

Employee Assistance of the Pacific



Caregiver Consultations — A Valuable EAP Benefit

The needs of family caregivers with an aging relative or someone with a serious illness or handicap can be incredibly difficult and challenging. The healthcare system can feel like a complex maze for many of these caregivers. By using your EAP benefit you can access the services of Ho'okele Health Navigators. This can provide you and your family with two assessment and consultation sessions to help to manage the details of elder care issues or serious illnesses and handicaps. Ho'okele has helped clients to understand what a medical diagnosis means and how to plan for it, to find specialists, to secure placement in the right care or nursing home and to coordinate in-home care.

The world of home health care is rapidly changing with new technological advances. New solutions are enabling seniors to remain independent and provide peace of mind for the people who love them. One exciting new advancement that may be the ideal for some families is "iHealthHome" that delivers wellness tracking, discrete monitoring and seamless communication among all members of the caregiving 'ohana. This, and many other options, can be discussed in Ho'okele consultations where you will learn about a variety of answers to your caregiving challenges.



Because of the in-depth nature of a Ho'okele consultation there is a two for one exchange with your EAP benefit sessions, up to a total of four EAP sessions exchanged annually. To make an appointment, phone EAP at 597-8222 or toll free at 1-877-597-8222.

The multi-tasking myth

While some people would have you believe that we need to continually be doing more than one thing at any one time in today's 24/7 society, others disagree.

According to one clinical study, our IQ drops by at least 10% when we do more than one thing at one time. If true, what works better in workplaces that demand so much of us today? Try focusing instead of multi-tasking.

Here's why: According to another study, when we are interrupted on a work-related task that can be expected to take, for example, 10 minutes; it'll take the typical worker 20 minutes — or twice the time — to get back on task to complete it, if we get back to it at all! That's hardly efficient.

This doesn't mean you can't eat your morning papaya and drink your coffee while reading the Star-Advertiser, but it may mean that you won't be able to perform the more demanding tasks on your to-do list simultaneously - such as doing your

taxes and planning the Little League potluck while having an unrelated discussion on your cell phone. In order to perform activities well, the brain can't handle more than two complex, related activities at once, the study says.

Consequently, one recommendation is for workers to remain focused on one task before moving on to the next one. If you want to get a cup of coffee, finish what you're working on first — and then get your cup of Joe.

If the assignment is something that'll take awhile to complete, break it down into various steps, or stages, and finish one step before taking a break. In that way, you'll be better able to know where you left off when you get back to work.

It's true, we can't put a halt to interruptions in the workplace — but that's no excuse to not reduce or eliminate at least the ones we can CAN control.

E—SMARTS !

People who use email in their work can easily find their in-box out of control. Here are a few ideas to tame the technology tiger:

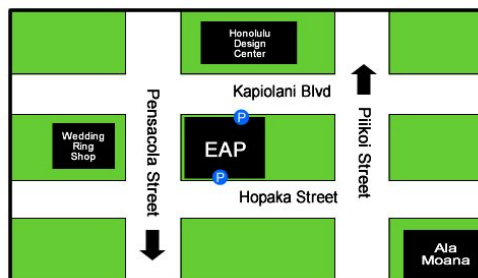
- ◆ Cut down on potential distractions by turning off your email alert.
- ◆ Check your email on a schedule. Decide how many times a day is best for your job and stick to the plan.
- ◆ When you open your inbox, don't let your emails stack up as a "to-do" list. Handle each email immediately –delete, reply, do the task, or add it to your "to do" list.
- ◆ If you go back and forth with someone via email more than three times, it's time to pick up the phone.
- ◆ Don't write novel length responses. Keep emails short and don't ask more than three questions or request more than three actions.

EAP is on the Move

The Honolulu EAP staff has settled into our new - temporary - home at 1221 Kapiolani Blvd, Suite 710. From here we can watch the progress on the renovations of our permanent offices in Suite 730. If all goes as planned we will be in our beautiful new space by July 1.

We are thrilled to finally have windows and natural lighting and think that our clients will enjoy the new location as well.

1221 Kapiolani is also known as the Blackfield Building and many Hawaii residents know it as the location of The Original Pancake House. Parking access is from either Kapiolani Blvd. or Hopaka St. and the rate is \$3.00 per visit.



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..is a short term confidential counseling service, provided to you by your employer, that can assist in identifying and resolving issues that may be interfering with your job or personal life. Our experienced counselors are available across the Islands and can be contacted by phoning or emailing our Honolulu office.

