



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.



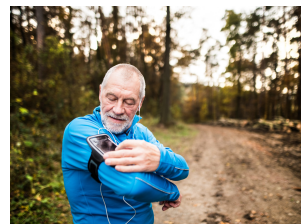
Managing Stressful Holiday Occasions

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Delegating to Whittle Down Your To-Do List

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Healthy Recipe: Chocolate, Yogurt, Banana Snack

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Managing Stressful Holiday Occasions

The holidays are a wonderful time to celebrate the season with family and friends; however, the accompanying stress can oftentimes be overwhelming. Stress is inevitable when so much of our time is spent cooking, shopping, getting the house ready and attending events. Once you add in the various personalities of family members and friends, the stress can be intensified. Try these tips to help manage any stress that comes with the season this year:

Eat well. Don't skip meals. Fueling our bodies is necessary to help keep our energy high and stress managed.

Ask for help. If you're hosting, get help preparing food or setting it out. If you feel overloaded, try to delegate what you can.

Maintain focus. Recall the reason(s) you're celebrating the holidays. When stress becomes overwhelming and you're on the go, slow down and regain your focus for the season.

Remember to have fun. Play games with family members and share in good memories.

Don't overdo it. Don't attend every single event you're invited to. Don't buy a gift for everyone you know. Don't host if you're worried it might be too overwhelming. There's no reason to put too much on your plate and stress yourself out when this should be a time of celebration and joy. Don't be afraid to say no.

Slow down, enjoy the season and remember why you celebrate. If stress is getting the best of you, your Care Coordinator can help you get the assistance you need. Call 800-245-1150 to learn more.



Delegating to Whittle Down Your To-Do List

Your supervisor has just asked you to head up a very important project. You're flattered by the vote of confidence, but your plate is already full with not enough hours in the day. In moments like these, delegation can be essential.

Delegating an assignment or task to someone else doesn't mean simply moving it from your plate to theirs. You will ultimately be responsible for the end results and need to ensure it meets your standards and the standards of those you report to. You'll want to carefully choose the best person and then give your delegate the right mix of freedom, authority and supervision to ensure the finished job meets the required standards.

No manager can succeed without delegating. You'll always have more responsibilities than you personally can carry out. Effectively delegating will streamline your workload so you can focus on other tasks.

Steps for Successful Delegation

1. First, set priorities for your tasks, identifying responsibilities you should delegate and responsibilities that must remain under your control.
2. Pick the right delegates. Ask yourself, "Who can handle the job?" "Who will benefit the most in growth and development by taking on added responsibilities?" "Who deserves a reward for a previous job well-done?"
3. Communicate the task clearly to your delegate. You can't hold people responsible for failing to carry out a vague assignment.
4. Finally, decide how much freedom you can give your delegates and still keep a comfortable level of control. Give them enough freedom to suit their working style. Give them enough decision-making authority to get the job done, but monitor the project. Balancing autonomy and control can be tricky, but it gets easier with time.



Sticking with Workout Routines Throughout the Holidays

The holidays can be a difficult time to keep up your workout routine or to begin a new one. With parties and gift planning on the horizon, it's easy to let fitness fall by the wayside. It's easy to overeat and indulge rather than worry about your fitness and health with all the appetizing food options available this season. Try these tips to keep your fitness goals in mind during the holidays:

- ▶ Staying active releases endorphins, which can aid you if stress starts to make an appearance. This will keep your mood lifted and keep you prepared to tackle any issues that may arise.
- ▶ Reward yourself for keeping up the routine. You don't have to devour a plate of cookies, but kick up your feet for an episode of your favorite show or buy yourself a small gift.
- ▶ If time is an issue, condense your workout to take up less time but with increased intensity. Push yourself to amplify your workout to get maximum output in the minimum amount of

time, so that exercising feels less burdensome on your schedule.

- ▶ Be realistic about your goals. If you're used to working out five days a week but are busy with parties and holiday tasks, cutting your fitness routine from five to three days per week may be required to allow for other activities. Look at your schedule and be honest with yourself about what is practical for you.

HEALTHY RECIPE:

CHOCOLATE, YOGURT, BANANA SNACK

1 tablespoon semisweet chocolate chips; 1/2 banana, thinly sliced; 1 tablespoon nonfat vanilla yogurt

Melt chocolate chips in a small bowl in the microwave. Top banana slices with the chocolate and the yogurt.