



## UR Medicine EAP

179 Sully's Trail  
Suite 200  
Pittsford, NY  
14534

(585)-276-9110

### Website:

[urmc.rochester.edu/EAP](http://urmc.rochester.edu/EAP)

### Email:

[EAP@urmc.rochester.edu](mailto:EAP@urmc.rochester.edu)

## Get a Post-holiday Financial Rehab Strategy

Rather than experience the dread that comes with knowing bills are coming due soon, get proactive with a post-holiday financial rehab strategy plan. Take charge now to regain control over your finances and set a positive tone for the year ahead.

Focus on creating a realistic budget, track expenses, and decide on financial goals. Get debt repayment strategies, if needed, from online or community resources like the National Foundation for Credit Counseling where lots of resources have recently been established online to help you. Learn more at National Foundation for Credit Counseling and contact EAP <mailto:EAP@urmc.rochester.edu> for additional help.

## Overcoming an Unwanted Habit

Well-researched strategies exist for overcoming unwanted habits (procrastination, nail biting, poor eating habits, spending, negative thinking, etc.).

When you logically combine various techniques, you increase your odds of success.

➤ Understand your triggers—realize what prompts you to engage in your unwanted habit. Keep a diary for a few days. Note what happens the moment before the behavior happens.

➤ Your goal is to interrupt and replace this trigger-response. Instead, substitute the unwanted habit with a healthier, more positive behavior as quickly as possible.

We will use the following example to suggest how the process might work for you.

EXAMPLE: Compulsive online buyer: If you buy things online from a particular website that draws you in with “deals” of things you don’t really need, have an inspirational phrase that you repeat to yourself such as “if this item is not essential, I will not buy it”. (You can also unsubscribe or block the site)

- Track your progress and do it in writing. This will help you remember and sustain the new positive behavior. Tracking for this example can be the dollar amounts you saved by not buying each time you resist a purchase.
- Define your goal. For this example, create a savings plan with the money to use for a future need.
- Use mindfulness techniques, like meditation, to heighten self-awareness. This trains your brain, enabling you to spot triggers and patterns associated with the unwanted habit.
- Look for a support group where you can share your experiences and gain strength to overcome a behavior.
- Employ external influences to help break the habit. For example, if your goal is to reduce “online spending” use apps or tools to control access to the device. (Blocking and unsubscribing to notifications.
- Be kind to yourself if setbacks occur—keep going.
- Consider professional counseling to achieve your goal, which includes your EAP. Learn more by searching: [scholar.google.com](https://scholar.google.com), “overcoming unwanted habits.”

## Using a Self-help Group

A self-help group is a gathering of individuals with a shared concern or problem who provide mutual support, encouragement, and guidance to one another.

The following are common myths typically hold people back from joining a group.

Myth: Only people with mental health issues join self-help groups.

Fact: Self-help groups include everyone looking for support.

Myth: You will be judged.

Fact: Self-help members foster acceptance and support, not judgment.

Myth: Individual counseling is better.

Fact: Individual counseling and self-help groups have different purposes; a self-help group may facilitate change in ways not possible via individual counseling.

## Elevating Your Career - The 101% Mindset

A 101% mindset means consistently striving to deliver exceptional performance and exceeding expectations at work. It's easier than you think, and it doesn't mean piling on a lot of extra work for yourself. It can lead to reduced stress and big returns.

Demonstrating the ability to consistently deliver 101% can indicate strong leadership potential. Employees who show initiative, take ownership of tasks, and exceed expectations typically are considered for leadership roles or given increased responsibilities and recognition.

**How to Do This:** When given an assignment, identify the acceptable results desired. Then, identify the critical areas where a small extra effort can have a substantial impact on the project's success. Apply this "101% formula" consistently and watch how increased high regard for your work produces ripple effects for your career. Your reward will be personal satisfaction in addition to financial gains that come from promotion.

## Conduct a Workday Stress Audit

Small stressors can add up. Regularly assess your workday to identify stressors and define solutions to manage them.

1. Start by gaining awareness of stressors. Identify what your stressors are.

- excessive workloads, tight deadlines, lack of resources
- poor time management behaviors
- physical influences such as noises, and desk clutter

2. Now, find solutions to mitigate their impact.

- If excessive workload, tight deadlines or a lack of resources are stress factors, talk with your supervisor to help resolve the issues or consider delegating work.
- Physical influences - Noise? Try headphones. Clutter? – Organize your workplace.

These stressors might seem minor on their own, but when experienced repeatedly, they can impact overall well-being and productivity. By efficiently managing stress with this strategy, you will experience an improved well-being and a satisfaction at work.