



HOW DO I ACCESS EAP?

To make a confidential appointment via Telephone, Video, WEB e-Counselling or In-Person

NZ 0800 327 669

AU 1800 726 474

www.eap services.co.nz

Intl +64 9 353 0906

Managing stress and building resilience

There is no such thing as a stressful job or a stressful boss; in fact, all stress comes down to something called 'rumination' - the mental process of thinking over and over again about a past or future event with which negative emotion is attached.

Such rumination can of course be detrimental to health, disastrous for productivity and ruinous for happiness.

Yet many people in the working life experience this every day, and eventually when they are unable to see solutions, often simply continue until they completely burnout.

Many people in the business world today are experiencing high levels of stress, and burnout is becoming a worryingly common phenomenon. There is a way to overcome stress and burnout that involves four simple steps.

Four steps that can help you become less stressed and more resilient:

- 1. Wake up (and stay awake):** in other words, 'come to your senses'. Stop dreaming about the past or the future; instead, be in the present.
- 2. Control your attention:** understand the power of attention. The key to controlling it is to practise consciously putting your attention where you want it to be and holding it there. Keep your attention directed in the present.
- 3. Let go:** a refusal to let go of things is at the core of why people continue to ruminate. Ask the question: "will continuing to focus on this help me, my people or organization?" If the answer is no, let it go.
- 4. Detach:** this is the ability to get appropriate distance from the situation being faced. This helps to maintain perspective and only focus on what can be controlled.

If these four steps are repeated again and again, the brain creates a new habit, and soon you will not have to consciously do this; it becomes your way of being.



Three short, practical actions to help to start building the four steps above:

Look from the loft: this visual metaphor brings together all four steps in one place. Imagine yourself at the top of a house, looking down at it being flooded with the things that are causing you to feel stressed; now, think about dealing with this problem by applying the four steps.

Find your flow activity: engage in activities that bring you into a state of flow (i.e. help you become focused on the present and absorbed in the task at hand). Examples include gardening, sports and playing a musical instrument.

Meditation: both single pointed meditation (i.e. focusing the mind on a single word, phrase or breathing) and mindfulness meditation (simply closing your eyes and observing whatever comes into your awareness) are extremely powerful ways to increase resilience and practise the four steps.



HOW RESILIENT ARE YOU? - Curious to know how your own resilience rates?

Rate yourself from 1 to 5 (1 = strongly disagree; 5 = strongly agree):	Score	
I'm usually optimistic. I see difficulties as temporary and expect to overcome them.		Less than 20
Feelings of anger, loss and discouragement don't last long.		
I can tolerate high levels of ambiguity and uncertainty about situations.		20 – 30
I adapt quickly to new developments. I'm curious. I ask questions.		
I'm playful. I find the humour in rough situations, and can laugh at myself.		30 – 35
I learn valuable lessons from my experiences and from the experiences of others.		
I'm good at solving problems. I'm good at making things work well.		35 – 45
I'm strong and durable. I hold up well during tough times.		
I've converted misfortune into good luck and found benefits in bad experiences.		
Total		

Less than 20	Low Resilience — You may have trouble handling pressure or setbacks, and may feel deeply hurt by any criticism. When things don't go well, you may feel helpless and without hope. Consider seeking some professional support through your EAP Programme to assist in developing your resiliency skills.
20 – 30	Some Resilience — You have some valuable pro-resiliency skills, but also plenty of room for improvement. Strive to strengthen the characteristics you already have and to cultivate the characteristics you lack. You may also wish to seek some outside coaching or support through your EAP Programme.
30 – 35	Adequate Resilience — You are a self-motivated learner who recovers well from most challenges. Learning more about resilience, and consciously building your resiliency skills, will empower you to find more joy in life, even in the face of adversity.
35 – 45	Highly Resilient — You bounce back well from life's setbacks and can thrive even under pressure. You could be of service to others who are trying to cope better with adversity.



BLUE LIGHT HAS A DARK SIDE



Fluorescents, LEDs, TVs, computers, smart phones, and other electronics that emit blue light disrupt our sleep patterns at night. Also these devices do not provide a constant source of light and they are actually flickering which is well known for triggering migraines and for causing eye strain and headaches.

WHAT TO DO?

- Avoid TV, computers, and bright artificial light.
- Block blue light on your laptop, TV, smart phone, and other screens by using a blue blocking screen cover or app that blocks blue light. Blue light is such a large issue that the recent update on the iPhone will allow you to turn this blue light off in the settings menu.
- Replace all light bulbs, fluorescent lights, and LEDs with blue-blocking bulbs.
- Time for a technology curfew – it’s essential for a healthy life and family.
- Do you use glasses or contact lenses? Great news, there is now an entire line of clear lenses, contact lenses, and sunglasses that provide varying levels of protection against blue light. This is a huge breakthrough for migraine sufferers that need protection against electronics and artificial light, both indoors and in a professional setting. Just ask your optometrist.

TIPS TO ESTABLISH A NIGHTLY DIGITAL WIND-DOWN RITUAL;

- “Unplug” two hours before bed - shutting down technology gives your brain a chance to unwind and get ready for sleep and introduces more zzz time.
- Store all digital devices (e.g., smartphone, tablet, laptop, etc.) in an area of the house other than the bedroom.
- Use an alarm clock rather than your smartphone or tablet as a wakeup device.

These simple tips will improve the **QUALITY** of your sleep restoring your **40 WINKS** to uninterrupted snoozy bliss.

Don’t forget to add some...

INVALUABLE ME-TOO-TIME

to the mix. This could include, reading, writing, listen to music, knitting, pampering or meditating.

The Importance of Career in Life Planning

“ Never stop planning.... Stay ahead of life to maintain success and **REMEMBER** Failing to plan is planning to fail. ”

In order to find success, you must plan ahead. Never stop planning. Every task in life requires a plan, including a job and a career.

To accomplish dreams and goals, a person must plan ahead. It is unlikely that people can predict the future or what lies ahead. However, resolving recurring challenges involve planning. People must identify past mistakes that delay achievement of their dreams and goals. Thus, one must consider the consequences of poor planning. Many people suggest that conforming to a plan stalls success because individuals place too much emphasis on following a specific system or regimen.

However, effective planning is required to make practical calculated decisions. Thus, planning helps people to foresee and prevent making future costly mistakes. Planning ahead enable a person to gain experience to plot their success. Therefore, effective planning is almost like constructing a map to guide a person to the treasure of success. Whereas an individual can plan their exact future actions, they will never realise their potential until they endure some setbacks. **Essentially, planning success involves failing and making adjustments to realise your dreams and goals.**

Your EAP Programme, provides you with a range of support including general career discussion. There are points in our life when we want to reflect on where we are heading. Sometimes it makes a big difference to sit down and talk through your own situation with an impartial, qualified and experienced Career Professional who understands people

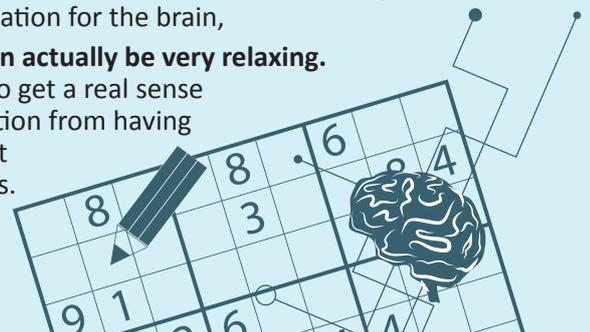
KEEP YOUR MIND SHARP WITH SUDOKU

A brain game like Sudoku, as well as crossword puzzles, taking classes, reading, and writing, can help delay Dementia and Alzheimer’s disease, and protect the brain from decline.

Any time you stretch your brain and try something new, especially using different parts of your brain and thinking in a different way, you’re helping to sharpen your mind and keep it that way. While Sudoku offers good exercise and stimulation for the brain,

Sudoku can actually be very relaxing.

People also get a real sense of satisfaction from having figured out the puzzles.



and today’s workplaces. EAP support helps you find solutions to career issues before they have an impact on your personal life or work performance. With coaching and guidance, you can **clarify goals** and **achieve balance** between work, family, and self.

If you are asking ‘where shall I take my career in the company?’ or ‘what will enhance my professional development within my company?’ then EAP’s tailored career guidance may assist identify your career direction and goals. This general career discussion is freely available to you through your EAP Programme.