

EAP NEWS



Volume 17, Issue 1

Spring 2003



In This Issue

The High Five	1
Hardship Leads to Victory	2
Waking at Night	2
Finances	3
Stop Worrying	4
How to Use Your EAP	4

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

*All EAP services are **completely confidential**.*

Try the High Five for Better Work

Take these five steps and you'll be brighter, stronger, and more effective:

1. Eat right every day. For breakfast, skip the Danish and other sweets. Try a bowl of whole-grain cereal and fruit. For lunch and dinner, get lean protein and complex carbohydrates. Forget about foods that are high in sugar and fat.
2. Take your vitamins. A multi-vitamin will have a variety of antioxidants that are thought to help overall brain function. It's one way to protect your brain.
3. Get enough sleep. Doctors at Duke University say people would sleep better if they choose consistent times for going to bed and waking up. Exercise helps. Keep television out of the bedroom.
4. Be sociable. Just being with a group of friends will make you healthier and more satisfied with your life.
5. Get some exercise. It's good for body and mind. Harvard psychiatrist John J. Ratey, M.D., says a single workout can raise levels of dopamine and

serotonin, both of which make you feel better and brighter.

The low five can put you in a blue mood and make you less effective:

1. Eating a lot of simple carbs. Sugary snacks, pretzels, white bread, and rolls, can cause physical and mental fatigue. Try an apple.
2. Drinking too much. Alcohol is a depressant. A couple of drinks will leave you with fatigue and lethargy.
3. Letting the little stuff get you down. Sometimes the collection of small irritations and frustrations get you down, not big issues. If it's that kind of a day, just immerse yourself in the job and do your best to forget everything else. You'll feel better now and later.
4. Exercising too much. Doing too much physical stuff will make you tired and cranky. Take a break from your routine.
5. Dwelling on negative thoughts. This makes you ineffective. ○



Hardship Leads to Victory, says Mother Who Has Both

Is life meant to be easy? Should we have only joy without sorrow?

Louise Bias would say no, though her portion of trouble and sorrow has been all too great.

She's the mother of famed University of Maryland basketball star Len Bias, one of

her two sons, both of whom died in their youth. Len died in 1986 at age 22 just two days after he was drafted by the Boston Celtics.

A former bank manager, Bias gained fame after her inspirational comments at her son's funeral. These days Bias is on the speaking circuit with her program, "Say No to the Blues and Yes to Victory!"

"Change comes through hardship," Bias said. "I try to encourage people that no matter what hardship they are in, they can still make it.

Hardship pushes us out of our comfort zone and into a place where we are tested to see if we can maximize our potential."

"Say No to the Blues and Yes to

In her workshops Bias counsels participants on how to overcome pain. "What better challenge do you have than someone who has been through something very hard telling you that you can make it, that you can do it too?" Bias told the Washington Post. ○

Hardship pushes us out of our comfort zone.

If You Wake in the Middle of the Night, Try This

It's a common sleeping problem that reduces the effectiveness of sleep time: waking up during the night and not being able to go back to sleep.

Sleep expert Dr. Martin Moore-Ede says people often panic when they wake up too soon. They check the clock and worry about getting enough rest, but that just makes the problem worse.

In his book *The Complete Idiot's Guide to Getting a Good Night's Sleep* (Alpha Books), the doctor says it's best not to get up or turn on the light. Activity and light will waken you even more. Instead, immediately imagine you've just

gone to bed for the first time that night.

If you aren't sleeping within 10 minutes, consider what's going on in your mind. Keep a note pad and a pen that lights up by your bed. When you write down what you are thinking, it will often clear your mind.

Inexpensive white-noise generators will mask noise that wakes you. Lightweight foam ear plugs are comfortable when your head is resting on a pillow. ○

Finances: Do I Have to Think About That?

Use this simple worksheet to assess your situation.

Budgeting & Financial Planning Worksheet

Goals: _____ Get Out of Debt _____ Budgeting _____ Savings
 _____ Other _____

#1. First, determine your fixed expenses. (Use monthly figures)

House Payment or Rent (Include Property Taxes) _____
 Utilities (Electricity, Natural Gas, Garbage, Water/Sewer) _____
 Local Phone _____
 Health Insurance _____
 Homeowners or Renters Insurance _____
TOTAL _____
 This is your BAM (Bare Amount Minimum)

After completing this worksheet you can call the EAP. We can help you look at other options.

#2. Calculate your total take home or net income.

Subtract your BAM from your total take home _____

#3. List your non-fixed expenses. (Since food costs can vary it is listed as a non-fixed expense)

Food _____	Clothing _____
Car Payment _____	Long Distance _____
Car Insurance _____	Newspaper _____
Dry Cleaning _____	Bus/Gas _____
Entertainment _____	Car Maintenance _____
Cable TV _____	Lunches _____
Hobbies/Sports _____	Video Rentals _____
Club Dues _____	Credit Card Payments _____
Magazines _____	Loan Payment _____
Cell Phone _____	Other _____

TOTAL #3 Expenses _____

Subtract #3 total from second line of #2 total above _____

What is your total "long term" indebtedness? (Debt that won't be paid off within one month – don't count first mortgage)

Credit Card Debt _____ Car Loans _____ Other Loans _____

TOTAL INDEBTEDNESS _____ **HOW LONG WILL IT TAKE TO BE DEBT FREE?**

#4. Prioritize your non-fixed expenses. Go through the list and weigh the value to you of each expense. Can you cut any expenses? Can you spend your money in a different way? Do you need a home phone **and** a cell phone and/or pager? How much money are you saving? When do you want to retire? Will you have enough money? Credit Card debt? Which cards have the highest interest rate? How much are you paying monthly toward debt reduction? Can you pay off the car loan earlier? Think about how you spend your money.



Stop Worrying with These Problem-Solving Steps

Sometimes it's difficult to stop thinking about unresolved problems. Even if you don't want to think about them, they keep coming back to you day and night.

That's true except for overly optimistic people who think all problems will be solved with little or no effort on their part. At the opposite extreme are pessimists who fear that the worst will happen and they will fail in all attempts to change that.

For the rest of us, the best way to stop worrying is to bring a situation under our own control in some way. Dr. Hap LeCrone recommends making a chart, a three part list of all worries. Categorize these as under total control, limited control, and no control. Any item under the

no-control category can simply be crossed out.

LeCrone, a clinical psychologist and writer for the Cox News Service, says of the limited control items, you can analyze the problem and determine what would make some positive impact on the situation.

Finally, for problems under the total-control list, you must develop a plan of action and put efforts in that direction. When you realize that you are working to change a situation, you will be relieved of most of your anxiety.

Finding the middle ground between no concern for the future and constant worry about it is one of the keys to good mental health. ○

How to Use Your EAP

When help is needed call the office location most convenient for you. The office coordinator 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

CORVALLIS:
541-757-3013

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.

1-800-433-2320
www.cascadecenter.com

Please direct your questions or comments regarding this newsletter to this address:

*EAP News Editor,
c/o Cascade Centers, Inc.,
7180 S.W. Fir Loop, Suite 1-A,
Portland, Oregon 97223*

or via email to:

info@cascadecenter.com