



Your DONCEAP

The quickest and best way to contact DONCEAP is by calling **1-844-DONCEAP**

Sharpen Your Healthy Habits

Have you ever tried to change a bad habit? It's hard, right? The truth is it doesn't happen overnight. In fact, a study from University College London found it takes an average of 66 days to form a new habit.

Welcome to a Better You

The New Year is here and it's time to start working toward becoming a better you. Your Employee Assistance Program (EAP) can help you with your emotional balance.

While, changing the way you live isn't easy, the following four Rs can help guide you through the process:

Review

Take time to think about your habits—good and bad. Make a list of these habits and consider how you felt when you engaged in each of them—were you stressed, tired, bored? For example, do you reach for junk food after stressful conversations with your partner, or do you light a cigarette when your boss swamps you with new projects? Highlight habits that may be negatively affecting your life.

Reflect

Based on the list of your unhealthy habits, determine what triggers each of those behaviors. For example, you may spend

hours watching TV to relieve dissatisfaction with your job.

Document the behaviors that trigger unhealthy habits and consider ways to avoid those cues or approach them differently.

Replace

Swap out your unhealthy behaviors and replace them with healthier alternatives. Have an apple as a late-afternoon pick-me-up instead of your usual, high-sugar coffee drink. Take the stairs instead of using the elevator. Small, regular changes can go a long way.

Reinforce

Celebrate the new, healthy habits you've formed by rewarding your successes. Rewards should be meaningful and encouraging, such as treating yourself to a movie.

Don't punish yourself for slip ups. Adopting a healthier lifestyle is a marathon, not a sprint.

Sources: How are habits formed. Eur. J. Soc. Psychol. (2010).





Five Ways to Raise Your Self-Esteem

It's normal to feel bad about yourself every once in a while. When such negative thoughts occur too frequently, however, they can have lasting effects on your self-esteem. Use these helpful guidelines to foster positive feelings of self-worth this New Year:

1 Challenge and reshape your negative self-perceptions: Rethink the way you view your situation and embrace your accomplishments, instead of only your failures. Stay optimistic and forgive yourself for mistakes.

2 Reinforce a positive self-image: Spend ten minutes making a list of your strengths, achievements, and other positive qualities. Reading this list aloud can help diminish the negative perceptions you have about yourself.

3 Stop comparing yourself to others: Defining your value based on how you stack up to others does you no good. Instead, be the best you can be. The only person you need to be better than is the person you were yesterday.

4 Listen to your needs: Whether your inner voice is telling you to sleep more or reconsider your career, you'll feel better if you take these thoughts to heart and act in line with your feelings.

5 Do what you love: Write down activities you enjoy—biking, reading, seeing friends—and do one of those things every day. You can't appreciate yourself without making time for your passions.

If you continue to struggle with self-esteem issues, contact your EAP. Our experts are here to help you.

Source: *Substance Abuse and Mental Health Services Administration.*

Services are offered as a **FREE** benefit to you and your family members, and are confidential within the limits of the law.

Commit to Consistency

Creating New Year's resolutions for improving yourself can be a daunting task. Here are three rules to help make realistic goals that you can stick with all year:

Take Baby Steps. The best resolutions are the ones you can actually accomplish. Improving your diet does not mean starving yourself—replacing one dessert a day with fruit is a healthier, more feasible solution.



Eyes on the Prize. Aim for progress on your resolutions each day, but don't beat yourself up for skipping an occasional workout or having the rare treat. Nobody is perfect. Just get back on track.

Share Your Goals and Seek Support. You'll likely be more accountable for achieving your resolutions if they're public and you commit to them with a partner.

Your EAP can help if you're feeling overwhelmed and want to address emotional barriers.

Only you can control the destiny of your resolutions, so make sure you choose goals that are within reach and don't be afraid to ask your EAP for help.

Source: *American Psychological Association.*

24 HOURS A DAY
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