

Upcoming eLearning Webinars

9/19/17 – Information Overload

10/17/17 – Improve Your Health with Ergonomics and Frequent Movement

11/21/17 – The Mind-Body Connection

The webinar is uploaded on the date of the webinar and is then available on demand. The webinar can be found on the website under 'Online Seminars' in the 'Centers' section.

How to Create Deadlines You'll Actually Stick to

Perhaps the last time you had a major project to tackle, you set a deadline for yourself—and then came very close to blowing right through it. The result: You hastily finished (or pulled an all-nighter), and then swore you'd never repeat that experience. Here's how you can set deadlines in a way that will inspire you to get things done.

1. Make them urgent.

It's easy to put off a task when you have all the time in the world to complete it (i.e., a deadline of two months from now). Instead of giving yourself a month to do something, tell yourself you're getting it done this week. Not only will you stay more driven throughout the process, but you're also likely to start working on your assignment earlier than you normally would.

2. Make them personal.

It is suggested that people fall into one of four categories: prioritizers, planners, arrangers, and visualizers.

The ideal system for each one fits with the name: prioritizers and planners like to work based on how much time each part of a task will take, arrangers focus on how they're feeling, and visualizers are motivated by considering the big picture.

So, instead of just saying, "I must complete this task by [date]" consider whether focusing on the task in its entirety, piece-by-piece, or in relation to the rest of your projects will make you more likely to sit down and work on it.

3. Make them actionable.

You have the best intentions, but when your tasks feel like trying to move a mountain in a day, it can be hard to sit down and start. Try breaking down your projects into smaller, actionable steps. One way to cut your task into bite-size chunks is to imagine that you could only work in 10-minute segments. If "finish report," will

take all afternoon, ask yourself what you could do in 10-minutes: outline the first portion or design two or three slides?

4. Make them meaningful.

If there's no accountability, there's no reason to stick to them. Don't just write down you'll finish that report by Monday, tell your boss she can expect it early next week. Instead of simply striving to send your teammate feedback before the end of the day, email him to say that's your goal. Having an outside motivator prevents you from simply pushing off the task and justifying it inside your own head.

Source: <https://www.themuse.com/advice/4-better-ways-to-create-deadlines-that-youll-actually-stick-to>

For the services available through the SupportLinc EAP, call 1-888-881-LINC (5462) or visit www.supportlinc.com

Emotional Intelligence for Success

This Skill Builders e-learning course will examine the impact of emotional intelligence at home and at work and discuss ways to increase your emotional quotient (EQ).

e-learning courses can be found on the program website under 'Centers', 'Skill Builders'. Each course offers a visual presentation, brief online quiz, and a printable certificate of completion.

Easy Ways to Make Your Life Less Stressful

We all have stress in our lives, but imagine if you could reduce your stress levels by making some small, simple and effective changes? The following techniques can easily be integrated into any lifestyle or routine.

Go to bed earlier and wake up earlier. We all know how important sleep is. If your mornings are chaotic, it is likely that the rest of your day will also follow this energy. To prevent this from happening, give yourself time in the morning so you can relax and get ready for your day at a more leisurely pace. You can even organize yourself the night before, so you can spend time in the morning doing things that you enjoy like reading, journaling, or meditating.

Don't worry about what you can't control. No amount of worrying is going to change the situation so it is not worth your time. If the situation is in your control however, keep your mind focused on solutions rather than the problem. When you give energy to a problem, it grows and becomes more complicated and difficult to manage. But, if you instead divert your energy to a solution, whatever you are dealing with becomes much easier to handle.

Learn to say 'No'. One of the most powerful ways to reduce stress in your life is learning how to say 'No' to the things that you don't really want to do. If you find yourself agreeing to things because you feel bad or because you "should" do them, you may want to reconsider this line of thinking.

Eat well. Poor nutrition can make it harder for your body to adapt to stress. When you nourish your body with healthy foods, it gives you the fuel you need to get through the day. Try to incorporate lots of fresh vegetables and fruits, protein, healthy fats and whole grains into your diet. Also remember to drink water through the day, as this can also help to restore energy levels and improve the functioning of your body.

Source: http://www.huffingtonpost.com/entry/7-easy-ways-to-make-your-life-less-stressful_us_58deb5a2e4b03c2b30fa6217utm_hp_ref=stress