



PERSPECTIVES

PERS

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10 Steps to Living a Happy Life

By Danielle Hatchell, LCPC



- 1. Say what you mean and mean what you say.** I find it helps to get right to the point instead of “beating around the bush”, attempting to spare another's feelings, prolonging the inevitable or making ourselves look good. Half truths are no better than lies. The other important piece involves speaking truthfully and compassionately. This involves not saying things you don't mean when you're angry or hurt.
- 2. Spend time doing the things you enjoy.** Life can lose its luster and excitement when we forgo doing the activities that vitalize us and make us happy. This is also an important part of stress management. Spend time with yourself doing the things you like to do. Whether it involves reading, doing an outdoor activity or taking a long bath. Doing the things we enjoy, sustains us and keeps us going when the going gets tough.
- 3. Make time for the people you love.** I know what it is to be driven and to have a “doing” mindset. One of the things I have learned is that life is sweeter when I'm spending it with the people I love. Making time for the people we love is just as important for us as it is for them.
- 4. Do meaningful work.** We spend so many of our waking hours at work. One of the toughest periods of my life was during a time when I was working in a job I didn't enjoy. I was bored and drained. If you're going to work, it's important to find the type of work that is meaningful to you and that has some aspect that excites you or makes you want to learn more.
- 5. Let go of the things you don't control.** It amazes me the amount of time we spend attempting to control aspects of life we have no control over, for example our loved ones, our friends or traffic. We often spend a great deal of time attempting to get others to change so that we can feel better. We experience true freedom when we let go and allow others and situations to be who and what they are without attempting to fix it or make it different. Instead of attempting to change the world around us perhaps we need to look within to see the changes we can make in ourselves to better cope with the world.
- 6. Learn how to forgive.** So often we hold on to bitterness, anger and resentments towards ourselves, others or the world in general. The energy that it takes to hold on to these resentments is the same energy that supports us in living lives that are filled with misery and despair. When we forgive, we let ourselves “off the hook” and allow ourselves to accept the disappointment, accept the fact that the event happened, learn whatever lesson there is to learn from the situation and move on with our lives.
- 7. Be committed to your growth.** Life is a journey of self-discovery when we are open. If you think about yourself and the things that have changed about you over time, you may notice that you have grown and shifted your ideas about life, love, maybe even yourself. It is vital that we attend to the part of ourselves that is constantly evolving. If you find that you are particularly challenged in an area of your life, seek support, read about it and make a commitment to grow and heal. It will happen and you'll notice one day that the things and people who used to drive you nuts don't have the same affect on you anymore. **(Continued on page 4)**

What is the EAP?

The Employee Assistance Program's (EAP) mission is to ensure the well-being of employees by assisting them in resolving issues that may be adversely impacting work or home. The EAP provides one-on-one problem assessment, short-term counseling, referrals to community resources, and crisis intervention.

In addition to working with you on an individual basis, we conduct a variety of educational workshops and classes. We are frequently asked to speak at employee orientation sessions and offer monthly supervisor training classes.

Visit the EAP website:

[http://
www.narmc.amedd.army.mil/
dilorenzo/pers.asp](http://www.narmc.amedd.army.mil/dilorenzo/pers.asp)

(Click on the EAP/PERS tab on the left)

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Office Organization Tips

By Holly Leyo, LPC

When free of clutter we can often be more focused, more productive, more efficient, and less stressed. In fact, it is estimated that we spend up to 150 hours a year searching for misplaced items or information. That's about one week of lost time! Below are a few ideas for how to get more organized in the office.



Develop a plan.

Before jumping right in, analyze the state of the room or space. What do you notice is working or not working? For example, there could be a stack of papers on top of the file cabinet that has been there for months. Determining the reason for the clutter or disorganization can help when brainstorming solutions. Figure out if you need any additional resources or supplies to implement your plan. When you are ready to take action, choose one thing to focus on at a time. When we take small steps, accomplishing these tasks seems more doable. Imagine if your goal was to clean all your files out for the day versus clean the files in the top drawer in the morning. Which seems more feasible? We are much more likely to conquer a task that we think we can do in a reasonable amount of time. Plus as we complete each task, we are gaining momentum.

Think about functionality.

It is usually recommended to keep a neat workspace free of extra clutter. This can help with ease of workflow and promote ongoing organization. Let's say you have three stacks of papers on the desk, you might figure "what's the big deal of adding one more?". But if you have a clear desk, you might be more likely to just put new items in their appropriate place. To do so, it is also important to find a home for everything, as much as possible. For instance, designate a specific place for personal items. If you know you'll put your keys or extra change in the top drawer, you'll always know where they are while reducing extra clutter. This same idea of grouping similar items together and in a specific place would apply for

other things such as files, supplies, books or contact information. Lastly, arrange your workspace so that the items or files you use most frequently are easy to access and within reach.



Deal with paper clutter.

Develop a system for how to manage paper flow. One technique includes creating an initial filing system to make an immediate decision about the item. Categorize the paper into files or an "in-box" with labels such as Read, Review, To Do, File, To Respond, or Trash/Recycle. Make it simple by selecting 3-5 categories that will work for you. Then set aside time on a regular basis to clean out each file.

While alphabetizing tends to be a preferred method for organizing, find the system that works for you which might be grouping files according to due date or general topic. This type of system can also be used for emails. Keep a notepad nearby or use your planner to write any thoughts, ideas, to do lists or reminders. Review the notepad at the end of the day to see if this information needs to be recorded elsewhere. This way you won't have post it notes or scrap paper floating around which can be easily lost. Plus you'll know where to look to retrieve the information if needed since it will be in one place.

Keep it going. Getting organized is not a one time event. It works best when it is part of our regular day and way of doing things. For some people, it is helpful to block out time each week or day for organizational tasks. Remember that getting more organized is sometimes about changing habits. This can take time. Be patient with yourself and reward your accomplishments.

Be creative & use your style. Make it fun. Use colored folders, labels, or stickers to create your own system. Often times techniques such as color coding can help with quicker retrieval of information or items. We all have different personalities, preferences, and styles of doing things. One of the most important parts of getting organized is finding what works for you. It doesn't have to be overly complicated, it just has to work.



Upcoming Workshops

June 2010

9

Meditation Training Series
Concentrative Meditation

10:00 - 11:00 am
Upton Conference Rm. (#219)
DTHC, Pentagon



23

Meditation Training Series
Guided Imagery

10:00 - 11:00 am
Upton Conference Rm. (#219)
DTHC, Pentagon

July 2010

1

Supervisory Training
(for Supervisors and Managers of Civilian Personnel)

9:30 - 11:30 am
Upton Conference Rm. (#219)
DTHC, Pentagon

22

Supervisory Training: Coaching Tools
for Supervisors

9:00 - 12:00 pm
Upton Conference Rm. (#219)
DTHC, Pentagon

28

Couples Communication

9:00 - 12:00 pm
Upton Conference Rm. (#219)
DTHC, Pentagon

August 2010

5

Supervisory Training
(for Supervisors and Managers of Civilian Personnel)

9:30 - 11:30 am
Upton Conference Rm. (#219)
DTHC, Pentagon



10

Drug Education for Parents

9:00 - 11:00 am
Upton Conference Rm. (#219)
DTHC, Pentagon

For additional information or to register, call 703-692-8917 or email PERS@amedd.army.mil

Ask the EAP

Q: Do I have to use my leave?

A: Generally, employees are not charged leave for their first appointment at the EAP. Additional appointments may be charged to annual or sick leave as appropriate. You should check with your personnel office to determine your agency's specific policy. We will also make every effort to see employees during their lunch time if that is their preference.



8. Shower yourself with love. All true love comes from within. When we have good relationships with ourselves we have good relationships with the people who are in our lives. Take time to love yourself. Develop a relationship with yourself to such an extent that you no longer need others to prove to you that you are loveable. You'll know that you are loved from the inside out and all the extra love you receive from others will be the icing on the cake.

9. Tell the truth. Nothing sucks the joy out of life faster than having to remember the lies you've told and to whom and then needing to tell another lie to cover up the first one. Life is too short to get caught up in those dramas. Be honest. Start first with yourself, how you feel, what you want, what is really important to you and when you are clear, make a commitment to be honest with others.

10. Enjoy the ride. I truly believe that life is meant to be enjoyable. There are so many beautiful aspects of living and loving. Enjoy your life. It is a gift and it's up to you to make the most of it. As long as we are breathing and our hearts are pumping, we have the chance to live the life of our dreams. We're here, why not enjoy the ride?

Resiliency: The Skill of Bouncing Back

By Holy Leyo, LPC

What is it?

According to the American Heritage Dictionary, resilience or resiliency refers to “the ability to recover quickly from illness, change, or misfortune; buoyancy.” Resilience is not about blocking out emotions or negative experiences but rather working through challenging situations in a healthy way while remaining engaged in life. There have been some characteristics that seem linked to resilience such as optimism, flexibility, adaptability, and resourcefulness.

Where does it come from? Anyone can develop resiliency. It's not necessarily something we are born with or without. It's more about how we learn to deal with difficult situations. How do our thoughts, emotions, and bodies respond? Is this response healthy and productive? Is our response putting us in a place of feeling overwhelmed, helpless or withdrawn?

How can I get it? Developing resilience is almost like creat-

ing a “tool box” of coping skills and strategies that encourage us to thrive in good times and survive those curveballs that life can throw our way.

It's a process of finding what works for you, strengthening those resources, and knowing how to call them into play in the face of adversity. When many of us are stressed, rather than doing things that have historically made us feel better, we tend to lose touch with those resources or gravitate towards unhealthy coping skills. Here are three quick tips to think about for building and strengthening your resiliency.



- 1) *Develop a support system and stay connected.* If we are feeling out of sorts, our tendency might be to isolate or withdraw, but these are the times when we need to reach out to others for support. Think about who is or could be part of your support system: friends, co-workers, family, or church. Explore areas of interest by taking a class or joining a group. This can be a great way build and maintain connections. Additionally, doing things we enjoy can help nurture our resilient spirit.
- 2) *Express yourself and communicate.* Expressing yourself in writing or verbally can be helpful to sort through and clarify thoughts and emotions. Sometimes talking with an objective person or reading over your written thoughts can assist in seeing things more clearly or generating other ideas. It is also important to appropriately communicate to people what you might need during a difficult time. Most people want to help but might not be sure how to do so. Sometimes you are just looking for someone to listen to you. Let them know that.
- 3) *Is the glass half full or half empty?* Examine your perspective. Are you viewing a negative event as a temporary setback or as a complete disaster that will never be fixed? Find what aspect of the situation you can control and develop an action plan. We can often get stuck by the negative scripts that play in our heads. By maintaining a healthy perspective it helps us to feel more empowered and see more opportunities.

Make an EAP Appointment: Call 703-692-8917 to schedule an appointment that is convenient for you. The EAP is open Monday through Friday from 7:30 am to 4:00pm.

The EAP is located in the DiLorenzo TRICARE Health Clinic (DTHC), which is located in the Pentagon. The clinic is on the 1st floor of the eighth corridor, near the north parking entrance.