



## Secrets to Building Your Confidence at Work

The EAP  
is a **free** service  
for you and your  
eligible family members.

All EAP services are  
**completely  
confidential.**



Training and talent can help you do your job well and keep you moving forward in your career. But your performance can take a nosedive when your self-confidence is on the skids.

The following suggestions can help you restore and increase your on-the-job self-confidence.

### **Do your homework**

Learn as much as you can about the subject at hand—whether you’re giving a speech, asking for a promotion or making a sales call. You can’t be over prepared when your performance is on the line.

### **Analyze your mistakes**

Knowing what went wrong and what you can do to keep from making the same mistake again can help you turn a negative situation into one that boosts your confidence in your problem-solving abilities.

### **Don’t take the easy way out**

One reward of taking risks is an increased potential for higher achievement. Ask for added responsibility when given a choice between maintaining the status quo or doing something more.

### **Always act confident**

Do your best to dismiss your fears if you’re worried a speech, meeting or sales presentation will bomb. Force yourself to smile and shake hands firmly. Walk with your head up and your shoulders back.

### **Prioritize your tasks each day**

Daily to-do lists are a must, but to really take control of your day, you should complete tasks in order of priority. Completing one high-priority assignment will boost your confidence more than doing four or five low-priority ones.

### **Make change a positive**

Welcoming instead of fearing change makes it easier to identify the advantages and opportunities presented by new responsibilities and directions.

### **Keep a list of accomplishments**

Refer to the list when your confidence needs a lift. Items to include: a major project you completed on time and under budget, a successful meeting you conducted, a reorganization of your filing system or mastery of a new computer program.

## FEATURES

### **Page One**

Secrets to Building Your  
Confidence at Work

### **Page Two**

Estate Planning Checklist

### **Page Three**

7 Easy Ways to Save Money and  
Energy This Summer

### **Page Four**

The Benefits of Having a  
Positive Attitude

*(Continued on Page 2)*

*(Confidence at Work... Continued from Page 1)*

### **Post your goals where you can see them**

Keeping them in front of you increases your chances of internalizing and achieving them. Setting goals and meeting them creates a pattern of success you can build on.

### **Stay calm when speaking with others**

Rehearse difficult negotiations ahead of time. Excuse yourself if you are unable to control your emotions during a discussion.

### **Be responsible for your actions**

Making yourself accountable for your failures also makes you responsible for your successes. If you take responsibility for your actions, you will believe that your hard work and intelligence - not luck - led to your achievements.

### **Avoid negative self-talk**

Pay attention to your inner dialogue and replace negative comments with positive ones. For example: When your inner voice says, "I've got so much to do, I'll never get this assignment done on time," replace that thought with "I'm capable of focusing my energy on the task at hand and completing it in a timely fashion."

### **Don't be afraid of nervous energy**

Butterflies in your stomach and a racing heart are your body's way of preparing for a challenge; they're confirmation that what you're about to do matters.

### **Compete against yourself**

Assess your workplace performance for the past year. Then establish some specific goals for the year ahead. For example: increasing sales by 10 percent, getting to work on time every day, returning all your phone calls within 24 hours or completing routine administrative tasks 20% faster.

### **Keep your life in perspective**

Maintaining a healthful balance between your personal and professional lives can help you weather a workplace crisis because you're less likely to define your self-worth by how well you do your job.

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## **Estate Planning Checklist**

Collecting the following information ahead of time will save you time (and money) in your estate planning lawyer's office:

- Names and addresses of your immediate family members and people you would like to serve as executors, trustees and guardians for your children.
- Bank account information, such as balances, account numbers, locations of accounts and safe deposit boxes.
- Pension and retirement account information, including IRAs, Keoghs, profit sharing plans, stock options and government benefits.
- Detailed description of any stocks and bonds owned.
- Insurance policy information, including policy location and beneficiaries, as well as a copy of the actual policy.
- An inventory list of valuable and sentimental personal possessions, including family heirlooms.
- Copies of community property agreements, prenuptial / postnuptial agreements, divorce decrees and any previous wills.
- An overall description of your income sources and assets, including real estate.
- A list of debts owed, including amounts and to whom they are owed.
- A list of specific "bequests" you want to make in your will, such as "\$5,000 to my niece, Tipper."
- Recent tax returns (say, from the past three or four years).

*LexisNexis Martindale-Hubbell ©2013*

## 7 Easy Ways to Save Money and Energy This Summer



Spend just a few minutes improving your energy efficiency efforts at home now, and it'll set your family up for some significant savings down the line. By the end of the summer, you may actually look forward to opening up that monthly utility bill.

The ENERGY STAR crew from the Environmental Protection Agency offer seven summer energy-saving strategies, ones that really pay off. For big savings, choosing ENERGY STAR versions when replacing electronics and appliances is a must. But even small changes like the ones below will save you money and slim down your carbon footprint.

- 1 **Light up utility savings.** If you're lighting your home with the same type of lightbulb your grandma grew up using, it's time to make the switch. Those old-fashioned incandescent bulbs put off a lot of heat—not cool for the environment or for your summer cooling efforts. A single ENERGY STAR–certified lightbulb can save up to \$135 in electricity costs over its lifetime. If you replace the five most commonly used light fixtures or bulbs with ENERGY STAR versions, you can save \$75 a year. With LED technology improving and prices dropping, that's the bulb of choice for 2013 and beyond.
- 2 **Free your fridge.** Keeping your fridge pushed tight up against the wall limits circulation and makes the unit work harder, increasing your energy costs. Keep it a few inches away from the wall, and follow the manufacturer's instructions to safely keep the fridge's coils clean. If you're one of the 25 percent of U.S. households using a second, older fridge, considering recycling it. Running an older-model fridge—ones commonly used in basements or garages—could cost your family up to \$300 a year. Temperature makes a difference, too. Proper fridge temp should fall anywhere from 35 to 38 degrees—anything lower wastes energy.
- 3 **Turn on your ceiling fan.** Turn your thermostat up by two degrees, and then use your ceiling fan to offset the change in temperature. Be sure to change the fan's airflow direction so it's creating a downward breeze, reducing the need to rely on more costly air-conditioning. The fan creates a windchill effect that cools the people and pets in the room. (When everyone leaves the room be sure to turn the fan off.) The ceiling fan/raised thermostat combo could cut your summer cooling costs by 14 percent. Want to go a step further? Set your programmable thermostat a few degrees higher during hours when your family is out of the house. Doing this effectively could slash your energy costs by \$180 a year.
- 4 **Make monthly filter checks mandatory.** About 15 percent of the average family's utility bill goes to heating and cooling costs. To save money, make checking your heating and cooling system's air filter a mandatory monthly habit, and replace it if it's dirty. Leaving a crusty filter in place overworks the system, translating to higher-than-necessary utility bills.
- 5 **Slay electronic energy vampires.** You may have turned off your TV, but that doesn't mean it's not secretly sucking power from the grid in standby mode. The average American family actually spends \$100 a year powering devices they believe are turned off. Nationally, that's more than \$10 billion in annual energy costs! To counter this power problem, plug your electronics into a power strip with an on/off switch, and flick that switch off when you're not using the devices.
- 6 **Green your TV settings.** Most newer TVs feature setting options—ones like “home” and “standard”—that lower energy costs. Reducing brightness could slash television energy use by 18 to 30 percent.
- 7 **Unplug it!** Sure, it's convenient to leave your cellphone charger in the outlet even when your phone's fully charged or unattached. The problem is, it's still burning away energy. Unplug chargers and power adapters when not in use and put them in a designated spot so you don't lose them in between uses.

Leah Zerbe - Rodale News

## The Benefits of Having a Positive Attitude

What do you want people to say about you when you are not in their presence? For example, do you think your attitude makes a difference in your personal and professional life?

The right answer is yes, your attitude will create the foundation for future success. Attitude is everything when it comes to achieving success in your personal and professional life.

Why? No one wants to work with a negative individual, rather they want to work with people with a positive attitude and who are optimistic.

Sometimes a person's reputation precedes them when they are in the business world. You will want to be known as a person with a positive attitude and who is easy to get along with.

One way to improve upon your positive attitude is to be aware of your attitude towards others. Treating people with respect and dignity is the same as treating yourself with self-respect.

We must consistently work on our mindset to ensure we remain ever vigilant in working to improve our attitude because it can make a significant difference in our professional and personal life as well.

Another way to work on maintaining a positive attitude is to talk with family, they can be very honest with you. Discuss it with your close friends, they will be upfront and honest with you as well.

If you continue to strive to have the most positive attitude you can possibly have, then over time you will possess this quality. You want to be known as a person with a positive attitude because it means people want to work with you, this is how your success evolves.



### How to Use Your EAP

When help is needed call 800-433-2320. The intake counselor will ask for your name, employer and a brief description of your presenting concern. If an emergency exists you will be given immediate assistance. If your situation is not an emergency, you will be offered telephone assistance and/or in-person sessions to complete an assessment and make a referral for treatment if needed.

Meetings with your counselor are completely confidential. Your employer will not know you have used the EAP. No one will be provided any information about you without your written consent. Exceptions would occur only in the event of you being considered dangerous to yourself or someone else.

At the first appointment you should be prepared to give the counselor some background information to assist in formulating an action plan. Many people find it helpful to prepare a list of things they wish to discuss at each session.

PORTLAND:  
503-639-3009

SALEM:  
503-588-0777

If you live outside the  
Portland/Willamette Valley areas, call  
the toll free number listed below.  
You will be referred to a mental  
health provider in your area.

800-433-2320  
www.cascadecenter.com

Lastly, be honest with yourself about your attitude. Do not be afraid to conduct a self assessment and to ask family, friends and associates to conduct an assessment, you owe it to yourself.

By Paul Vann

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