

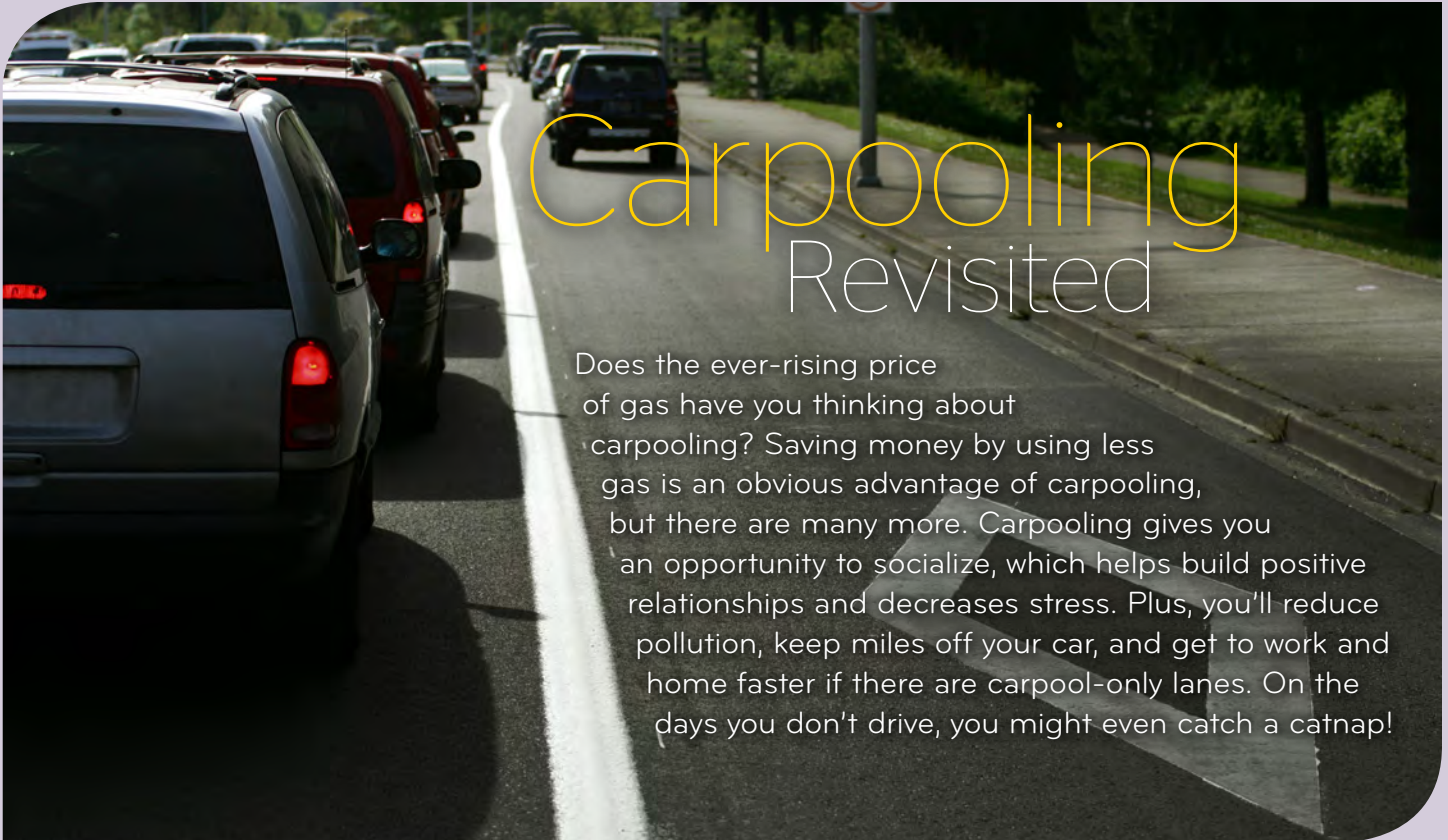


# Balance

Volume 11, Issue 3

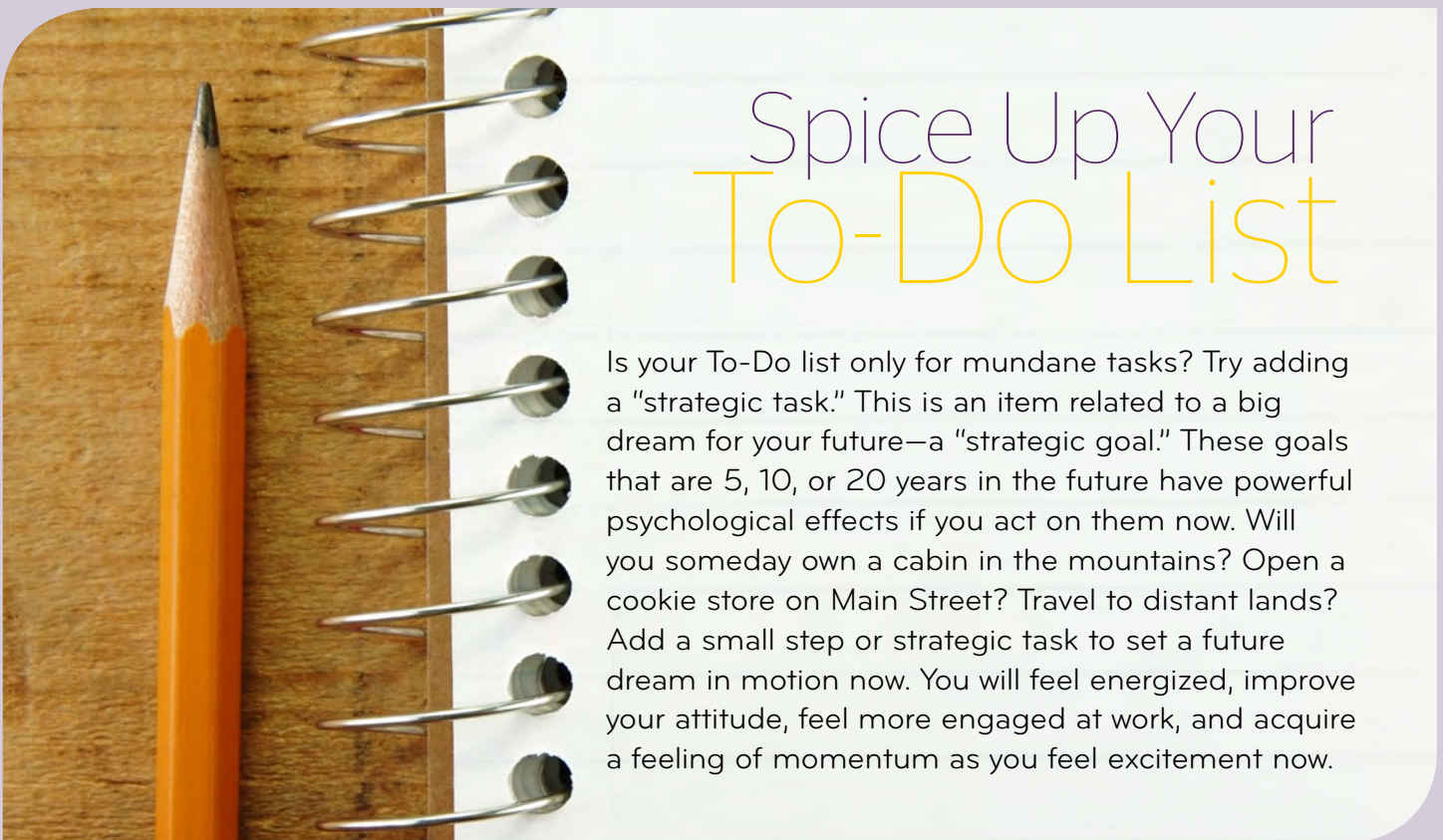
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## Carpooling Revisited

Does the ever-rising price of gas have you thinking about carpooling? Saving money by using less gas is an obvious advantage of carpooling, but there are many more. Carpooling gives you an opportunity to socialize, which helps build positive relationships and decreases stress. Plus, you'll reduce pollution, keep miles off your car, and get to work and home faster if there are carpool-only lanes. On the days you don't drive, you might even catch a catnap!



## Spice Up Your To-Do List

Is your To-Do list only for mundane tasks? Try adding a "strategic task." This is an item related to a big dream for your future—a "strategic goal." These goals that are 5, 10, or 20 years in the future have powerful psychological effects if you act on them now. Will you someday own a cabin in the mountains? Open a cookie store on Main Street? Travel to distant lands? Add a small step or strategic task to set a future dream in motion now. You will feel energized, improve your attitude, feel more engaged at work, and acquire a feeling of momentum as you feel excitement now.

## Getting Credit for Your Ideas

There is nothing wrong with wanting credit for your good ideas, but to increase your chances of getting the credit you deserve, brush up on the delivery of your ideas. In group settings, be assertive without being aggressive. Speak clearly while looking group members in the eye. If you have a good idea, ask for discussion so the group can work on developing it. Where applicable, put detailed ideas in writing before meetings. Pass out copies (with your name on top) while explaining your idea, saying you brought outlines to work from. Email or meet with your boss directly regarding your ideas; this ensures he or she will know which contributions are yours. Don't forget to give credit to others when appropriate — it's only fair and it's what makes teams thrive.

## Exercise and Forget the Sweat

Many people equate exercise with endless hours of huffing and puffing at the gym. Don't let this popular misconception keep you from reaping the benefits of increased physical activity. By spending 30 minutes five days a week doing the equivalent of a brisk walk, you will be doing your body and mind a world of good. This will help decrease stress, increase cardiovascular health, and lower your risk of suffering from many ailments. Get moving!

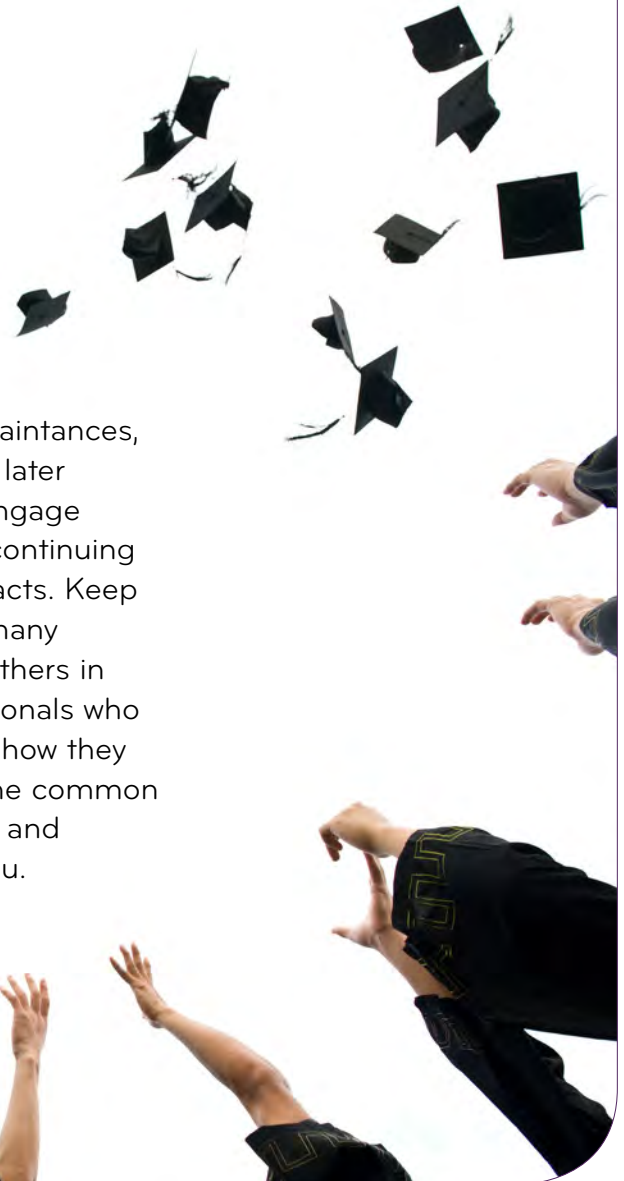
## Making the Most of Your Mistakes

Big or small, mistakes are instant stressors. The key is to minimize their negative impact and learn from them. First, you must own your missteps. You can't learn from something that you can't admit happened. Next, guard your mental health like a watchdog and let go of your feelings of guilt and shame. Analyze the situation rationally to understand what went wrong and how you can do better in the future. Lastly, seek out advice, training, and support as needed.

## Teaching a Child to Summon Help

In the face of an emergency, would your children know what to do? It's all about preparation. Teach your children how to dial 911 as soon as they can play with the phone. Make sure they know their first and last name. Instruct them to speak loudly and clearly, and to listen carefully for questions and instructions. Go over emergency scenarios, providing more details the older they get. Be sure they understand that calling 911 is not a game, but when in doubt, they should make the call. Routinely review this information with your children.

# Tips for New Graduates



After graduation, build a network of professional friends, acquaintances, and allies. These relationships may be building blocks you will later identify as major contributors to your achievements. As you engage with experts who you meet in associations, conferences, and continuing education opportunities, log those identified as valuable contacts. Keep the information separate from a personal phone book. Also, many seasoned professionals are motivated to give back and help others in their field after they have succeeded. Spot successful professionals who are willing to share their successes and their mistakes. Notice how they welcome questions and are inclined to help others sidestep the common pitfalls. This rare combination of success, willingness to share, and humility make these individuals ideal guides or mentors for you.

**APS Healthcare's Employee Assistance Program.** The EAP program through APS Healthcare assists organizations and their workforce in managing the personal challenges that impact employee well-being, performance and effectiveness. APS' life management consultants employ a comprehensive approach that identifies issues impacting the employee and assists them in developing meaningful solutions.

Please call the phone number below for more information about APS Healthcare and the services available to you.

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