

Working Solutions

Aim For A Healthy Weight

Our genes affect our tendency to gain weight. A tendency to gain weight is increased when food is plentiful and when we use equipment and vehicles to save time and energy. However, it is possible to manage your weight through balancing the calories you eat with your physical activity choices.

To make it easier to manage your weight, make long-term changes in your eating behavior and physical activity. To do this, build a healthy base and make sensible choices. Choose a healthful assortment of foods that includes vegetables, fruits, grains (especially whole grains), skim milk, and fish, lean meat, poultry, or beans. Choose foods that are low in fat and added sugars most of the time. Whatever the food, eat a sensible portion size.

Try to be more active throughout the day. It is recommended that all adults get at least 30 minutes of moderate physical activity most or preferably all days of the week. To maintain a healthy weight after weight loss, adults will likely need to do more than 30 minutes of moderate physical activity daily. Over time, even a small decrease in calories eaten and a small increase in physical activity can keep you from gaining weight or help you lose weight.

Choose sensible portion sizes

- Check product labels to learn how much food is considered to be a serving, and how many calories, grams of fat, and so forth are in the food. Many items sold as single portions actually provide 2 servings or more. Examples include a 20-ounce container of soft drink, a 12-ounce steak, a 3-ounce bag of chips, and a large bagel.
- If you're eating out, choose small portion sizes, share an entree with a friend, or take part of the food home (if you can chill it right away).
- Be especially careful to limit portion size of foods high in calories, such as cookies, cakes, other sweets, French fries, and fats, oils, and spreads.

(Continued on the next page.)

Important Note: Information in Working Solutions is for general information only and is not intended to replace the counsel or advice of a qualified health professional. Call Alliance Work Partners at 800-343-3822 for more information.



**“Choose
physical
activities
that
fit
in
with
your
daily
routine”**

The carbohydrates, fats, and proteins in food supply energy, which is measured in calories. High-fat foods contain more calories than the same amount of other foods, so they can make it difficult for you to avoid excess calories. However, low fat doesn't always mean low calorie. Sometimes extra sugars are added to low-fat muffins or desserts, for example, and they may be just as high in calories.

Your pattern of eating may be important. Snacks and meals eaten away from home provide a large part of daily calories for many people. Choose them wisely. Try fruits, vegetables, whole grain foods, or a cup of low-fat milk or yogurt for a snack. When eating out, choose small portions of foods. If you choose fish, poultry, or lean meat, ask that it be grilled rather than fried.

Like younger adults, overweight and obese older adults may improve their health by losing weight. The guidance of a health care provider is recommended, especially for obese children and older adults. Since older people tend to lose muscle mass, regular physical activity is a valuable part of a weight-loss plan. Building or maintaining muscle helps keep older adults active and reduces their risk of falls and fractures. Staying active throughout your adult years helps maintain muscle mass and bone strength for your later years.



If you need to lose weight, do so gradually.

If you are overweight, loss of 5 to 15 percent of your body weight may improve your health, ability to function, and quality of life. Aim to lose about 10 percent of your weight over about 6 months. This would be 20 pounds of weight loss for someone who weighs 200 pounds. Loss of 1/2 to 2 pounds per week is usually safe. Even if you have regained weight in the past, it's worthwhile to try again.

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Older people need to be physically active too.

Older persons also need to be physically active. Engage in moderate physical activity for at least 30 minutes most days of the week, preferably daily, and taking part in activities to strengthen muscles and to improve flexibility. Staying strong and flexible can reduce your risk of falling and breaking bones, preserve muscle, and improve your ability to live independently. Lifting small weights and carrying groceries are two ways to include strength building into your routine.



Advice for Today

- * Engage in at least 30 minutes (adults) or 60 minutes (children) of moderate physical activity most, preferably all, days of the week.
- * Become physically active if you are inactive.
- * Maintain or increase physical activity if you are already active.
- * Stay active throughout your life.
- * Help children get at least 60 minutes of physical activity daily.
- * Choose physical activities that fit in with your daily routine, or choose recreational or structured exercise programs, or both.
- * Consult your health care provider before starting a new vigorous physical activity plan if you have a chronic health problem, or if you are over 40 (men) or 50 (women). Source: U.S. Department of Health and Human Services (HHS). (2000). Be physically active each day. In Aim for fitness. Retrieved October 2, 2006 from <http://www.health.gov>



Give 10 Minute Breaks More Respect



Ten-minute breaks need more respect. They can be powerful recovery periods for managing stress. Don't head for the staff kitchen or a coworker's cubicle on break! You'll shortchange the

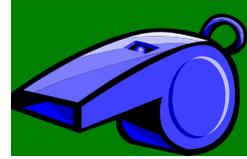
health benefits. Complete detachment is what you're shooting for. If possible, leave your cell phone, pager, and BlackBerry behind. Try a quick walk, go to the lounge on another floor, or head around the corner and sit on a bench. The complete shift in focus is what maximizes these mini-rejuvenators. ■



Addiction: Focus on Responsibility Not Blame

If you are determined to play an influential role in motivating an alcoholic in your family or circle of friends to consider treatment this year, what major shift in your thinking must you make to increase the likelihood that you (and this person) will be successful? Those who have been successful at this task usually have one common denominator: They made the switch from blame to "burden." They took the focus off the alcohol, cutting back, controlling consumption, guilt-tripping the drinking, and manipulation, and placed absolute responsibility on the patient for entering treatment. When friends and family make this decision, cover-up and enabling dramatically decrease, and the effect of consequences of drinking-related behavior on the alcoholic dramatically increases. This process increases the likelihood of an incidental crisis producing a strong sense of urgency to consider any means to permanently stop the alcohol and/or drug use. Effective treatment is the only answer, of course. Would you like to learn more about the process of employing leverage and influence in alcoholic relationships? Your EAP or a specialist in intervention can help. ■

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Workplace Coaching: Tips for The Coached

Workplace coaching is the art of improving the performance of others. It's a hot topic in management. And supervisors who do it well are in high demand. Less discussed is how to be a good recipient of coaching. That might be you, the coachee. It's an art, too. These coachee skills will get you where you're going faster: 1) Continually assess your skills and abilities to determine what they should be to match your future goals. 2) Know how to ask effective questions, the answers to which will pull you up the career ladder (versus waiting for your supervisor coach to push you up the rungs). 3) See yourself as a "business" with your supervisor as a partner. This will keep you focused on the "whole you" as a developing employee rather than an employee who is missing some skills and experiences. ■

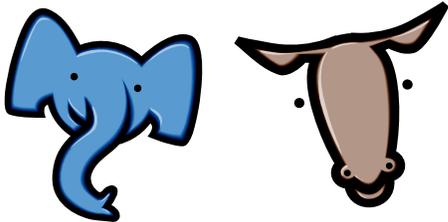


Your Performance: Exceeding Standard and Knowing It

Everyone enjoys that coveted prize on their performance review, the outstanding performance rating (also known as "exceeds standard"). Do you have a solid understanding with your supervisor about how to get it if this hasn't been sufficiently described? Or are your fingers crossed each year just before your review? Most employees don't ask, "Can we discuss criteria for "outstanding performance"? To get that top rating, discussion of it is required. Define it with specifics so you can work toward it all year. ■

Your New Coworker: Will You Get Along?

The new hire has become your coworker. Will you get along? Here is what you can do (or not do) that will stack in favor of things going well: 1) Realize that first impressions count for you as much as for the new coworker, so act quickly to welcome this person into the fold. 2) Take the lead and dismiss the thought that others will judge your kindness as resulting from ulterior motives. 3) Don't "helicopter" your new coworker, giving too much information and not enough space; allow him or her to get used to the new environment. 4) Value differences because there will be some. Consider how those differences will positively help the work unit. 5) Avoid asking personal questions early on, such as "why did you leave your last job?" or "where do you live?" ■



Protocols for Political Talk and Workplace Productivity

According to a 2007 survey by Vault (a career information and research firm), 66% of respondents say that their coworkers discuss politics at work, while 46% have witnessed a political argument at the office. If you're talking high-spirited politics, here are a few rules to help keep your office productive and harmonious. Remember that a particular political viewpoint is a set of ideas and has no bearing on an

individual's integrity or intelligence. Never allow political disagreements to become personal. Always take care to avoid inflammatory language, personal insults, and sweeping generalizations. Allow your sensibilities to be guided by basic courtesy. A good rule of thumb is to follow the same conversational etiquette that you would follow if you were a dinner guest in your coworker's home. ■



Don't Burn Bridges If You Resign

Sure, it may have been pretty tough these past several years, but don't use that as a reason to burn bridges with your employer or to lose your professional cool when you resign. It may be a tempting idea to watch how it's done on television "in style," but in real life leaving in a huff doesn't work well, and you'll have a sour taste in your mouth when it's over. When you burn bridges, the one who ends up regretting it is you. You may know more people at work than anywhere else in your life. You risk losing these relationships when you burn bridges because these employees, whose paychecks are tied to the employer, are not likely to align themselves with your ire. You could lose a herd of help and great connections you may want down the road. The EAP will help you deal with the stress of separation. That includes anger that might be coming out now and perhaps the attention you're likely to get when everyone finds out. For some employees, it's difficult to accept attention and demonstrating anger is a good way to prevent it. ■

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Your EAP is designed to help you deal with life stresses and a variety of personal challenges. For confidential services offered at no cost to all employees and their families, please call:

Alliance
work partners

Toll Free (800) 343-3822
TDD (800) 448-1823
Teen Line (800) 334-8336 (TEEN)
E-mail: eap@alliancewp.com
Web: www.alliancewp.com

Alliance Work Partners is a professional service of Workers Assistance Program, Inc.



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