



Employee Assistance of the Pacific

Spring 2015

EAP Newsletter

COACHING FOR WELL-BEING

NOW YOU CAN USE YOUR EAP BENEFIT TO WORK WITH A PERSONAL COACH

EAP Coaching for Well-Being is a one-on-one, collaborative phone process in which your EAP Well-Being Coach helps you achieve your personal wellness goals. Wellness is about the whole person -- body, mind, and spirit.

EAP Coaching for Well-Being can focus on various areas of personal growth such as:

Communication skills

Creative Expression

Career Path

Life-Balance

Physical fitness and nutrition

And much more !

Some people are not really sure of the specific goals that they want to accomplish with this type of coaching. If that is the case, your coach will help you focus your goals and then together you will develop a personalized plan to achieve them. To clarify what is most important for you a coach may ask you questions such as:

What has been your most thrilling success or proudest achievement?

What activities have meaning and heart for you?

How are you your own worst enemy?

Who inspires you?

EAP Coaching
can help you find
your personal



Coaching typically consists of a series of **one-on-one phone sessions** between you and your EAP Well-Being Coach, usually lasting between 20 and 45 minutes. You may use your EAP counseling benefit for EAP Coaching for Well-Being. In the first one or two sessions, your coach will go over your goals and help you gain more clarity about what you want to achieve.

At the end of each session, your coach will ask you to commit to completing tasks which you both have identified as being the most important things you can do to move closer to your overall goals. A commitment to your coach can keep you focused on the best steps to achieve your goals, and you'll also have someone holding you accountable - to make sure you're consistently following through. Commitment, accountability, and follow-through are some of the most valuable components of the coaching process, and they are a big reason why people who work with a coach make so much more progress than they do when working alone.

To find out more, or to start your Coaching for Well-Being sessions, phone EAP at 597-8222 or toll free at 877-597-8222.



..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.

TO GET CANDID FEEDBACK, ASK FOR IT

Getting honest, useful feedback is the fastest route to better performance. But people, are sometimes too nice to share the full picture or too intimidated to be fully truthful. And additionally, the values of many of our cultures in Hawaii don't encourage people to make comments that might be taken as negative.

You need to be clear that you want honest feedback. If you say, "Don't be nice, be helpful," people will be less likely to hold back. Instead of asking what you did wrong, ask what you can do better going forward.

Try not to judge any feedback you receive, whether it's positive or negative. Just thank people for being honest with you and let them know that you find their observations and opinions helpful. Try to write down what they say.

A little silence communicates that you're taking feedback seriously, and it gives people time to think about what else they might add. And don't just ask once. Give people multiple opportunities to give you real feedback.

With thanks to Harvard Business Review and "How to Ask for Feedback That Will Actually Help You" by Thomas Wedell-Wedellsborg and Peter Bregman.



SET A BEDTIME AND STICK TO IT FOR BETTER PRODUCTIVITY

Many of us don't get enough sleep. And this isn't just an inconvenience – it worsens our mood, weakens our memory, scatters our focus, and makes us more susceptible to anxiety.

To perform at our best, we need rest. Enough said. Since most of us can't sleep in later, the only option is to get to bed earlier. And yet we don't. We stay up late because it's our only downtime.



Start tracking how you spend your time after work. Think about what you can cut back on (mindless Facebook scanning), so you can do the activities you enjoy (watching TV) earlier.

Identify an exact time when you want to be in bed. Then give yourself 30 minutes to wind down before attempting sleep.

Create a relaxing pre-sleep ritual. Read something that makes you happy, lower the temperature, and avoid blue light (the kind emanating from your smartphone and computer screen).

From Harvard Business Review "How to Spend the Last 10 Minutes of Your Day" by Ron Friedman.



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