

Bossology: Never Leave Your Boss Wondering



Supervisors juggle deadlines, priorities, employee needs, and questions from above. When your boss gives you an assignment, knowing its status helps them plan their work. Silence creates friction, especially when they must chase you for an update. Speaking up first is a way to stand out as an employee and earn trust. Here's how to master this soft skill: Start by asking what a successful result looks like, when it's due, and whether your boss wants updates along the way. As you work, speak up when a problem arises. Don't wait until just before the deadline. Be ready to explain what you've completed, what loose ends remain, and your next steps. You're not reporting every move or asking to be micromanaged. You're demonstrating dependability, predictability, and value.

Start With Wellness to Master Other Goals



To achieve an exciting work goal, boost motivation, and take consistent action, start with personal health goals you have been putting off. There is a psychological link between the two. Tackling a long-delayed wellness goal creates a sense of accomplishment. This win brings positive momentum, certainty, and higher self-esteem that will energize you. Make it a goal you can repeat, such as walking regularly or eating healthier. Following through builds confidence and proves you can commit to any goal. This success increases your excitement. It strengthens your belief in your ability to succeed. It also builds discipline, a key to achievement. By improving your health and physical resilience, you will discover that mental fatigue is more easily managed. Try this path and you'll discover you have more focus and energy needed to achieve any goal you have in mind. Learn more: <https://www.mentalhealth.com/library/mental-health-personal-development>

Keep Your Hard Day From Coming Home



Hard days at work don't have to follow you home. An argument with a coworker, a tense meeting, or a new deadline that feels impossible may occupy your mind. It can be easy to make loved ones an audience for your frustration without realizing what you're doing. Work-life balance isn't just about dividing time between work and home. It is also about managing emotions, letting go of the workday, and becoming emotionally available to loved ones. This isn't necessarily easy. You have to be intentional, and it takes practice. During the day, take a few intentional minutes to pause, breathe slowly, release tension, and shift your attention toward home. Practice this exercise daily, even when you do not perceive work-related stress, because tension can linger outside of your awareness. And regular practice can condition your brain to let go faster, making the transition easier. If you continue to struggle with leaving work behind, your employee assistance program can help. Don't hesitate to contact them. They'll help you identify other strategies for making a healthier transition to home easier.

Election Stress: Staying Informed Without Staying Upset



Election coverage can be distracting and distressing, and coverage is ramping up right now. Media companies' competition for your attention ensures lots of triggering commentary and stories that can increase anxiety, irritability, and dissention among family and friends. Awareness and deciding you won't be victimized by it can keep you from being overtaken by it all. Here are some time-tested tips on political media triggering: 1) Choose a set time to check in and get any updated news. 2) Choose reliable news sources, realizing none are purely unbiased. 3) Switch to print- or text-only news so you reduce the emotional messaging mixed with news. 4) Put up digital roadblocks by using content filters and app settings to scrub election noise completely out of your feeds and off your devices. 5) Notice physical signs that you have reached your limit, such as muscle tension, rapid breathing, or difficulty concentrating. Take a walk, contact someone supportive, or focus on an activity you can control. You do not need to absorb every opinion to participate responsibly. If election stress begins disrupting sleep, relationships, or job performance, consider confidential assistance from your EAP. Learn more: www.jedfoundation.org/political-anxiety/

Try a Three-Minute Wake-Up Workout



Nodding off at work? Before reaching for caffeine, try three or four minutes of light muscle work to wake up your body and sharpen your attention. Use a book, small hand weights, or your own body weight for resistance. Hold books or weights securely, then do slow arm curls or overhead presses with a comfortable amount of resistance. Move slowly, breathe normally, and stop if you feel pain, dizziness, or unusual shortness of breath. You may feel warmer, more alert, and ready to return to your task. Because it takes so little time, you may find yourself repeating it and turning a quick energy boost into a new health habit. (Always consult your doctor before starting a new exercise program to ensure it is safe for your condition.)

When a Grieving Coworker Returns to the Job



When a coworker returns after the death of a loved one, you may worry about saying the wrong thing. You needn't find the perfect words. A simple "I'm sorry for your loss" is enough. Some employees hold back, fearing they may cause greater distress. Don't hesitate to acknowledge the loss. Your coworker may be counting on it because it shows their loss matters and they needn't carry their grief alone at work or pretend they're "feeling fine." Acknowledging grief helps people feel seen and supported when their lives are upside down. Feeling less alone can also open the door for a grieving coworker to ask for support later, when they need it most. You can't make their grief disappear, of course, but your sincere condolences can ease their isolation and help them feel supported as they find their way forward. Learn more: <https://hospicefoundation.org/grief-in-the-workplace/>

Neurodiversity Coaching Might Be for You



Could coaching help you feel more confident and effective at work? It might if workplace expectations, noise, lights, or communication with your boss or coworkers leave you confused and struggling. Asking for help isn't weakness. It can help you understand how you work best and succeed with others on the job. Neurodiversity coaching is a growing specialty. An estimated 15%-20% of people are neurodivergent. Their brains process information differently, which may affect how they learn, communicate, focus, or respond to their surroundings. Coaching offers practical help with goals, routines, communication, and workplace issues. Coaches offer guidance on time management, preparing for meetings, communicating clearly, and staying on task at work. Coaching can help you feel less self-conscious about differences and more comfortable asking for support. Talk to your EAP to learn more about resources. Learn more: www.coachingfederation.org [search "neurodiversity"]

Dangers of Doctorless Health Care



If you turn to the internet, particularly AI, to diagnose or treat medical conditions, remember that online information and AI are not substitutes for professional medical care. AI can provide outdated, incomplete, or incorrect information – and its disclaimer says so. Answers aren't medical advice, even when they seem to fit your situation perfectly. Relying on AI to manage health issues can delay treatment for serious, rare, or difficult-to-treat conditions, particularly as you grow older. AI can't examine you, take vital signs, observe symptoms, or order tests. Your doctor doesn't give you a disclaimer that their advice could be wrong. Doctors are accountable for clinical decisions, monitoring whether treatment is effective and making adjustments as needed. Use AI as an educational aid, not as a diagnosis, prescription, or substitute for medical care. Here's an idea: You can bring questions raised by AI to your doctor for discussion, but never delay seeking treatment for symptoms that are severe or getting worse.



A Division of Child and Family Service

Taking Care of the Human Side of Hawaii's Businesses

Your Local Employee Assistance Program (EAP)

(808) 543-8445

After Hours: (800) 994-3571

www.WorkLifeHawaii.org

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