short days we get anxious for sunshine and warmth. Like other areas in life, things can be unpleasant before they become pleasant. March is a good reminder of that. The month can start with snow storms and freezing temperatures. But somewhere along the way the sun starts to peek through and we start to see sure signs that winter is making its way out!



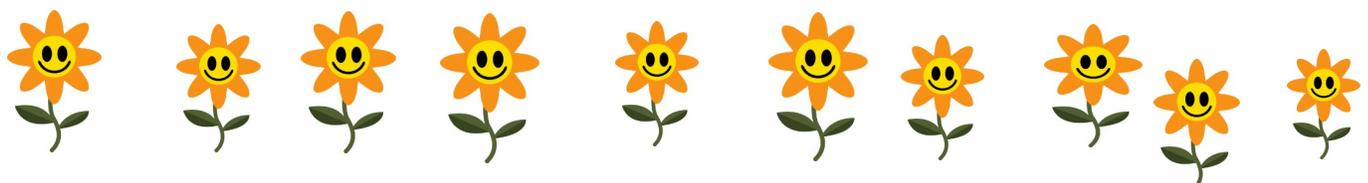
DAYLIGHT SAVING TIME BEGINS
MARCH 11
SPRING FORWARD!!



ST. PATRICK'S DAY
MARCH 17

About Your EAP

Your EAP has therapists trained in a variety of mental health issues. These might be an acute/one time stressors (such as a death, diagnosis, or job loss), an ongoing issue (such as conflictual relationships, parenting issues, communication struggles), an employment issue (such as poor work performance, conflict with coworkers, low job satisfaction), or issues with substance use/abuse. Our experts can work with you to change your thinking and can also help make referrals if needed. Each person is unique and each course of treatment is different. Its never too early to utilize the EAP! Call us at 515-263-4004



Spring Cleaning the Office

It's hard to deny the urge to re-set when signs of spring are upon us. Here are some tips to get the most of your spring cleaning.

- 1) Now that cold and flu season is making its way, clean all the surfaces in your office. While you can use a duster to get the shelves and window sills, use an actual cleanser to wipe down surfaces that you touch frequently. When cleaning your electronics make sure you are using something that is safe...check with your IT person if you're not sure.
- 2) Declutter: Go through your various stacks of papers and start shredding. Look through your file cabinets and other "pits of paper" and get rid of the things that are unnecessary. Also declutter your desk drawers. How many non-working pens and ketchup packets do you really need? Take home that pile of personal things that you have accumulated over the long winter. If you don't need it for your job, it's time to toss it.
- 3) After you've decluttered you'll have space to organize. It's amazing how much more efficient your workspace becomes when it is uncluttered and organized.
- 4) Set aside some time to go through your desktop and email. Decluttering this space is just as important as your physical space.
- 5) Do any rearranging or enhancing of your office. Maybe add a plant or plaque.



EAP Humor

Q. Why does a seagull fly over the sea?

A. Because if it flew over the bay it would be called a bagel!

Q. What did the digital clock say to the grandfather clock?

A. Look grandpa, no hands!

Did you hear the joke about the toilet?

Never mind it's too dirty.

SUPERVISOR CORNER

You can give employees information about the EAP program at any time. EAP is a great resource and can help individuals manage stressors before they interfere in work.

Do you know about Psychological First Aid (PFA)?

It's a service offered by EAP to assist in healthy processing following a traumatic event, emergency, or crisis.

The staff at the EAP can put together presentations for your team. These can be on a variety of topics including stress management, communication, and team building. Call us if you are interested in having a presentation for your team! 515-263-4004