

Working With EASE



EASE, your employee assistance program, is a free and confidential counseling service which provides:

- 24 hour a day access to licensed counselors at: 800.654.9778.
- Free individual, couples or family counseling for employees and their dependents.
- Information and resources on our Web site: www.easeap.com.



Coping with ADHD in the Workplace

Employees with Attention Deficit Hyperactivity Disorder (ADHD) face tougher challenges than most people regarding time management, meeting deadlines, and avoiding distractions. But don't fall for misconceptions about workplace productivity always being less than other employees. Kinkos, Jet Blue, and Charles Schwab were all started by CEOs with ADHD. If you have a coworker with ADHD, ask how you can be supportive, but also ask for tips. You may quickly learn secrets for increasing your own productivity. This is because structure and managing one's work habits differently contribute to improved performance while reducing the frustration of living with ADHD. These improved efficiencies include prioritizing, writing things down, establishing reminder systems, scheduling, time management tactics, creating systems that automatically keep projects on task, and more. See suggestions for improving workplace efficiency at tiny.cc/adhd-fix.

Approaching Your Supervisor with Concerns

Managers frequently complain that employees don't come to them soon enough with important concerns. Overcome this challenge and you will experience less stress, will solve small problems before they become big ones, and will be happier with your supervisor. You'll also help prevent workplace negativity. Know the best times to meet with your supervisor, rehearse your talking points before you go, and show your professionalism by staying calm, being patient, and remaining unemotional as you solve problems together.

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.

How to Feel Empowered at Work

Feeling empowered at work produces more self-confidence, stamina, and a sense of purpose, feelings of control, and a willingness to perform at your best. How businesses can empower workers is a popular area of research with hundreds of studies having been and being conducted. The University of Iowa’s Tippett College of Business recently announced their review of 140 of them! Their goal was to identify factors that contribute to helping employees feel empowered on the job. Factors identified include autonomy in making decisions in one’s position, good pay, feeling valued and recognized for what you do, having training opportunities, having a manager who inspires and supports you, and participating in challenging and rewarding work. You may not experience every one of these factors in your position at all times, but you can still take initiative to help bring many of them about. Can you see how better or more frequent communication and improved relationships can help you facilitate experiencing empowerment in your job? Asking, proposing, or negotiating for improvements or enhancements in your position can play a key role in feeling empowered. Request assignments to help you feel more valued in what you do. Seek opportunities for more training. Volunteer for challenging assignments. Meet with your supervisor to discuss improving your communication, keeping in mind your career needs, and complementing your ambitions with meaningful assignments. Don’t wait for empowerment to find you, instead seek it out. Press Release: University of Iowa - tiny.cc/empowered-worker.

Helping Your Teenager Find a Summer Job

If you’re a parent, you probably already know it’s hard for teens to find summer employment. The following tips for your teen can improve his or her chances of getting a summer job: 1) Tell every adult you come in contact with that you’re looking for a job. 2) Be neat when completing applications. Use proper spelling, punctuation, and capitalization. Don’t list odd email addresses. 3) Keep voicemail and your home answer machine recording professional. 4) Practice interviewing with your parents. 5) Demonstrate your enthusiastic willingness to do even menial tasks. 6) Memorize three fantastic traits you’ll bring to the job, and share them during interviews. 7) Use a firm handshake with a look straight in the eye.

Men and Women and Communication

Research from a recent university study suggests that men and women truly think differently. Men are more likely to see things in black and white whereas women tend to think in shades of gray. Keeping this information in mind has advantages and can help you reshape everyday exchanges to make them more effective. Are you ready for an experiment to cut down on misunderstandings? Men: To communicate more effectively, try expounding on your thoughts, process more, and remain open-minded. Women: Try presenting the main issue or argument and reduce details requiring discussion and processing. Notice the effect on your coworkers. Could tweaking communication to reflect current findings on how men and women communicate increase harmony and productivity in the workplace? You be the judge. Read about the study: tiny.cc/men-women2.



The logo for EASE, featuring the word "ease" in a light blue, lowercase, sans-serif font with a slight shadow effect.