



EMPLOYEE ASSISTANCE OF THE PACIFIC, LLC

# EAP & PAP Newsletter

November 2021

## Let's Talk Turkey

As the holidays loom in front of us all, after constant "what nows" of COVID-19, you may have lost track of some goals. Maybe you want to have a gentle holiday. Maybe you don't want to gain weight at Thanksgiving. Maybe you want to change a habit. Whatever your goals are for the time between now and 2022, you can set your plan in action today. Get started today and by the holidays, you will be well on your way to whatever it is you want to accomplish. Make a start. And then start. And start again if you need to.

### Set Goals that Are Meaningful

- What you value matters. What is your "WHY?"

### Set Goals that are clear

- Create well defined goals, taking small steps to bigger ones.

### Set Goals that are sustainable

- Adding a 1% effort over time may be more sustainable than a big push right away.

### Set Impossible Goals

- Achievable but challenging goals are the most delicious.

### Write your Goals down

- Give yourself constant legitimate feedback on paper. Writing is a powerful tool for accountability.

### Stay Positive about your Goals

- Good days and bad days are just part of the complex journey to goal. Don't focus on the bad stuff for very long.

### Enjoy the process to your Goals

- Start small and work your way toward the bigger parts of the project. Both the journey AND destination matter. You may not enjoy each moment, but you should enjoy some of it. Or why bother? Suffering doesn't help.

### Work toward your Goals anyway

- Commit. Seven times down / Eight times up is success. Start again. It isn't complex. Just keep at it until you get it.

[continued]



## Problem Solving

There is a difference between a **problem** and an **issue**. If you follow a series of steps, a **problem**, which has somewhat of an immediate and emergent impact, lends itself to a solution. An **issue**, on the other hand, is a situation that needs discussion, debate, appears less immediate, is more global in nature, and involves differences of opinions. An example of a **problem** is a flat tire. An example of an **issue** is world poverty.

A newsletter isn't the best way to consider global issues, so let's look at a few steps that may be helpful in **problem solving**:

### Identify the problem

- Without the correct identification, solutions can be misguided and end up creating more problems, and sometimes more issues. Take your time to determine what the exact nature of the problem is.

### Define the problem

- After you have identified the problem, define the details and impact of all the parts of it that matter. Clarify.

### Make a plan

- Consider what steps need to be taken in order to successfully work through the parts of the problem you have defined. Then define your goals.

### Gather information

- If you need more information, do the research. What do you know? [continued]



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## Let's Talk Turkey (continued)

### Your Goals may be more like a Marathon than a Sprint

- Think of the long haul, not the quick burst that may fade quickly. Mini-deadlines can be helpful. Your Goals are the reward. And even a "half-marathon" is still a marathon!

### Seek support for Goals

- Others have gone before you. What did they do that was helpful?

### Reward Yourself before you achieve your Goals

- Mini-rewards along the way will help. Even marathon runners get those little cups of water once in a while!

### Review and Reassess

- Check in with your original WHY on a regular basis and realign your energy and commitment constantly. You know your WHY and that is what matters.



## Problem Solving (continued)

What do you need to know? Accuracy is important if a problem needs solving.

### Consider alternatives

- There are lots of ways to do solve some problems, where others only have one option. Consider your options, or lack of options.

### Get Help

- Find out what resources you can gather to help you. Sometimes it isn't what you know but who you know that can help you that can make solutions more manageable.

### Take Action

- Select one solution and take action on your plan. Reconsider, regroup, and review as needed to address any parts that need adjusting as you enter into the zone of the problem and its details.

### Evaluate the results

- How did it go? Do you need to improve a skill? Get more information? Gather more facts? Ask for a different kind of help?

### Celebrate

- If you solved it, hurrah! If you didn't solve it, look at it again and celebrate your efforts. If it is "unsolvable" perhaps it is an issue and not a problem. Success is often gained with a Zen notion of "7 times down, and 8 times up."

## Articles On Our Website

Did you know about all the resources available to you from your EAP's website? Here are a few examples:



### 5 TIPS FOR WORKING FROM HOME STRESS-FREE (PARENT'S EDITION)

This is an article written by James E. Porter, CEO of StressStop.com and is used by permission. When I started...

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### SUPPORTING TRANSGENDER, NON-BINARY, AND/OR GENDER NONCONFORMING EMPLOYEES

Making the workplace an inclusive and affirming place for employees who are transgender, non-binary, and/or gender nonconforming...

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### 8 SIMPLE WAYS TO CREATE A MENTALLY HEALTHY WORKPLACE

Many business leaders assume an employee's mental health is none of their business. But...

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### MINDFUL EATING

Mindfulness simply means paying attention. A downloadable handy tool to help you eat more mindfully.

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### SIGN UP FOR 52 WEEKS OF WELL-BEING

You can sign up to receive weekly emailed tips for a year that help you build your resiliency. Written by our own Dr. Vali Hawkins-Mitchell...

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*(If this is a pdf you may be able to click the links to each article above!)*

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EAP and PAP provide short-term confidential counseling and work/life services, provided to you by your employer, that can assist in identifying and resolving issues that may be interfering with your job or personal life. Access to our experienced counselors and work/life services is available across the Islands and can be contacted by phoning or emailing our Honolulu office.



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