

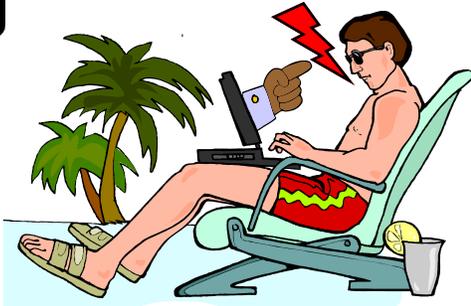
# FrontLine Employee

Wellness, Productivity, & You!

City of Saskatoon Employee & Family Assistance Program 306-975-3327

## Learning to Relax

**D**o you interfere with your ability to relax without knowing it? Consider the following: 1) You combine attempts to relax with work-related activities. 2) You feel guilty when you are trying to relax. 3) You feel annoyed by family members who want you to participate in relaxation events with them. 4) You feel unproductive, bored, or fidgety when you try to relax. 5) You often quit early when participating in any relaxation period or event. 6) When you relax, you do so with office work by your side. 7) Work feels rewarding, and the idea of needing to relax feels imposing. If you answered “yes” to at least three of these questions, consider understanding more about the need to include meaningful relaxation in your life.



## Check Your Tech-Etiquette

**H**ow's your cell phone etiquette? Ninety percent of people surveyed by Intel insisted serious improvement is needed in people's technology manners. Rule #1 is being aware of your use of technology when you are around others. Be *with them*, not the technology. Nearly all cell phone etiquette tips flow from this adage. We learn to keep elbows off the table growing up. Is it time to begin to instill text, chat, and snap manners? For a list of technology social issues and etiquette advice, try <http://www.emilypost.com/technology>. Source: [www.etiquettedaily.com](http://www.etiquettedaily.com) (search “Intel Study”)



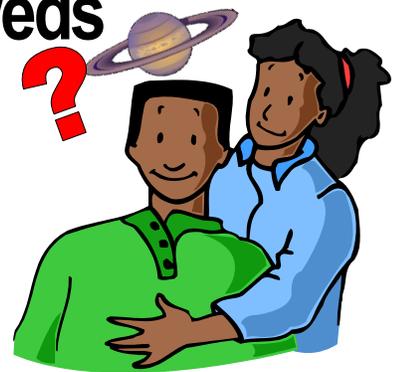
## Cybersecurity and You

**T**he data breach of 40 million consumer credit cards at Target Corporation highlights the growing problem of cybercrime. Cybercriminals don't use manual guesses to discover your login info and password. They use computer programs. Trustwave, a company that consults on cybersecurity, says the most commonly stolen passwords are the ones that are easily guessed. Hackers also recently stole 2 million website -in credentials at Facebook, Google, and Twitter. Most stolen records had really easy passwords, like 123456. Are you using a simple, easy-to-crack password? Don't! Source: [Trustwave.com](http://Trustwave.com)

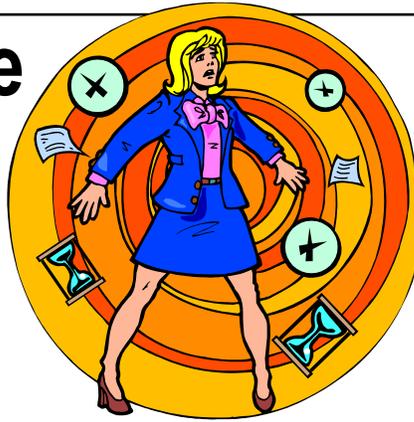


## Can Newlyweds Predict the Future?

**N**ewlyweds may know at a gut level whether they'll be happily married in the future. Researchers surveyed 135 couples to discover their “gut level” responses to questions that revealed their underlying feelings about each other. In many cases these views differed from the more glowing view and beliefs they shared with others. Research sought to discover which beliefs better predicted marital happiness. Gut-level belief won out as being a better predictor of future marital happiness. The message is: trust your gut. Consider relationship counseling early when it may be more effective if your gut tells you issues are on the horizon. Source: <http://news.fsu.edu> (search: “newlyweds”)



# How to Make a Decision



**S**ince decisions can have life-changing consequences, it's worth studying the mechanics of how to make a good one. There's lots of advice out there, but most tough decision making involves common "pieces" in the process. They include weighing the information and the choices, examining potential outcomes, paying attention to your feelings and your instincts as you go through the process, and stepping away from the pressure or urgency (if possible) to ensure that it is not interfering with making a good choice. To gain better control over information, pressure, choices, and risks, give each element its own mini-examination. Focus on information, what's known, and what else can be known. Focus on choices. Consider their outcomes—expected and unexpected, short term and long term—and the risks and value of each choice. Consider feelings and what they're telling you. Ask whether this decision can or should be delayed, or whether it's best to decide now. If all these steps still have you stumped, try the following exercise. Fill in the blank: "If I *did know* what I should do, it would be \_\_\_\_\_." Engaging in this mental prompt exercise can tap into a deeper awareness of what the decision should be. Deep down, you may really know. Try this free online decision-making program at [www.helpmydecision.com](http://www.helpmydecision.com). You'll become a decision-making wiz, have fun, and see the decision-making process in action.

# Staying Safe: Practice Situational Awareness



**S**ituational awareness refers to staying aware of your surroundings to avoid becoming a victim of a "crime of opportunity." Dropping a child off at school, walking in a parking garage, or carrying purchases to your car can present an opportunity for a mugging, robbery, assault, theft, or carjacking. Your intuition and senses are your best tools for perceiving threats so you can act decisively should danger present itself. Police officers are trained in situational awareness, and like them, you can participate in exercises to increase your situational awareness skills. Take a few moments each day to notice details relating to people and things in your environment that typically escape your attention. Over time, this can improve your ability to naturally be more observant, thereby reducing your risk of becoming a victim of a crime of opportunity.

# Sure-Fire New Year's Resolution Tip

How's It Going?!!



**O**ne university study found 45 percent of people attempt New Year's resolutions, but only 8 percent achieve their goal.\* The most powerful strategy to help ensure success is using fear of confrontation by others if you don't succeed. You're hardwired to respond to pain and fear and avoid these threats to a greater degree than you are motivated by a pleasurable vision of success. Both are useful, but together they supercharge motivation. The proof of this assertion lies in any resistance you may feel this minute just thinking about it. If failure is not an option, here's the way to go: Identify 10 to 20 people (not family members) you know who won't let you off the hook. Commit to the goal in writing and distribute a copy to each person, being sure to include a completion date. Now you're motivated! (\*StatisticBrain.com)

# Getting Along with Your Coworker

**D**oes a fresh start in 2016 with a coworker with whom you were in conflict in 2015 sound like a good idea? Repairing the relationship may improve your mood, bring workplace fun back, and prevent you from going home feeling tired and tense. Being straightforward and admitting it's your fault is the most powerful fix-up strategy, along with expressing the desire to start over. Before rejecting this idea, realize most conflicts are fueled by both parties. Admitting fault can "reboot" your relationship. You may get an almost immediate reciprocation with instant relief—you will both feel as though you're freed from a cloud of tension. When you do this, you'll need to be sincere and not allude to your coworker's contribution to the problem. Implementing this idea may have you looking forward to a better year.



# Stopping Workplace HARASSMENT . . .

**H**as your workplace behavior ever crossed the line into workplace harassment? The answer may surprise you. When most people think of workplace harassment, they usually imagine behavior associated with sexual harassment because it is easily recognized as unacceptable, and it has received widespread attention in the media and the courts. But there are other forms of harassment, and some are just as serious. For the average employee, the real danger is harassing a coworker without even being aware of it.

## What Is Workplace Harassment?

Workplace harassment is any inappropriate conduct, comment, display, action or gesture. Harassment can be a series of behaviours over a period of time, or a single serious incident that has lasting harmful effects.

Harassment is a form of discrimination that violates people's human rights and dignity and creates a hostile, unproductive work environment. Every employee has the right to a workplace free of harassment, just as every employee has the responsibility to ensure harassment does not occur.

(With permission from the Publisher of WorkExcel.com, the original definition has been replaced to reflect the City of Saskatoon's Workplace Harassment Policy A04-016.)

## A Key Myth to Dispel

None of us think of ourselves as the type of person who would harass someone. And the truth is that most of us wouldn't—knowingly. The great myth of harassment is that it's a consciously malicious act. More often, however, harassment stems from common human failings like a lack of consideration or empathy, ignorance of acceptable boundaries, difficulties with impulsive behavior, or simple thoughtlessness spurred on by our biases or personal problems.

## Understand Individual Boundaries

A little good natured fun to one person may be offensive to another. No matter how well you know your coworkers or consider them friends, you have one thing in common—a

paycheck. This unavoidably influences relationships and it must deepen your thinking about how you act on the job. Friends at work do not equate to college roommates, frat brothers, or the ol' gang at high school, no matter how much we wish they did.

Our increasingly diverse culture has made it very difficult for us to judge someone's religion, national origin, and background based on appearances alone. This makes it difficult to be sure when you're on safe ground with anyone you don't know very well.

Be careful not to substitute what you think should be "okay" for what a coworker thinks is "not okay" behavior. Even ethnic jokes about your own background may cause offense to someone with a similar background.

As a rule, gauge your comments in mixed company. Avoid negative comments or jokes that broadly generalize any particular group. If you say something that seems to make a coworker uncomfortable, find a private area and ask sincerely if you've unknowingly caused offense.

It's okay to say you messed up, so clear the air. Mistakes, slips of the tongue, and other faux pas happen. The key to resolving these mistakes is direct communication with your coworkers.

## Types of Harassment

Almost all harassment has one thing in common—unwanted behavior. This requires you to practice self- and other-awareness skills so you can make judgments about whether something you are doing is inappropriate or unwanted. To be on the safe side follow this rule: *"If someone says your behavior is offensive or unwanted, stop it. And don't do it again."*



## "No" and "Don't" Mean "No" and "Don't"

Don't interpret a request to stop an offensive or unwanted behavior to mean that you can repeat the behavior later or do it again in a different way. Accept a "no" or a "don't" for what it means without reinterpreting it to meet your needs or desires. Accept the boundaries others want you to recognize and respect.

## Harassment vs. Offensive Behavior

Although good manners and civility are the general expectations in the workplace, it's important to note that any behavior that is rude, obnoxious, or offensive isn't automatically harassment. Harassment defames or attacks the reputation, and in general, is any form of behavior that is unjust and repetitive and makes someone feel humiliated (the behavior puts him/her down), offended, or intimidated.

How can you avoid harassment? Practice being polite, thoughtful, sensitive, and empathetic toward coworkers. It's an effective and practical way to avoid creating a hostile work environment. It probably won't hurt your reputation, either. ■

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**EFAP Office has moved to  
#310 820 51st Street (Northstar Business Centre)**

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**Upcoming Meetings**

- The next **EFAP Peer Advisor meeting** - January 13, 2016.  
Location - Avenue P Greenhouse.
- The next **EFAP Admin Committee meeting** - TBD.  
Location - EFAP Office.
- The next **EFAP Board of Directors meeting** - March 17/16.  
Location - Saskatoon Light & Power (Brand Road)

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**EFAP Board of Directors Meetings for 2016:**

March 17  
June 16                  September 15  
December 15

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**Peer Advisor Meetings for 2016:**

January 13	February 10
March 9	April 13
May 11	June 8
July 13	August (no mtg)
September 7	October 12

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**To access counselling services, please call the counselling agency directly to book your appointment. The contracted agencies are:**

Broadway Counselling & Therapy— 306-653-3232  
Crossroads Therapeutic Solutions— 306-665-6661  
Family Counselling Centre— 306-652-3121  
Penney Murphy & Associates— 306-242-1010  
Professional Counselling and Associates— 306-934-5898  
Professional Psychologists and Counsellors—306-664-0000

*If you have any questions or would like Maria to recommend a counsellor  
please call the EFAP office at 306-975-3327*

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