



YOUR SOURCE Balancing Work, Family & Life

You First.

Taking care of yourself by putting yourself first isn't selfish—it's a necessity. Being good to yourself means you are able to be of value to those around you. Work goes more smoothly; you're able to enjoy your home and personal life to a greater degree and if you're called upon to help friends or family members, you will be up to the task—but only if you take care of you first.

For most people, "me first" doesn't come naturally. It's an important life skill that needs to be developed. This issue of *Your Source* can help you get started with information, tools and resources on such topics as:

- Ways to develop your work strengths
- How you can make the most of your personal life
- Why you should have a 'self-investment' plan

Podcast: Showcasing Your Strengths in the Workplace

Bring out your best qualities at work! Everyone contributes to the team and knowing your strengths brings value to your team *and* yourself.

Access this Podcast to:

- Learn how to identify your strengths
- Develop strategies to showcase these strengths

This Podcast will be available on the Web site under *Tools, On Demand Learning*. To be your best, take advantage of this Podcast as well as other Podcasts and Webinar recordings.

Log on to check it out online

Click It! to log on and register with your program's toll-free number to access *You First* and other helpful resources in the *Spotlight* section.

1-877-704-5696



Correct answer: 20%. Those who did not take a vacation during the five years of the study had the highest mortality and incidence of heart disease. So take time off: It's good for you! State University of New York research, 2009

Men who take vacations every year lowered the risk of heart disease by:

5%	20%
10%	50%

Check your answer on the bottom.

Now That's An Idea!

For one whole month:

- Eat and drink well—stay well-nourished and hydrated.
- Give yourself the gift of quality rest—find the right balance between busy and calm.
- Care enough about yourself to say no to others' demands on your time and energy without feeling guilty.
- Make it your goal to find daily ways to reenergize and rejuvenate (such as eating well, resting and enjoying the company of others), so you feel whole and complete, rather than drained and depleted.
- Soften your thoughts and opinions about yourself and others.
- Add simple pleasures to your day.
- Spend time alone.

At month's end, you'll see how putting yourself first can reap positive rewards in all areas of your life!



Five Ways to Love Your Job

(and have your job love you back)

In modern society, a job is a basic need. Paychecks help us keep or improve our standard of living. Even if we daydream about being independently wealthy and not having to work, for the vast majority of us being unemployed is not an option. Most people like their jobs. But what if you loved your job? The following ideas may help you do just that.

1. Perform at least one task a day that you truly enjoy

Look at the tasks you perform on a regular basis. While some tasks are boring but necessary, look at things that you do enjoy doing. Do you enjoy meeting people? Helping customers? Helping co-workers? Whatever it is, look for ways to incorporate them into your daily routine and look forward to it! This will help you get through those less enjoyable, but essential, everyday tasks.

2. Show your talents

Do you have expertise that isn't part of your daily job? For example, are you good at details? Scheduling events? Talking to people about your organization? Training co-workers? Or maybe you like working with numbers? If so, talk to your employer about opportunities where you can apply your special talents. Your employer will realize that here is a talented and dedicated individual who he or she can rely on—which is key to any career advancement!

3. Don't be afraid of your boss

While some bosses may have a reputation of being unapproachable, truth is they are people just like you. Of course, you must treat your boss with respect, but this doesn't mean you should keep your distance. Introduce yourself; let your boss know who you are, what you do and how you can help them. Talk to them; you may find out you share common interests and develop a friendship. This will not only make you feel part of your organization, but will also help you stand out from the crowd.

4. Follow the 30-minute rule

Doing any of the three previous suggestions won't mean a thing without a responsible attitude. Getting into work late once in a while may be unavoidable, but plan ahead so that you allow a 30 minute window to arrive before work begins. Also allow a 30 minute window to leave at the end of the day. This will not only relieve a lot of stress, but if your late afternoon meeting runs over, being able to stay a bit longer will say a lot about your commitment.

5. Make friends

Find someone you can go to lunch with or will listen when you need to let off steam. Find someone who you can joke with or you can go see a movie with over the weekend. Friends are essential to our health and well being. The more friends you have at work, the more you'll enjoy your job!

More information on personal development can be found at www.MagellanHealth.com/member. Or, call your program's toll-free number and speak with a professional.

