



A HAPPY NEW YEAR

NEW YEAR/NEW ATTITUDE

Seven Tips for Maintaining a Positive Attitude

It is so easy to see why some people have negative attitudes. A quick peek at the headlines reveals the current state of hopelessness and despair. Is it even possible to maintain a healthy, happy attitude when surrounded by all of this negativity? **Sure it is!** It is possible to stay positive. It is possible to wake up each morning and look forward to the day. Having a positive attitude not only allows us to enjoy life more, it can improve our health and relationships with others. Here are seven tips to help you stay positive.

1. Decide to have a positive attitude. We are responsible for our own happiness; other people can't MAKE us happy. We need to decide to make ourselves happy. This is wonderful because now we don't have to wait around for someone else to do it for us.
2. Surround yourself with positive people. We become like the people we spend the most time with. When we surround ourselves with negative people, we become negative. When we surround ourselves with positive people, their attitude is contagious.
3. Use positive affirmations. A.L. Kitzelman said, "The words 'I am...' are potent words; be careful what you hitch them to." We need to replace our negative self talk with positive affirmations. Replace "I hate getting up in the morning" with "I am grateful for a new day." Eventually changing our self-talk will lead to the changes in our behavior.

4. Be very selective of the music that you listen to and television that you watch. GARBAGE IN = GARBAGE OUT!
5. Take time to help other people. Perform some community service; help a neighbor in need. When we do some service for others, it gets us out of our own misery. It also demonstrates to us that we can have a positive impact on our world.
6. Get in touch with your spiritual source. It is faith that breathes life into hope. It is hope that fuels a positive life giving attitude.
7. Don't stop: never give up. Even when we have a positive attitude, we still have days when we don't feel quite so positive. On these days, we may need to take some extra time to review the previous six tips and remember to not give in to the negativity around us.

About the Author: Kathy A. Eubanks is Director of Training for the Voyager Group, LLC, She is author of WHEN IT'S YOU AGAINST THEM: KEEPING A POSITIVE ATTITUDE DESPITE IT ALL. Contact her at info@VoyagerGroupLLC.com or visit www.KathyEubanks.com



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How Much Is Substance Abuse Costing Your Workplace?

Alcohol and drug use is certainly not a new problem in the workplace, but in the last few years there has been a growing realization that this is an important issue and the effects can be devastating.

Although there is no way to measure the total amount lost to substance abuse by employees, experts estimate that the loss to companies in the United States totals over \$100 billion a year.

According to statistics alcohol and drug users:

- Use three times as many sick days.
- Are three times more likely to be late for work.
- Are five times more likely to file worker's compensation claims.
- Use two and a half times more medical benefits.
- Are responsible for twenty to twenty-five percent of accidents at work injuring themselves or innocent victims.



Other costly effects include lateness due to hangovers, long lunch hours, impaired decision making, reduced reaction times and efficiency in the afternoons, and a poor image presented to customers.

New studies are showing that it is the light to moderate drinkers that are causing the most problems. Nearly 87% of alcohol-related problems in the workplace are caused by drinkers in this category. The problems are mostly due to hangovers. One survey found a positive relationship between the frequency of being "hungover" at work and frequency of feeling sick at work, sleeping on the job, and having problems with job tasks or co-workers. The study also found that 21 percent of employees felt that their own productivity had been affected because of a co-worker's drinking.

There is a movement to eliminate zero-tolerance policies towards drugs and alcohol and implement programs to help employees. Recruiting Trends magazine estimates that it costs \$7,000 to replace a salaried worker, \$10,000 to replace a mid-level employee and at least \$40,000 to replace a senior-level executive. Implementing programs to help deal with these issues has proven to be a more cost effective way to handle the situation.

There is no doubt that these numbers are alarming, but once the problem is identified there are a number of options available to help you solve this crisis.

Even though there is no guaranteed substance abuse program that is right for all companies, there are five standard components of a comprehensive workplace substance abuse program according to the U.S. Department of labor:

- A written policy
- Supervisor training
- Employee education and awareness
- Employee assistance for providing help
- Drug and alcohol testing



Information and statistics compiled from a number of internet websites

CARE's Employee Assistance offers a number of different options to help companies and employees overcome the devastating effects of substance abuse. The sooner a problem is identified, the easier the solution.

Though no one can go back and make a brand new start,



anyone can start from now and make a brand new ending.

Carl Bard