



# See Things Differently

A Newsletter for *Performance* Employee Assistance and Business Services Partners

## Supervisor

**Q** With so much to do I have put off doing



performance appraisals for my employees for two years. No one is complaining and my employees are doing well. What am I risking?

**A** Performance appraisals are good for the employees and the company. Most supervisors forget about the secondary effects of doing performance appraisals. Many employees will bring issues to the table that you were unaware of, like unfairness, harassment, resource deficiencies, and safety risks. Appraisals are also a good way to bond with your employee. Employees feel empowered, loyal and feel like they have goals or direction. Employees feel ignored or hurt if they don't get appraisals. Call *Performance EAP*, 337-436-9533, to consult with a counselor to better understand your supervisory role.

Submit your supervisory questions for the Supervisor Q & A section to Candis at [candis@fyca.org](mailto:candis@fyca.org), or fax 337-439-9941.



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## Make 2007 Your Year of Perseverance!

Achieving long term goals can certainly test our commitment and focus! To guarantee a win, it is helpful to consider how “goal achievers” do it. People who are successful at achieving long term goals use a system that reinforces their desire to succeed.

Good systems include...

1. Enlisting a friend or coach to hold you accountable for reaching incremental, easy-to-measure goals;
2. Journaling to track, problem-solve, and record progress;
3. Posting reminders in prominent places why the goals matter;
4. Devising a powerful sentence to summarize the goal's significance;
5. Deriving strength from the underlying value and meaning of the goal in order to gain the energy to keep on going *when the going gets tough*.

As someone has said, the race is not always to the swift, but to those who keep on running. Why not make this your best year ever by finishing that race, no matter what!?

We'll see you at the finish line!

## Too Much Noise

How noisy is your workplace? Many American office workers say their productivity would increase if the noise in their workplace decreased. With open-plan office space—phones ringing, and the constant hums of computer and other machines—it's no wonder people have trouble concentrating.



Start with turning down the ringers on phones and faxes, and mute computer sound effects. If workers are in large spaces with cubicles provide a phone in another room where workers can make long business calls, so as not to disturb others. Ask employees to turn down or off any extra music they play at their desks.

After you put a few of these into affect, notice whether you and your employees are more productive and less irritable.

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# Breakfast is for Champions

The clock is ticking towards lunchtime. What have you eaten today? Just coffee? Note how you feel right now. Tomorrow eat breakfast then check your mood and energy level at the same time. You will notice a positive difference. Be sure to eat fiber and protein and avoid sugary foods. Many people think that skipping breakfast will help them lose weight, but in reality breakfast eaters are more successful at maintaining a healthy weight.



# Impressing the Boss 101

What does your boss think of you? Maybe you don't get much feedback, so you assume you're doing a good job. Don't be so sure! Managers are bothered by employees who waste time in personal conversations, fail to share information, and don't take initiative. Some managers may never say so, but your behavior may be holding you back.

Start impressing your supervisor by correcting your behavior. Start by nixing the personal conversations that have little to do with work. Exchange pleasantries, but save the personal topics for breaks and lunch. Begin to anticipate your coworker's and supervisor's needs and address them. Share your insight and information to help solve problems. Stop waiting for people to tell you what to do and start making a positive impact on your own. If you see things that can be improved or have a new idea to share, then collect the data on your own time and propose the change to your supervisor.

These suggestions will help your boss see you as a valuable asset! Call **Performance EAP** at 337-436-9533 to schedule a consultation to discuss this further.

## The Other Side



**Q** I have just been assigned to a project team that has less than stellar reputation for teamwork. How do I work with this group?

**A** Even the most successful teams lose cohesiveness every once in a while. Team members are wise to remember one thing: individual behavior—good or bad—can nurture or nix team cohesion. Begin asking questions, praising good work, and expressing faith in other ability to make valuable contributions. Share your knowledge, but hold back on proposals for solutions until everyone has contributed. Learn to phrase your suggestions by citing other team members ideas, concerns, and observations, it helps others feel like their thoughts count. Work towards being the team member who doesn't talk too much, but speak when there is something important to say. If you need more help, call **Performance EAP** at 337-436-9533.

Submit your questions for The Other Side Q&A to Candis at [candis@fyca.org](mailto:candis@fyca.org), or fax 337-439-9941.

## ON GOING SEMINARS @ FAMILY & YOUTH

For more info, or to register call 337.436.9533

### PARENTING 101

Wednesdays, 4:30 to 6:00 p.m.

Six-week course that offers parents skills to enhance the family structure. Make a good home better, and a happy family a healthy family.

### ANGER

#### MANAGEMENT

Thursdays, 6:00 p.m.

Don't let your anger take control! Join us for 1 individual session, 6 group sessions, then one follow-up session to get a handle on your anger.

### BRAINWORKS

First Tuesday of every month, 5:30 to 7:00 p.m.

For parents, spouses, friends, teachers, or other adults who live with ADHD, Attention-deficit/hyperactivity disorder.

### BODY BLUES

Third Tuesday of every month, 5:30 to 7:00 p.m.

Join us for tips on healthier living! For parents and their children ages 9 and up! Begin to see yourself and your world differently.



Family & Youth's guiding principle is that all individuals possess the ability to solve their own challenges and live full and healthy lives when support is available.

## Connections Count! Family Focus Professional Development Conference

March 13 & 14, 2007

L'Auberge du Lac

For more info visit [www.fyca.org](http://www.fyca.org)