

CLAREMONT EAP IMPACT

April - June 2011

Employee Newsletter

DID YOU KNOW?

- Free "Simple Will" Kits are available from Claremont EAP
- A free credit report is available once per year
- Claremont EAP provides legal referrals for family law, consumer issues, traffic violations, and personal injury
- Referrals are available for child care, adult/eldercare, adoption assistance, school/college selection, and pet care

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KEEPING TAX PAPERS

In general, the IRS has up to three years after you file your tax return to complete an audit of you. So you will want to keep anything related to your tax return -- such as W-2 forms, 1099 forms, and receipts or canceled checks for deductible items -- for at least three years after you file. For example, if you filed on April 15, 2007 for the 2006 tax year, keep any records related to your taxes until at least April 16, 2010.



To be completely safe, you'll want to keep your records for six years. The IRS can audit you for up to six years after you filed a return if it suspects that you underreported your income by 25% or more.

In addition you should keep records showing purchases of real estate, stocks, and other investments for at least three years after you sell the asset. If you are audited, you must be able to show your taxable gain or loss. If you have rolled-over gains from the sale of a residence, which was allowed under the previous tax law, keep records of every purchase and sale made, until you sell your current home.

CHANGE YOUR ATTITUDE TO ACCOMPLISH MORE

When things go wrong, it doesn't have to ruin your day. In fact, with the right outlook, you can prevent many problems from ever happening.

When mistakes occur or something goes wrong, "remember that you're the person who controls your reactions," says Ed Foreman, a motivational speaker and president of Executive Development Systems in Dallas. "Don't let the weather, your spouse or your boss take that control away from you."

Choose to maintain a positive attitude. "Bring a proactive approach to situations, don't just react to things after they've happened," he says. "Decide how you would like them to turn out."

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CHANGE YOUR ATTITUDE TO ACCOMPLISH MORE *(Continued from page 1)*

Set high expectations up front. "Instead of wondering what might go wrong, start looking for things to go right. Our thoughts are self-fulfilling, so chances are you will get the result you expect," says Mr. Foreman.

A positive outlook contributes to a less stressful, more healthful lifestyle, he says. Anger, fear and other stressful emotions are associated with many health problems, from depression to high blood pressure, heart disease and the common cold. But feeling good about yourself and others helps prevent mental anguish and physical problems.

Being upbeat also contributes to more pleasant personal relationships. "Take an honest look at your attitude, then ask yourself, 'Would I like to work with this person? Would I like being married to me?' If you answer no, it's time to change your attitude and behavior," says Mr. Foreman.

Start with a smile

Start building a positive attitude as soon as you open your eyes each morning. "Instead of dragging yourself out of bed and off to work in a big rush, start each day with a positive, healthful routine," Mr. Foreman says.

To do that, he suggests you:

- Get up early so you don't have to rush.
- Tune into positive messages. If the morning news depresses you, listen to a motivational cassette or read an upbeat, fun book.
- Eat a healthy breakfast.
- Exercise. Refresh your body and spirit with a brisk walk or other aerobic activity.



Leave home early. Allow enough time for your commute -- and then some.

Put yourself in charge

"On the job, an individual with a positive attitude is more likely to achieve good results. The next time there is an important assignment or a promotion, that person is likely to get it," Mr. Foreman says.

Here are his strategies for achieving a positive attitude at work:

- Plan your day and your future. Work to achieve real goals, not just finish tasks.
- Greet people with a smile. Studies have found that smiling makes you feel better.
- Avoid excuses; they just make the other person angrier. But "I'm sorry" and "I'll take care of it" work wonders.
- Give sincere appreciation. Your co-workers deserve to know when they've done something well -- and they will return the compliment.
- Listen more and talk less. Listening to another person is one of the best compliments you can give.
- Alternate work and rest periods. Take time out to refresh yourself with a walk, stretches or other moderate exercise.
- Don't complain. Grumbling focuses attention on what's wrong, not what's right, and creates a negative atmosphere.
- Learn from your mistakes. Instead of getting upset, ask, "How can I correct the situation?"
- Make room for humor. Make it cheerful, not offensive.
- Review your accomplishments at the end of the day. Even small contributions make a difference. Go home early enough to spend time with family or friends. Relax and get a good night's sleep.

BUILDING TRUST AND CREDIBILITY WITH OTHERS

Your credibility with others is based on how you communicate with them and how you follow up on that communication.

Do you always keep promises?

- Never make a promise you can't keep. When you break a promise, you damage trust in a way that's hard to repair.
- If something happens and you can't keep a promise, let the person know as soon as possible.

Do you listen?

- When people know you're really listening, it increases their trust in you. When they can trust you to pay attention to what they're saying, they can trust you in other matters.
- Listening is more than a matter of hearing words. Notice how people respond to you, when they're most receptive and the types of communication they respond to best.



Do you keep confidences?

- When people trust you, they're likely to share confidences.
- Keep private information to yourself, unless it's a matter you're required by company policy to report.
- Trust can take a long time to develop and a moment to destroy.

Do you accept feedback gracefully?

Someone who criticizes you may feel he or she is taking a big risk. Even if you don't agree with the person's assessment, receiving it with an open mind will improve your credibility.

Do you follow up on people's concerns?

- Listening sympathetically and thoroughly to what people say is helpful, but be prepared to provide a result or an explanation if there's nothing you can do.
- When you can't do anything about the problem or the best course of action is to do nothing, invite the other person to suggest a solution.

Do you build trust and credibility with your supervisors?

When building trust and credibility with your supervisors, use your skills in keeping confidences, accepting feedback, following up, listening and keeping promises just as you do with others.

Do you practice damage control?

- One slip-up in communication can do lasting damage to your credibility. When things aren't going well, you need to be especially careful about communication.
- If you slip up, take immediate steps to repair the damage. Review the situation to avoid such mistakes in the future.
- If you make a mistake, apologize. Saying you're sorry is not a sign of weakness and will raise your esteem in the eyes of others.

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BE HEALTHY AND SAFE IN THE GARDEN

Enjoy the benefits of gardening, and stay safe.

Whether you are a beginner or expert gardener heading out to your garden, vegetable plot, or grassy lawn, health and safety are important.

Gardening can be a great way to get physical activity, beautify the community, and go green.

However, it also can expose you to potentially harmful elements, such as the sun, insects, lawn and garden equipment, and chemicals. Below are some health and safety tips for gardeners to follow while enjoying the beauty and bounty gardening can bring:



- **Dress to protect.** Prevent exposure to chemicals, insects, and the sun.
- **Put safety first.** Limit distractions, use chemicals and equipment properly, and be aware of possible hazards to lower your risk for injury.
- **Watch out for heat-related illness.** Even being out in short periods of time in high temperatures can cause serious health problems. Monitor your activities and time in the sun to lower your risk for heat-related illness.
- **Know your limits.** Talk to your health care provider if you have concerns that may impair your ability to work in the garden safely.
- **Enjoy the benefits of physical activity.** Gardening is an excellent way to get physical activity. Active people are less

likely than inactive people to be obese or have high blood pressure, type 2 diabetes, osteoporosis, coronary artery disease, stroke, depression, colon cancer, and premature death.

- **Get vaccinated.** Vaccinations can prevent many diseases and save lives. All adults should get a tetanus vaccination every 10 years.
- **Go green.** Conserve water, reuse containers, recycle, and share your bounty.

*Centers for Disease Control and Prevention
 (CDC) © 2011*

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Claremont distributes this newsletter to provide employees with general

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