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# BHS A.S.S.I.S.T. MARCH NEWSLETTER



## KEEP A HEALTHY BALANCE IN YOUR BUSY LIFE

Work is an important part of life, but it shouldn't be your whole life. For your family's sake, and your own, strike a healthy balance between your career and your personal needs. Here are some tips:

- ▶ **Learn to shut work off.** These days you can do business practically anywhere, anytime. It can be a trap, so set a firm time of day to stop working and start concentrating on your family and other activities.
- ▶ **Focus on the "here and now."** When you're at your job, give it your full attention. When you stop, don't let its details or worries occupy your thoughts. This may take some practice, but teach yourself to be in the present at all times.
- ▶ **Find a good non-work activity.** If you have nothing to do after business ends, you'll have a hard time disengaging when it's time to stop. Find a hobby in which to immerse yourself. Or make an effort to devote your full attention to your family's needs, but even then, allot some personal time so you don't burn out on responsibility.
- ▶ **Don't let your occupation define your identity.** When you describe yourself to people, let your vocation be only one aspect of your self-portrait. That way, a setback in any one area won't be as damaging to your self-image, and you'll be less tempted to ignore other possibilities open to you.

If you struggle with finding the balance between your work and personal life, call your BHS Care Coordinator at 800-245-1150 to discuss how your EAP may be able help.

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**REMEMBER TO SPRING  
YOUR CLOCKS FORWARD  
DAYLIGHT SAVINGS TIME  
STARTS SUNDAY, MARCH 8TH**



## ADD SOME JOY TO YOUR DAY

If you're someone who has succumbed to the pressures of life and find yourself joylessly slogging through the daily grind, take heart! Try the following and see if they help add some spring in your faltering step.



### 1. Say "Hello"

Sometimes all it takes to lift the spirits is a little acknowledgement. So give some to get some! Say "Good morning" or "Hello" to a friendly looking stranger as you pass them and get greetings in return for an instant pick-me-up.

### 2. Do one random act of kindness each day

Like volunteer work, doing something for someone else can make you feel better about yourself. If you don't have time to participate in a local volunteer program, try the instant gratification of holding the door for people at a public place, helping someone in need cross the street, or paying for coffee or car tolls for a complete stranger. Fun!

### 3. Move your body

Tension builds up in your body. Let it out! Whether you opt to dance like crazy to your favorite song or just take the stairs instead of the elevator when you're leaving work, getting your heart rate up through movement releases stress and if you work hard enough, feel-good endorphins!

### 4. Look people in the eye

Next time you're at the grocery store checkout line or the coffee shop counter, look the person serving you in the eye, thank them and tell them to have a nice day. It's another easy way to feel better.

### 5. Breathe

You probably don't realize how often we hold or limit our breath. But if you take even 60 seconds to close your eyes and breathe deeply, you'll discover how much better everything feels when you've got fresh air running through your body.

### 6. Practice gratitude

Rather than focusing on the things that annoy you or that you don't have, take a moment to reflect on the

things you're grateful for. Better yet, thank the people in your life that contribute to that gratefulness. What comes around goes around and praise from people in your life feels great-even when you instigate it!

### 7. Pause for your kids, if you have them

Every parent struggles with taking care of business and giving their child or children the attention they need. While you may not be able to entirely tear yourself away from your responsibilities, next time your little one is asking you to watch his or her latest karate or monkey-bar move, put down your smartphone, the dishes, or whatever else you're doing, pay attention, and savor the moment. If you give yourself the chance, you'll not only feel joy over your adoration for your child, but also ward off the guilt you may experience after not giving your child quality time.

### 8. Smile

Happiness attracts happiness. Find reasons to smile and you're likely to get smiles and attention in return.

### 9. Be in the moment

Famed spiritual teacher Eckhart Tolle once gave the spectacular advice that when stressed out, pause and ask yourself if there is anything wrong *right now*. If the answer is no, which it usually is since we're often worrying about what happened before or what might happen later, you can revel in the peacefulness of the moment. Practice this regularly and you're likely to find lots of happiness in every day-not to mention the clarity of mind to enjoy life's simplest pleasures.

Source: Linda Irwin Professional Certified Coach

# LIVING ON A BUDGET: MAKING ENDS MEET



## **Budgeting will help:**

- ▶ Reveal wasteful spending
- ▶ Build healthy habits
- ▶ Eliminate financial stress
- ▶ Grow your savings
- ▶ Control your spending
- ▶ Accelerate your financial goals
- ▶ Create financial margin
- ▶ Encourage the family to save and pay attention to household expenses

## **Remember:**

Successful budgeting is more about self-control than about income. A lot of people spend more money than they earn, accumulating debt and adding financial burden that stresses their health and their relationships. If you are struggling with balancing your budget, you can call your BHS Care Coordinator at 800-254-1150 for community resources in your area.

If you are trying to reign in your expenses, consider trying the following budget tips:

### **Try cash only**

Does spending with a credit or debit card feel different than using cash? Some say it is more difficult for them to part with cash than to swipe the plastic. If this sounds familiar, try to use cash more often and you may find yourself spending less.

### **Look for ways to reduce your spending**

Each month look at one area of your spending and look for ways to save. For example: look at last month's grocery bills and challenge yourself to cut that by 5%, 10% or even 15% by using coupons, buying sale items and avoiding impulse purchases.

### **Budget your habits**

Your daily trip to the coffee shop or eating out for lunch every day can quickly add up. Consider buying a travel coffee mug and brewing your coffee at home. This small habit change could save you anywhere from \$30 - \$50 a month!

### **Must haves**

If after tightening your financial belt there is something you must have, let yourself get it. However, let yourself get it only after you have saved enough in other areas of your budget to pay for it in full.

### **Stay organized**

It is easy to get off track when you are unorganized. Stay organized by having a set time to sit down every week and review your budget and savings goals. By doing this weekly, you will be able to spot problem spending before you drain your budget.



## How well do you juggle? Stay sane when multi-tasking

Like it or not, multi-tasking seems to be the wave of the future. Technology, along with staffing cutbacks, is making it possible — and necessary — for everybody to do more than one job at a time. Instead of fighting it, remember that flexibility and higher productivity usually increase your employability. When multi-tasking, remember this basic advice:

### Get clear objectives.

Ask your manager how your different tasks will be measured. Find out what your deadlines are. Juggling too many projects indefinitely can lead to confusion and burnout.

### Focus on your core competency.

Multi-tasking may require you to learn new skills. Challenge is good, but don't lose track of what you already do best. Exercising your established skills will help you maintain self-confidence and minimize stress.

### Don't overdo it.

If you stretch yourself too thin with too many different tasks, you'll wear yourself out physically and mentally. Be aware of your limits, and apply some balance to stay sane.



### Apple Oat-Bran Muffins

#### Ingredients:

Canola or olive oil for oiling the muffin pan  
 2 large green cooking apples  
 2 cups whole-wheat pastry flour  
 1 cup unbleached white flour  
 1 ¼ cups oat bran  
 2 ½ tsp baking soda  
 1 tsp cinnamon  
 ½ tsp nutmeg  
 1 12-oz can apple juice concentrate, thawed  
 1 cup water

**Servings:** more than 10

**Prep time:** less than 15 minutes

**Cook time:** 25 – 30 minutes

#### Instructions:

- Heat oven to 325° and lightly oil muffin pan
- Peel and core apples, chop them coarsely and set aside
- In a mixing bowl, stir together pastry flour, white flour, oat bran, baking soda, cinnamon and nutmeg
- Add thawed apple juice concentrate, chopped apples and enough water to make a light batter
- Mix just enough to moisten all ingredients; divide batter among the muffin cups and bake until lightly browned, 25-30 minutes
- Remove muffins from cups while hot

#### Nutrition Information:

Cal: 265; Fat: 8g; Carb: 44g; Prot: 10g; Fib: 5g

[www.mealsmatter.org](http://www.mealsmatter.org)