

# FrontLine Supervisor

Employees: Your Most Valuable Resource

MAZZITTI & SULLIVAN  
EAP

## Know Your Company's Values

**A**re you aware of your employer's core values? Check your company handbook or new-employee materials.

Values shape a work culture, wow customers, help an organization compete, and may influence the world at large. Some of your most well-respected peers likely reflect the employer's core values. Zillow, an online real estate company, includes these values (among others) in its online mission statement: "Customers are our 'north star'" ... "better together" ... "do the right thing" ... "include and empower everyone." They discuss each at [www.zillowgroup.com/about-us/story/](http://www.zillowgroup.com/about-us/story/). Value statements typically apply to everything a company does, but understanding how they apply to your job may elevate your position and advance your career. And taking them to heart can help you be more engaged or even influence promotions.



## Time to Start a Healthy Nutrition Habit

**U**ltra-processed foods (UPFs)—prepackaged, easy to prepare, tasty. We've all eaten them, but research shows too much of them can shorten your life. Research also shows that children consuming too much ultra-processed food show drops in physical fitness. And it's not just the sugar and the carbs anymore. More hazardous are the way UPFs are made, which creates their harmful composition and effects. To eat healthier, see the research below, understand what ultra-processed foods are, and find the extra minutes to prepare healthier foods that may add extra years to your life.



## Fight Inflation with Frugality

**T**he 2022 inflation crisis is the worst in decades, but ways exist to save money, and one is living frugally. Frugal doesn't mean "cheap." Frugality is a lifestyle, and those who live it argue they live about the same as they did before, but for less! Big savings can follow years of living frugally. One key principle of frugality you can start using today is, before making any purchase, asking "Is this a want or a need?" This awareness eliminates a ton of impulsive purchases—things you buy without much (or any) prior thought. Learn more: "Beginners Guide to Living Frugally" (2021) by Sammy Reinkemeyer



## Keeping a Psychologically Safe Workplace

**A** psychologically safe workplace is one where employees speak up, take risks, and make mistakes without punishment, repercussions, and ostracism. The business case for a psychologically safe workplace is the promise of improved engagement, reduced turnover, higher productivity, better attendance, and more ideas to solve problems. One dominant sign of a psychologically unsafe workplace is fear that leads to holding back on speaking up at meetings. Another is the inability to confide in a trusted coworker. In general, negativity in the workplace is contagious, so to play a role in maintaining a psychologically safe workplace, be self-aware. And then encourage inclusion and collaboration, and reward participation.



<https://www.eurekalert.org/news-releases/487842>

# Personal Effectiveness: Discover Your Maximum Potential



**P**ersonal effectiveness is the practice of getting the best out of yourself. Have you made an effort to assess your life by examining your goals and what's truly most important to you and then acquiring skills to achieve your potential and your best life? Focusing on personal effectiveness allows you to gain insight into your strengths, weaknesses, and values. You increase your self-awareness, which helps you overcome roadblocks and take action to reach your most exciting personal goals. An entire industry on personal effectiveness exists, with education and training products. Nearly all can be purchased or found online. Be cautious, however. Many self-help and self-improvement materials are not scientifically sound, despite their online recommendations. Some may claim you have psychological problems or deep-seated "personal issues" that you really don't. Still, many personal effectiveness materials have stood the test of time and are effective and powerful. To get started, seek opinions and guidance from professional counselors, your employee assistance program (EAP), or other licensed medical and mental health professionals. They can help you find the right resource for self-help that can help you get to that "next level" in your life. The link below will take you to the most popular personal effectiveness materials purchased by the public in 2022.

Learn more: <https://www.goodreads.com/shelf/show/personal-effectiveness>

# Your Self-Care Checklist

**W**hen stress strikes, do you have a set of wellness practices you can turn to manage pressure, stress, and strain—ones tailored to how your body and mind uniquely respond to tension? Start and develop such a checklist, and over time, add to and amend it until you have the support tactics that will keep you resilient. Include whatever works for you—from lighting a scented candle to doing laps around the track. Then make this tool your personal action plan during periods of unusual personal stress. Don't waste time dreaming up stress-management ideas for your checklist. Pick and choose from a menu of hundreds of strategies by searching for "100 ways to manage stress." Many pages with hundreds of ideas will appear, and you can consider which ones feel right to you. Then keep your checklist at the ready for when the going gets tough.



# Stress Tips from the Field Managing Workplace Stress Before It Starts

**S**tart your day with a low-stress mindset to better manage work pressure and be more productive. Remember the last time you arrived at work in a calm and relaxed frame of mind? Was the commute less stressful? Did you have a plan for the day? Was getting out the door less rushed? Were you more aware of the quiet streets and the morning sun? Did you have a few minutes to stroll or get a cup of coffee? This series of events can influence your state of mind. Keep a diary and experiment with 1) planning your day the night before, 2) going to bed earlier and waking earlier, 3) eating lightly but properly in the morning, 4) arriving at work earlier, and then 5) recording whether you feel more control over your day. If you connect this routine with experiencing a more positive day, you are more likely to make it a habit that will help you manage stress better so you can enjoy your job more.



# Yes, Stress Paralysis Is Real

**H**ave you been so stressed (overwhelmed with anxiety from work pressure and family problems) that you could not move—literally? Perhaps it lasted only a few minutes, but you were incapable of getting out of bed, moving your limbs. This is stress paralysis. You may be at more risk for stress paralysis if you overuse suppression as a means of coping. Suppression is forcing yourself to not think about something distressing. What's needed are better ways of coping with stress. Contact your EAP or speak with another licensed/medical professional.

