

Road In?”
Personal Wellness and
How It
Affects Job Performance

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What Impacts your Work Performance

- Environment
- Education
- YOU!!!



Enviroment

- People

- Co-workers

- Customers

- Managers


Did you eat
an extra bowl
of stupid
this
morning?





Interruptions


- Quiz




- 1. Taking control of your interruptions can increase your productivity by 25%

- True


- False

- 
- It is efficient to check your e-mail every time you get a message
 - True
 - False




- You should always work with your office door open

- True
- False




- If part of your job deals with discussing items with other people you should schedule specific times to do that.

- True
- False




- Stand up to talk to someone when they are coming into your space uninvited.

- True
- false




- If someone says they have something important to discuss with you, you should ask them to wait a few minutes and you'll meet them in a private area.

- True
- False




- Arrange your area so you don't have traffic in your work space that doesn't need to be there

- True
- False




- Have a specific area where staff can go to visit

- True
- False



- If someone with a problem or question comes to your desk you should ignore them

- True
- False



- Always answer the phone even if you are working on something very important

- True
- False



Education

- What you know and what you need to know
 - Structured Education
 - Workplace Education
 - Critical Thinking Skills



Structured Education

- Classes
- Degrees
- Certifications
- Continuing Education
- Workshops
- Inservices



Workplace Education

- On the job Education
- Co-workers
- Managers
- Healthcare/Hospital Systems
- What our value is in the organization



Critical Thinking Skills

- Putting it all Together
- Time Management



YOU

- Attitude
- Sleep Patterns
- Stress
- Nutrition
- Physical Ability
- Mental Well Being



Small changes Make an Impact





Attitude

- Smile



**Rain Rain
Go Away
and you
Go Too**



Sleep Patterns

- 8 hours is recommended

I'm out of bed and
I made it to the keyboard.
What more do you want?






Stress

- Breathe Deeply
- Relax
- Identify stressors




What Do You Know About Stress

- What gland in your body is responsible for the stress response?
 - Lymph node
 - Pituitary gland
 - Thyroid gland
 - All of the above




- Acute stress is the most common cause of stress

- True
- False




- Which of the items listed is a symptom of acute stress


- Heartburn
- Diarrhea
- Sweaty palms
- Dizziness
- All of the above



- Chronic stress is the stress that wears at you day after day


- True
- False

- 
- Which of the following is an example of chronic stress
 - Dissatisfaction at work
 - Ongoing problems with a co-worker
 - Unhappy home life
 - All of the above



- Stress can affect the following-

- Work performance
- Attention to detail
- Relationships
- All of the above



- What is an effective way for you to deal with stress

- Meditation

- Exercise

- Talking with others

- _____

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*A friend will always tell you
exactly what she thinks!
So I guess that makes me
friends with everybody.*



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Nutrition

- Make breakfast count
- Sample the fruits of the sea
- Eat one extra fruit or vegetable a day



Physical Ability

- Give yourself a lift



Mental Well Being

- Being Balanced
 - Count your blessings



Someday
I want to
be
perfect;
until then
I'll be
happy being
INCREDIBLE !!

HIPPYKAT
KREATIONS®



Employee Assistance Programs

- 1917
- Most begin 1940's
- Growth in the 1970's
- 1972 Grants in NY
- R. M. Macy Co.
- Northern State Power Company



Employee Assistance Programs

- Why are they offered?
- Who uses the programs
- Why do employees use the programs?

Why are EAP offered?

- Problems that affect work performance
 - Ethical
 - quality
- Substance Abuse
- Safe working environment
- Emotional distress
- Major life events
- Health care concerns
- Financial or legal concerns
- Relationship issues
- Work relationships
- Aging parents



Who Uses EAP

- Employees
 - Employee families
 - Household members
- Benefits to Employers
 - Lower medical costs
 - Lower absenteeism
 - Higher employee productivity
 - Higher employee morale
 - Reduces turnover
 - Decreased workplace violence



Why do Employees Use EAP's

- Free
- Confidential
- Past use
- Employer referrals
- Co-worker referrals



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