



BHS A.S.S.I.S.T. Spotlight

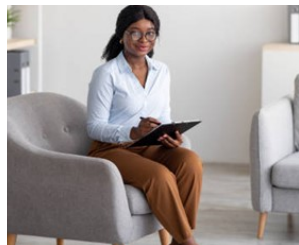
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Your EAP is a free and confidential service, which provides assessment and short-term counseling for a variety of mental health, substance abuse and work/life related issues. To learn more about your available benefits, contact your BHS Care Coordinator at 800.245.1150.



Stress Management: Ways to Cope

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Stress Management: Ways to Cope

Stress management practices help you cope with stress. Coping is what you do to deal with the pressure of stressors and stay steady. Coping is a natural process everyone does throughout their lives. Some ways of coping are more helpful than others. This article offers helpful coping strategies and focuses on ways you can think about problems that will help you overcome stress.

How do you look at stress?

One important step in managing stress is to be aware of how you look at the stressful situation. What do you believe will happen? Do you feel that you will be able to deal with the problem?

Is stress a challenge? People who cope well with stress usually have a positive outlook on life. They see a situation as a challenge instead of a problem. They see the glass as half full instead of half empty. Their beliefs about the situation are very important. They may actually have more of an impact on stress than the stressor event. Adults who are optimistic have higher levels of mental and physical health than those who are more negative.

If you can change your negative thoughts into positive ones you will find it easier to manage stress. One easy way to do this is to reframe the situation. When you do this, you look at things in a different, more positive light. This technique, called reframing often helps a person feel better.

Are you in control of your stress?

Do you feel you can handle stress? People who are able to overcome stress have a sense of personal control. They feel independent and in charge of their lives.

People who feel in control believe they can handle tough situations. They think of themselves as problem solvers and take steps to handle difficulties. This prevents problems from becoming worse.

Think Positive. Say to yourself:

- "I can do it."
- "I've done this before; I know I can do it again."
- "It only lasts a little while. This will be over soon."
- "We can work this out."
- "I'll feel great when this is over!"
- "This problem is not going to get me down."
- "I can get help if I need it."

It is also important to know when you can't control a situation. This helps you avoid getting more frustrated and tense. What to do when a solution is out of reach? Change your outlook by "letting go" rather than forcing a solution. Accept that this may not be something you can change.

If you're having a hard time managing your stress, your EAP can help. Call your BHS Care Coordinator at 800-245-1150 to speak about options for support and what resources your company may provide for you.



Counseling Myths and Reality

Life is full of challenges, including pressures at work, financial worries, family problems and personal issues. Even with support from family and friends, it can sometimes be helpful to talk with an independent counselor who can help you work out what's right for you, in an empathic and confidential setting. Here are some of the common myths surrounding counseling.

Myth: Counseling is only for people with serious mental health issues.

Reality: Not true! Many people attend counseling when they come to a point in their lives when nothing seems to be seriously wrong, but they don't know which way to turn next. Some people access counseling when simply struggling with a specific situation or problem in their life. Others use it as a means of personal or professional development.

Myth: Only weak people who can't cope with life seek counseling.

Reality: The opposite is actually true! Sometimes life throws you a curveball that you can find difficult to manage on your own. It takes inner strength to acknowledge that there is something that you could benefit from addressing in counseling. It takes self-awareness to recognize this, and courage to be willing to proactively deal with the challenges you are facing.

Myth: Counseling is only for serious problems.

Reality: While counseling can help people facing serious issues, most people who access counseling through their Employee Assistance Program (EAP) do so for assistance with everyday issues such as stress, anxiety or work-life balance. You don't have to wait until things spiral out of control before seeking support; counseling can help nip things in the bud before things become too serious.

Myth: Everyone at work will know I'm seeing a counselor.

Reality: The only person who will know you are seeing a counselor is you. No one at your workplace will even know that you have accessed your EAP unless you tell them. Your counselors are bound by a code of ethics and work within their confidentiality guidelines, which your EAP strictly adheres to. This would be explained to you fully when you contact the service and prior to you starting any counseling.

Myth: A counselor will fix my problems for me.

Reality: A counselor will work with you to help you work through the challenges you face, but his or her role isn't to fix things or do it for you. The counselor will listen, guide, support and ensure you stay focused. He or she can help you identify and draw on your own resources. Ultimately this can enable you to make the right choices and decisions in a safe and supportive environment. The counseling process can help you feel more empowered and in control of your life by talking through situations, feelings or concerns that might otherwise be keeping you feeling stuck, helpless, angry or frustrated.

Myth: I've tried counseling before, and it doesn't work.

Reality: There are a number of reasons that may have led you to believe this, but as long as you are open to the counseling process, you can have a different and more positive experience this time around. On rare occasions, the fit between a person and a counselor might not be right, and that is one of the reasons why when you contact your EAP, a full assessment of your needs will be completed from the very start.

If you are interested in locating a counselor near you, call BHS at 800-245-1150. Your Care Coordinator is able to confidently assist with finding a provider that meets your needs.



Developing Strong Time Management

What is time management?

Time management is actually a set of smaller skills that help make you more efficient and effective. Because there are only so many hours in a workday, it's important to understand how to make the most of each hour and how to create systems that work for you:

Prioritizing—Being able to set realistic work goals for your day and achieving them not only brings you personal satisfaction, but also shows your employer that you take a professional approach to your career.

Scheduling—Maintaining a schedule and implementing a system for that schedule, like a planner, email notifications or scheduler program can help build routines in your day, which leads to less wasted time.

Workload management—Working at your top speed all day, every day is not sustainable. Break down larger projects into smaller milestones with realistic deadlines leading up to the larger, final deadline. Have conversations with your supervisor about their expectations for you and tasks or projects you need support with. The ability to delegate is not a sign you're unable to do the work; it's a skill employers look for in future leaders.

Tips to Improve Time Management

Though soft skills, or people skills, aren't as easily taught as hard, technical skills, there are ways to practice and improve your abilities. Here are some tools that may help support your time management:

- **Create a routine.** By sticking to a routine, you're less likely to forget the tasks you need to complete every day.
- **Plan your day.** Set aside time for planning and prioritizing your to-do list, create a schedule and plan for how and when you'll start and complete each task.
- **Track your timeframes, and adjust as needed.** Occasionally, time yourself on certain projects, but don't try to race the clock. Make adjustments as needed to your scheduling, and discuss with your supervisor if you find you need additional time on all your tasks.
- **Use time management tools.** Most email programs also have task-tracking and calendar features. Otherwise, find a pen-and-paper planner system that works for you. This is not a one-size-fits-all solution. You may have to go through some trial and error to find the system that works for you.

Remember—No one is born with good time management skills, but with practice and the right tools, you can master this important skill.

EASY RECIPE: Millionaire Pie

1 prepared graham cracker crust; 1 cup sweetened flake coconut; 1 can 15.25oz crushed pineapple, well drained; 1 cup maraschino cherries, drained & chopped; 1/2 cup pecans, chopped; 1 can sweetened condensed milk, 14 oz; 5 tbsp lemon juice; 1 tbsp maraschino cherry juice; 1 1/2 cups whipped topping

1. Combine the ingredients in a large bowl and gently fold in the whipped topping.
2. Pour into crust. Top with additional whipped topping & cherries if desired.
3. Refrigerate 3 hours or overnight. <https://www.spendwithpennies.com/millionaire-pie-5-minutes-to-prepare/>

