



The Lex Line

Your EAP Newsletter provided by The Lexington Group

Working Under Pressure

The first reaction most people have to working under pressure is dread. We've all been there, caught between a rock and a hard place with the need to deliver.

There are definitely individuals who can work under pressure quite well. Some thrive on it. The ability to work under pressure is a learned skill that has one overarching goal: Relief from feeling overwhelmed so you can focus and engage the work efficiently.

Avoid obsessing over the large task at hand. Instead, break it into parts and give each part a mini-deadline. Use clocks, timers, or other devices to keep yourself moving and on track, but decide the most critical chunk of work you must do first. Always start with what's urgent and important. Schedule short breaks at specific times, even if they

are only five minutes. Eliminate all potential distractions. Not doing so will ratchet up the pressure. View high-pressure work as a challenge. Beat a deadline. Tap into your competitive spirit. Take steps in the future to avoid procrastination, if it played a role. Learn about yourself under pressure and how you respond to it, make adjustments and watch your efficiency increase and your stress plummet.

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Fatigue is a result of prolonged mental or physical exertion; it can affect people's performance and impair their mental alertness.

This leads to dangerous errors, accidents, and losses. With long hours, little sleep, and skimpy nutrition, you can easily experience fatigue. Symptoms can also include lack of motivation and energy. When fatigued, your body gives signals to quit. Pay attention to them. It's time to unplug, rest, and rejuvenate when these symptoms appear:

- 1) Inability to concentrate
- 2) Fluctuating emotions, especially irritability
- 3) Conversational forgetfulness —people may speak, and moments later, you won't recall what they said.
- 4) Incidences of dizziness, clumsiness, forgetfulness, and misplacing things
- 5) Increasing comments such as, "You look sad." Research has shown "looking sad" is the key observation by others of those who are fatigued.
- 6) 6) Appearances of skin irritations and acne may appear

When you are fatigued, focus on "S.N.S." — increase *sleep*, improve *nutrition*, lower your *stress*. See your doctor or contact your EAP if fatigue is frequent to receive clinical assessment and referral as to its cause.

Opioid Addiction

New research shows 75% of employers have workers affected by struggles with opioids. 30% of workers have family members with opioid misuse and addiction problems, 30% of employers have employees who have missed work due to opioids, 22% of employees experience impaired performance due to opioids, 18% of employers say they have had employees arrested, and 8% claim to have employees who have overdosed. Given these impacts, it is likely coworkers are the first to know. If you encounter a coworker struggling with opioids let your them know you are concerned for their health. Always recommend professional help for the employee, whether that be their Employee Assistance Program or another source of help like a counseling hotline. Expect your offer of help to be declined at first. However, stay tuned, be available, and they may reach-out to you.

Water Safety Summer Tips

Keeping young children safe around water this summer is a fulltime job. Be sure to teach them to swim, and never leave young children alone. In large swim areas, even under the watchful eye of trained lifeguards, keep a close eye, especially if children are playing near "the

deep end." The more people in a swim area, the more vigilant you must be. No one can watch your child as well as you can. Risk increases with larger numbers; although rare, missed drownings and close calls do occur.

