

FrontLine Employee

Wellness, Productivity, and You!

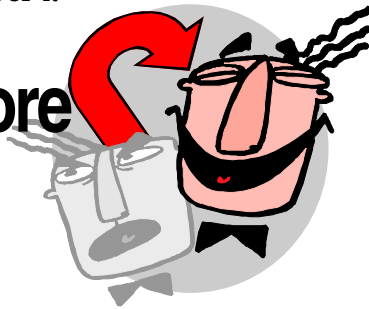
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The Art of the Informational Interview



An informational interview is an interview conducted with a person in a position, occupation, or work setting that you would like to learn more about. Informational interviews give you a leg up with better information about the functions, duties, and responsibilities of a potential new job, or even a future position within the company where you presently work. Is job loss looming? Do you want to move up the ladder? Learning the skills of informational interviewing, even if you love your job, can help you define your career goals more clearly. You will feel less “open-ended” about your future and you will increase your energy and enthusiasm—even your productivity—in your current position. Learn more about it at: www.tiny.cc/discover-it

Creating a More Positive Workplace



Has your negativity in the workplace become a habit that’s hard to break? Try this age-old technique for creating a new habit. (Devise a different approach to the following technique if you don’t have pockets.) In accordance with your desire to be more positive, place 12 pennies in one pocket. Each day, try to be more agreeable and pleasant. For each positive encounter *without* negativity, move a penny to the other pants pocket. Your goal is to move all 12 pennies each work day. Within several weeks, a new habit (and new reputation) should follow.

Getting Excited about Spring



Are you getting excited about spring? Take advantage of this time of renewal and increased energy to plan events or participate in activities that cause you to look forward, create healthy distractions from work stress, and give you more balance in your life. Whether it is indoor germinating of garden seeds prior to planting, getting rid of stored junk in a weekend garage sale, or arranging short getaway trips so you avoid last-minute planning and lost weekends that fly by, these spring “tune-up” activities will lift your mood and provide feelings of accomplishment you will be thankful for later.

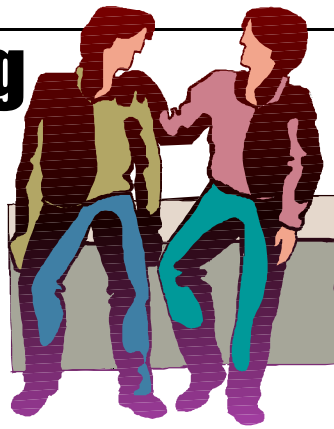
Eye Safety at Work



You are fortunate if have not experienced an eye injury. Unfortunately, 2,000 employees in the U.S. injure their eyes *every day*, with 10–20% of these injuries resulting in temporary or permanent vision loss. Nine out of 10 of these injuries could have been prevented with proper eye protection. Most employees don’t have objections to wearing safety equipment. Instead, one of the most common reasons cited is, “I didn’t think eye protection was needed.” Here’s a prevention tip: When the fleeting thought crosses your mind about whether the activity you are about to engage in requires eye-safety equipment, you probably need to go get it.

Source: PreventBlindness.org: www.tiny.cc/prevent-blindness

Recommending Counseling to a Friend



If a friend approached you with a serious personal problem, would you know how to encourage him or her to get counseling? How you respond could make a difference in whether personal problems continue or your friend takes the steps to get help. The most important role you play is that of listener, not “answer giver.” If you quickly offer advice, you may frustrate the important need your friend has to feel heard. Listening and asking questions creates a natural pathway and discussion of possible solutions. This is not professional counseling, and you are not trying to fix your friend’s problems. Be careful not to encourage your friend to become dependent on you for ongoing and open-ended “processing” of the problem. This can contribute to personal problems growing worse. You may feel gratified by your friend opening up to you, but avoid putting your need for feeling special ahead of your friend’s need for a trusted source of help. Do you feel stuck with a friend who won’t get help and with whom you have developed an “on-call” relationship? If so, speak with a professional counselor so you learn how to step out of this role and facilitate your friend’s seeking effective help.

Crime Prevention Tips Worth Trying



Local law enforcement websites often have the best crime prevention tips. The most “tip-rich” sites are in cities and towns where crime is especially high. Visit the website of your local law enforcement agency to learn crime prevention tips tailored to your area. Here are a couple of ideas from experienced police officers that you might not have considered: 1) Always deadbolt the door leading from your garage into your home. Many people leave this door unlocked when they go to work, thinking the garage door is enough of a deterrent. This is precisely what many burglars count on. 2) When you are home and gardening in your yard this spring, keep your home locked. Your presence either in the backyard or front yard is not enough to deter someone from entering your home from the opposite side. It may even signal that your home is an easier target. The first stop for the thief is usually the kitchen/dinette area. The goal is your wallet or purse.

Source: City of Long Beach, California: www.tiny.cc/stopping-crime

Complacency: Relaxing with the Risk



Complacency is “a feeling of quiet pleasure or security, often while unaware of some potential danger, defect, or the like.”¹ Safety experts worry about complacency. It has a never-ending role in the cause of on-the-job accidents. Jobs that require routine inspection of vital parts or mechanisms to spot deficiencies, which almost never happen, are prone to making workers become complacent (e.g., checking for loose bolts on an airplane wing). Becoming complacent is a natural experience. This makes complacency stealthy and treacherous. Have you become complacent in some area of your life? Here’s how to spot it soon and intervene before the “big one” happens. Ask yourself: 1) Are you ignoring the “approved” method or reducing your standards of safety regarding some activity? 2) Have you lost interest in being proficient at what you are supposed to be doing to prevent a mishap? 3) Have you become bored with the routine? (Boredom finds relief in complacency.) 4) Are you becoming satisfied with “good enough?”

¹Dictionary.com

Participating in Your Next Review



At your next performance review meeting, bring three lists: 1) areas in which you performed well, 2) areas where you have shown recent improvement, and 3) areas where you need to improve your performance. Be prepared to explain each of the items and what you are planning with regard to the list of needed improvements. You will instantly appear more forthcoming and proactive. You may discover reviews are less stressful if you can share this information first, especially on issues needing improvement.