

Spring Cleaning: Cleaning Out the Clutter



Spring cleaning is a traditional ritual of getting the springtime season off to a good start by removing clutter from the house. It not only marks the start of spring, but also the end of a winter's hibernation indoors and the beginning of a more active time of year. Clutter can be a chronic source of stress. The stress of being surrounded by clutter often

isn't realized until the clutter is removed and we feel the relief of being clutter free. Removing clutter from your life involves more than just tidying up and organizing your living space. It also consists of getting rid of the unnecessary components that clutter up your social activities and professional life, and moving on to a healthier, more liberated state of being.

Keep your eyes open for creative ways to contain clutter. Be only as organized as you NEED to be. This means establishing a workable system for yourself that you know you can follow for a long time. Remember that being organized is an ongoing process, not an end result. Tackle those paper piles and cluttered areas ten to twenty minutes a day until you finally see light under all those stacks. It will get done, and just think of the sense of accomplishment you'll feel every day as you do just a little bit more to contain or eliminate the clutter in your life.

Cleaning clutter from your mind and environment can reduce stress and help you to gain a more balanced life. Once you have set up a system to remove clutter from your life, commit to maintaining it. You can do it! You will be rewarded by finding more time to spend on the things that are really important to you and your family. Clutter-free space, whether at home or at work, promotes a sense of calm, an increased ability to focus and concentrate and a sense of accomplishment, as we stick with our commitment to "keep it simple."

Your home should be a refuge from stress, not a source of stress! To find out more about relieving stress from your life, call *AssistNOW*, at 216.431-4140 or 1.800.840.4654.

Ten Top Ways to Organize and Simplify Your Life

1. **Less Is More:** It is more important to have a few nice things that you truly enjoy, than just to have lots of stuff.
2. **Consolidate Credit Cards:** Most stores take Visa, MasterCard and American Express. Pay off your other cards, and in the future, use only one or two of the major credit cards.
3. **Don't Buy Dry Clean Only Clothes.** You will spend less time and money at the cleaners by buying nice washable clothes.
4. **Screen Your Calls.** Let your answering machine take all your phone calls, and return calls on your time.
5. **Don't Sweat the Small Stuff.** Don't allow small trivial matters to aggravate you.
6. **Get Help.** Don't try to do everything yourself. Delegate to your family members or staff.
7. **Don't Try to Remember Everything:** There is no need to store it in your memory. Write it down!
8. **Watch TV On Your Terms:** Record your favorite programs and watch them on your terms -- without all the commercials.
9. **Don't Over-Schedule Your Children:** Too many activities can cause them strain.
10. **Plan Each Day:** Spend ten minutes each night, planning for tomorrow. By doing this, you will be focused and ready to take on the world each morning.

ABOUT THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

What are some of the most frequently asked questions about *AssistNOW*, the EAP Division of Recovery Resources?

What does it really do and how can it help you? We'd like to take this opportunity to answer some of the most important questions people ask. Here they are:

What is an EAP?

It is a prepaid company benefit. The program is designed to help employees or their family members with a wide range of personal problems. Your organization has contracted with *AssistNOW*, the EAP Division of Recovery Resources, to provide this important benefit at no cost for up to three sessions. It's free to you and your family members!

What kinds of problems are there?

Problems include family conflict, substance abuse, marital/relationship issues, emotional distress, legal or financial difficulties, job related issues, child or eldercare concerns, gambling issues and stress.

Why do we have an employee assistance program?

Your company values you. It also knows that personal problems can affect the workplace. And it's cost effective! Having an EAP reduces absenteeism, health care costs and workers' compensation claims. Having an EAP also contributes to increased productivity. It's a win-win for everybody!

What about confidentiality?

Confidentiality is an inviolate rule of the program. If you come on your own, no one will ever know that you came to the EAP, unless you tell them yourself. When a supervisor refers an employee because of job performance problems, a release of information must be signed by the employee before the counselor can talk to the supervisor.

What can I expect when I call?

When you call our number, a brief intake will be conducted over the telephone and you will be offered an appointment to see a counselor at a time that is convenient for you. At that appointment, the counselor will gather information from you in what is called an assessment of the circumstance and will provide short-term counseling to address the situation. Included in this service is referral and linkage to other community resources as deemed necessary, to avoid future problems. A web-based service is also available that provides easy access to relevant and timely information on a wide array of work-life topics, including quick reference links to child and elder care referral sources, wellness assessments and activities, and articles of interest .

Take that first step--call an *AssistNOW* counselor at 216.431.4140. We can help you through the rough spots all of us face from time to time. These services can be accessed 24 hours a day, seven days a week.

EATING STRATEGIES FOR PERMANENT WEIGHT LOSS

Always eat breakfast in the morning. Start the day by eating breakfast--doing this will kick start your metabolism.

Eat five to six small meals a day. Your body will appreciate the continuous supply of energy throughout the day, and will burn up more of those calories than if you ate only one to two meals per day.

Never, ever starve yourself. Not only will you feel terrible, but you will also slow down your metabolism. Your body will start conserving calories (as fat) rather than burning them. In addition, when calories are too restricted, you're more likely to over eat later.

Focus on health and fitness, not weight. The number on the scale says nothing about your body composition or your health and fitness status. Look for improvements in your endurance, energy, blood pressure, strength and/or cholesterol levels as true measures of success.

Do strength training exercises two to three times a week. The more muscle you build, the faster your metabolism will be, and the more calories you'll burn while you sleep.

Find ways to move during the day. Try taking the stairs instead of the elevator. Park your car at the far end of the parking lot.



Remember,
for confidential assistance call:

AssistNOW

The EAP Division of
Recovery Resources

216.431.4140

1.800.840.4654