



HELPING HANDS



Rethinking Tedious Tasks

Many people have "to-do" lists. Usually these lists are filled with mundane, tedious tasks. Often, the most tedious tasks get pushed down the list repeatedly and remain on the list, creating unnecessary stress. To address this - try including tasks that energize you. Add tasks that are "fun" or move you toward reaching a dream goal. Including tasks that you are motivated to do will help you move through a "to-do" list by reducing the tedious nature of the entire list. Most of us can accomplish difficult tasks more easily when we know there is something to look forward to once we finish the current work. Including one "energizing" task for every 2-3 tedious, mundane tasks will help you work through your list quicker, with a better attitude about every task and complete the tasks more thoroughly.



ADHD in the Workplace

Workers with Attention Deficit/Hyperactivity disorder (ADHD) face some very tough challenges in the workplace. Time management skills including attending to a task through it's completion, managing smaller tasks that are necessary for a larger project and concentrating on a task without being affected by distractions are more difficult for ADHD sufferers. There are several techniques that can help: get a good idea of what is required for each job - make a list of the tasks; prioritize the tasks; set a realistic schedule that will help you keep track of where you are during a project; create a system that will refocus you if you get side-tracked. Build in scheduled times to focus on something other than the task at hand. Distraction can be healthy - if it is given boundaries and allows you to return your focus to the project. ADHD in the workplace can be frustrating if it is not acknowledged, accepted and managed. Co-workers can help by understanding what ADHD is and being patient with someone who suffers from ADHD.

Gender Styles and Communication



Linguistic authority Deborah Tannen, in her book, ***You Just Don't Understand: Men and Women in Conversation***, states: "communication differences between the genders start early. Parents talk differently to male and female children, often without a clue that they are making any distinction. As children grow older, boys tend to play in larger groups with structured hierarchies, while girls often interact in smaller groups with emphasis on collaborating and creating positive interaction. Women's communication tends to be aimed toward establishing relationships while men's communication is focused on defining status, she says. Women typically ask more questions than men because they see questions as a way to connect, to show interest, and to keep the conversation flowing. Men, in contrast, will typically be singularly focused on the problem or issue and gather, through direct questions and analysis, the information needed to get to an answer. Because women are more lateral thinkers, they often solve problems in ways that may seem illogical to their male counterparts."

Our workplace is increasingly demanding. The demand for increasing productivity creates a stressful environment. Effective communication helps ease the stress. Being aware of the differences in communication styles can help both genders understand what is being said and to perform tasks better. As stated above - women strive to establish a relationship and to connect with others. Men are focused on the task at hand and how to resolve issues. These two very different approaches can lead to misunderstanding and conflict in the workplace. Taking the time to understand how each of your co-workers communicates will create an environment that is more inclusive and accepting. Taking time to understand what is being said will also make your work

Advantages of Carpooling

Carpooling has several advantages, the most obvious being saving gas. Other advantages include faster commuting through the use of carpool lanes, reducing vehicle maintenance and the associated costs, lower engine emissions, reducing stress by sharing driving responsibilities, increasing non-work social interactions with co-workers, increased "free" time and possible tax advantages for participants. Many communities have agencies or quasi-governmental entities that create incentives for people to participate in a carpool. Some of these groups provide vehicles, insurance, maintenance and other forms of encouragement for participants. Carpooling will require some adjustments - you will lose some spontaneity in your commuting habits - however, the gains far outweigh the benefits. Take some time to discuss carpooling with someone who does it on a regular basis to help determine if it would work for you. If you would like to try a carpool go to google type "carpooling" and enter your State of residence to find a organizations that support carpooling near you.



IAM Peer Employee Assistance Program



The heart and soul of the District 141 Employee Assistance Program is the local lodge EAP peer coordinators. These dedicated men and women volunteer their personal time to assist other union members and their families who are experiencing personal difficulties. EAP coordinators do not make clinical diagnoses or clinical evaluations, however, they are trained to make a basic assessment of your situation and refer you to an appropriate resource for a more detailed evaluation. EAP Coordinators will follow up to ensure you have been able to access services that addressed the difficulty you were experiencing.



Calendar

2011

June 15:

SFO Regional Training

July 15-22:

EAP III

Placid Harbor, Md.

William P. Winpisinger Center

July 24-29

Labor's Assistance Program
Conference

Las Vegas Tropicana

September 12-14

IAM/UAL Joint EAP Training

Los Altos California

October 24-30

Employee Assistance
Program Association Conference
Denver, Colorado

November 13-18

EAP I

Placid Harbor, Md.

William P. Winpisinger Center