



# FRONTLINE EMPLOYEE

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## SUPPORTING A LOVED ONE WITH ANXIETY

If someone you love suffers from anxiety, feeling helpless is a common experience you share. Still, your support is extremely valuable. To offer support, don't dismiss their anxiety, worries, or fears. Don't try to shorten the episode. Do ask how you can help, and offer reassurance—"This will pass," "I'm here for you," etc. Nearly 60% of people who suffer from anxiety haven't explored getting treatment for it, so encouraging a medical evaluation may be a key step if social and occupational functioning suffers. Do not allow the stigma of a mental health diagnosis to inhibit getting help. Most people with anxiety disorders don't suffer continuously, so intermittent symptoms can lead you to delay treatment. Learn more from [aada.org](http://aada.org), the Anxiety and Depression Association of America, or [www.anxietycanada.com](http://www.anxietycanada.com)

## PRESENTEEISM: WORKING WHILE SICK

Presenteeism is what happens when workers who are ill, injured, or otherwise physically or mentally unwell feel obligated to show up and put their best face forward. Some workers have a mistaken belief that dedicated individuals put everything else on the back burner to prioritize their jobs. When you engage in presenteeism, you are less likely to perform your duties well and are at risk for making costly, even deadly mistakes. If you feel pressured, in a jam, or caught in life circumstances that compel you to work even if you are ill, talk to your assistance program or another mental health counselor. You'll team up with a professional to examine all the issues. Whether it is how to communicate needs to your supervisor, negotiate, delegate, find resources, think through options, or explore whatever works, it is likely that answers exist so you remain or become the productive and fully present individual you and your employer want you to be.

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## TIME MANAGEMENT: FINDING TIME NUGGETS

Most of us have the same goal with time—to get more stuff done with the amount we have. To maximize the value of your time, first, accept that you can't gain more time, but you can manage it better. You are already managing your time; it's just that you may not be maximizing the returns. Start by tracking what you do for four or five hours in a typical business day. That's long enough to gain significant insight. Note what you have been doing every 15 minutes. Use a kitchen timer to stick with the process. Did you discover any time nuggets? These are blocks of time that typically get burned up by nonproductive activity. If you were idle for a few minutes, did you feel a draw to your email or social media? Decide how you can exploit these blocks by using a to-do list in which you record plans, goals, and those simple tasks that you never seem to get to. Reach for this list when you find yourself distracted throughout the day. Reach for this list when the urge to defocus strikes. Instead of social media or another email check, head for your list. Evaluate your progress after three days.



## THINKING ABOUT QUITTING YOUR JOB?

Hold your horses! Before you quit a job, consider the issues prompting the desire to leave. Two-thirds of workers cite conflicts with bosses and coworkers as leading reasons they left. The commonality of these problems means that Assistance Programs have extensive experience with them. That's good news. Discussing the issues may lead to a decision to retain your job and finally resolve problems you were convinced had no solutions.



## DO YOU LIVE WITH A PROBLEM GAMBLER?

If you live with someone who gambles, does a gambling disorder disrupt your life? Gam-Anon is a starting point for getting help. This free program is for family, friends, loved ones, and concerned persons affected by another person's gambling. Gam-Anon offers support and answers. Fellowship members can offer their experience, which may also help you discover what to do, how to intervene, and how to take care of yourself in a relationship with a problem gambler.

Learn more at [GamblersAnonymous.org](http://GamblersAnonymous.org) [click on the "Gam-Anon" tab]. You can join a regularly scheduled virtual meeting.

