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EMPLOYEE  
NEWSLETTER

**IMPACT**

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Claremont EAP distributes this newsletter to provide employees with general behavioral health information. If you have concerns about these or other behavioral health issues, you can call Claremont to arrange for assistance. You will be directed to an appropriate, experienced professional who can offer guidance in a variety of work and family matters.

For confidential help, call:  
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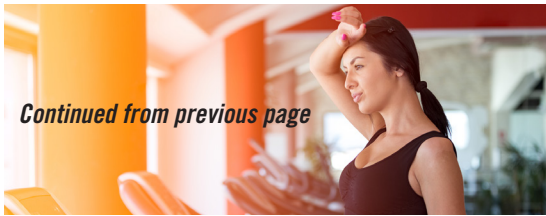
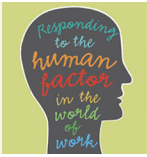


## EXERCISE GOALS FOR HEALTHY LIVING

You know it's important to stay active but still find yourself falling back on old habits. What can you do? Planning for exercise isn't hard if you make it a priority. To do that, you need to develop goals and an exercise plan that matches your needs and interests.

Knowing that you should exercise 30 minutes three to four times a week is not enough; you actually have to DO the exercise. Learn to keep up your motivation by setting exercise goals that fit your lifestyle.

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## Step up to exercise

These steps can help you define your personal goals and put them into action.

**Step One:** Figure out why you want to exercise. It sounds basic, but not all of us exercise for the same reasons. Knowing what motivates you can help you stay focused. Write down a list of what you hope to get from exercising. You may be unhappy that your clothes fit tighter than last fall. You may want to reduce your risk of heart disease. You might hope to play with your kids without getting winded. Or, you may want to work out your stress, feel more relaxed and sleep better.

**Step Two:** Design an exercise program that will meet your goals. If your goal is endurance, gradually build up the amount of time you work out. If you want to lose weight, you need to do an aerobic exercise, such as walking or running, for at least 45 minutes at a time. If you are concerned about osteoporosis, weight-bearing exercise, such as walking, will help build strong bones. If you're not sure what exercise is best for your needs, talk with a trainer at a local gym. The ideal is an exercise program that incorporates aerobic exercise on some days, exercises to improve strength on other days, and balance and flexibility exercises on most days. The key is to find an exercise routine that you enjoy, then commit to doing it.

**Step Three:** Choose your workout time wisely. One key to success is what time of day you plan to exercise. If you schedule your workout for the morning, but you are not a morning person, you may be setting yourself up for failure. Pick the time of day when you have the most energy and enthusiasm. Do you enjoy getting up early and starting the day off with a brisk walk? Or do you prefer working out your stress at the end of the day? Whatever your answer, that's when you should schedule most of your exercise.

## Staying motivated

One of the differences between a person who exercises regularly and a person who doesn't is motivation. Each of us is motivated by different things. Find out what motivates you, and it will be easier to stick with good habits. These tips can help you put on your sneakers instead of turning on the television.

- Make exercise a priority. Yes, getting exercise is as important as cleaning the house, paying your bills, or reading to your child. Simply put, exercise can help you have a healthier, longer life. So when you plan your week, schedule time for exercise, and treat it like an appointment that you can't break.
- X marks the spot. Studies show that some people are more likely to exercise when they keep track of their workouts. Try marking an X on your calendar every day that you work out. This may give you a sense of accomplishment, which will help you keep going. Or, try putting an X on the days you skipped. Seeing too many X's may make you mad enough to pick up where you left off.
- Keep an exercise diary. Another way to keep track of your workouts is with an exercise diary. Jot down how long and how far you bike, how much weight you lift, or how many laps you swim. Or, if you own a computer, you may want to keep track on a spreadsheet. No matter what method you choose, having a record of what you've done, and of all of your personal bests, may be just the reward you need to keep going.

- Join an event. Sign up for a fitness event such as a 5K run, a charity bike ride or walkathon. Getting in shape to compete in a race can be a good motivator. A charity event can be motivating because when you cross the finish line, other people will benefit, too.
- Exercise with a partner. Finding a friend to share your workouts gives you a chance to be social while you get fit. And knowing that your friend is relying on you will help keep you motivated.
- Join an exercise class or group. Aerobic, yoga, or other classes commit you to an exercise program and offer the opportunity to make new friends with the same fitness goals.

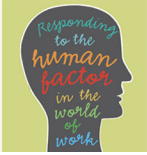
## Dealing with setbacks

Old habits can be hard to change, and setbacks do happen. It doesn't mean that you're a failure. It just means that you're human. Try to look at a setback as part of the process of making change. When you find you've skipped a few workouts, make a plan to simply start again the next day.

Don't focus on what you've missed; focus on what you plan to do. Make it your top priority. New habits won't form overnight. So keep at it. Your good health is worth the effort.

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## Family Quality Time Can Be Anytime

If you want to spend more meaningful time with your children, first make sure you set aside enough time for yourself. Put up your feet. Have a cup of tea. Walk the dog.

During such moments, and while with your children, remind yourself “to be here now,” suggests Denise Braun, health educator for women’s resources at Thomas Jefferson University Hospital in Philadelphia.

But don’t get hung up on quality time. “Saying this is going to be our quality time puts a lot of pressure on parents and children,” Ms. Braun says. “The child may be tired or need something else at that moment, and then the parent feels defeated or frustrated.”

Quality time can take place spontaneously in many different ways

during ordinary interactions between parents and children, whether it’s rocking a baby to sleep or driving a teenager to the mall.

There are some things you can do to enhance the possibility of these moments. Experts say start with dinner. “Even if it’s for only 10 or 15 minutes, it’s the sacrosanct time that everyone agrees is important,” says Eve Orlow, Ed.D., a licensed clinical psychologist.

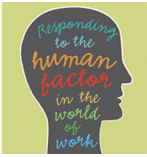
“Turn off the TV and radio and don’t read the newspaper. Ask questions that create the foundation for relationships — not only ‘Did you have a good day at school?’ but also ‘What was good about school today?’” Dr. Orlow says it’s also a good time for children to learn that they should ask, “And how was your day?”

Here are some ways you can become involved with your children:

- **Listen well.** Listen not just for what happened, but for what they are telling us about their day through their actions and tone.
- **Read together.** This teaches kids that books are not only a source of education but also of pleasure.
- **Play board games together.** You’ll interact with your children while having fun.
- **Limit and monitor TV viewing.** A recent study by the American Medical Association found that children who watch a lot of television were fatter than those who watched little.
- **Key into their unique interests.** For some it might be going to a ball game, for others shopping at the mall or baking cookies.
- **Relax more.** “With so many things to be done, there’s something magical about setting aside two hours or all day for a Monopoly game,” Dr. Orlow says. “It says: ‘We value hard work, we value relaxation time, and we value being together.’”

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“Whew, I almost got caught. What a close call!” If you’re like most people, you try to cover up your mistakes, hoping nobody sees them. Or, if you do get caught, you may blame them on something or someone else. Although this may seem to be an easy way out, in the long run you’ll suffer because you won’t learn from your mistakes.

“When you make a mistake, think of it as the best thing that ever happened,” says Danny Cox, president of Acceleration Unlimited in Tustin, Calif., and author of *Seize the Day*. “Instead of hiding from your mistakes, you’ll now be able to learn from them and increase your chance for success in the future.”

Admitting you made a mistake is scary. Fear of criticism is a major factor. You may not want to look less than perfect, you may not want to lose the respect of people who are important to you or you may even be frightened of losing your job.

Your fears of revealing mistakes may be exaggerated, however.

“Think about it,” says Mr. Cox. “Don’t you have more respect for someone who admits a mistake and then does what he or she can to rectify it?”

If you’re participating in life, you’re going to make mistakes, he says. But, if you don’t learn from them, you’re likely to repeat them.

### FACE YOUR FEARS

Because owning up to your mistakes is frightening, your first step is to gather courage. Knowing you’re doing the right thing will give you a start.

Here are three other powerful courage builders:

- 1.** Make a list of all your achievements, skills and good qualities and read them out loud.
- 2.** Make a list of famous people who have benefited from their mistakes. For example, Thomas Edison tried many types of fiber and metal in making the incandescent light bulb. He kept on searching for the right filament material and finally achieved success.
- 3.** Get encouragement from people you trust. Everyone needs at least one cheerleader; several are even better. Make a list of possible cheerleaders.

Claremont EAP can help with all of these choices!

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### STUDY YOUR MISTAKES

To learn from your mistakes, write the answers to each of these questions on a separate page for each mistake. You may add your thoughts to these pages at any time.

- 1.** Describe your mistake in detail.
- 2.** Why did it happen?
- 3.** What did you learn from it?
- 4.** How are you going to repair it?
- 5.** How can you keep it from happening again?

### GET A DIFFERENT VIEWPOINT

If you limit your analysis to your own viewpoint, you’ll see only one perspective. There may be ideas or views that won’t occur to you. To remedy this, advised Mr. Cox, ask a trusted friend, “Let me go through this with you, and will you please help me understand what happened?” Write his or her insights in your notebook.

Take a few days to clear your mind and come up with more ideas.

### SEE THE BIGGER PICTURE

Sometimes you have to back away from the actual mistake to identify the cause of the problem. The mistake could have been caused by or made worse by your behavior patterns, so you may need to examine your habits to learn from your mistake.

Here are some examples of negative behavior patterns. You can make a list that’s appropriate for you.

- Do you tend to procrastinate?
- Are you impulsive?
- Do you overlook details, or overlook the bigger picture?
- Do you fail to get input from other people on important matters?
- Do you fail to double-check your work?

If you have a behavior pattern that contributed to your mistake, analyze why you have that habit. When did it first start? How does it hurt you?

Next, replace it with a positive habit, and keep track of it in your notebook.

“Learning from your mistakes is worth the effort because you’ll become a stronger person,” says Mr. Cox. “Have the courage to own up to your mistakes in spite of your fears.”