

# HelpNet *Works!*

Volume 11, No. 2

*Your Employee Assistance Program  
Newsletter*

## 5 Ways to De-Clutter Your Mind

When we think of de-cluttering, we often think of tossing out or giving away unwanted items. But de-cluttering our minds is also necessary for effective organization. Here are 5 ways to de-clutter your mind:

### 1. Let it go.

You are in control of your mind, and only you can determine whether you're going to be happy today, or aggravated and annoyed. Most things that aggravate us aren't devastating. It's the small things that can drive you mad: a dripping faucet, a snide remark someone makes, discovering you're out of milk, etc. In these types of cases, heed the old saying, 'don't cry over spilt milk.' It's OK if it bothers you for a moment, but if you let it bother you all day long, you're taking up unnecessary space in your mind and causing yourself unnecessary stress.

### 2. Ease your "to do" list.

A long "to do" list could be both stressful and overwhelming. Take a look at your list and determine what can be eliminated. Could you have said "No," to certain tasks or meetings? Have you asked yourself if everything you're doing each day is truly necessary? Very often, we get into the habit of doing something just because that's the way we've always done it. If your mind is filled with thoughts of EVERYTHING that must be done, it's time to ease your mind and free up your list.

### 3. Get it out of your head.

With the abundance of paper, writing instruments and computers these days, it's amazing how many people insist on keeping everything they have to do stored in their brains. Take the weight off your head, and write it down. If it's on paper, you don't have to remember. The paper remembers for you.

### 4. Schedule a breather.

If you live by a calendar, schedule one hour a day to allow some breathing space. "Take Five" for yourself. Five minutes away from your work area can have a dramatic effect on your productivity.



### 5. One word - simplify.

Get rid of things you don't need. You'd be truly amazed at the things you could live without! Re-think the things that are taking up hours of your time—by clothes that don't have to be taken to the dry cleaners, buy all your groceries at one supermarket, make meals you can cook in 30 minutes or less, figure out how your computer can do something for you, rather than you doing it manually, and so on. You'll be simplifying your thoughts and your life!

If you need information or assistance with any type of problem, please call HelpNet to set up an appointment. We are always here to assist you or your family members when needed. HelpNet phone numbers are listed on the reverse side of this page.

*Life is a balancing act. Use  
a very good net - HelpNet!*

*"Life is what happens to you while you're busy  
making other plans." John Lennon*



## Secret Cancer Fighter . . . A Joe To Go!

It's time to spill the bean. Believe it or not, coffee has four times more antioxidants than green tea! Studies also show coffee may be a booster of brain cells to boot.



### Summer Vacations—ARE WE THERE YET?

To prevent backseat boredom and whining, make the voyage part of the fun for your kids. Here's how to avoid a cranky carload of passengers.

- ☛ Give your kids guidebooks to the area and let them suggest where to stop. Having control over travel decisions-and a destination to look forward to-minimizes complaining and breaks up the trip into more manageable chunks.
- ☛ Pack sports equipment. Stop at parks or playgrounds for impromptu games.
- ☛ "Boredom Bags" are a must. Use hanging cosmetic bags in the back seat or using backpacks or freezer bags. Fill with Mad Libs, books, paper, writing instruments, cards and games. Save a few unique surprises for when the going gets rough.
- ☛ Let everyone in the car take turns being the DJ. Each family member should bring a mix CD or play list.
- ☛ A book on tape like *Harry Potter*—even if everyone's read it—will keep the family entertained.
- ☛ Bring along a few cookie sheets to use as lap tables for drawing or writing, as well as for magnet games.



### On-the-Road Fun

- ☛ Call the local visitors center to find out what the residents are up to. From a turtle race to a lobster night, there's bound to be something happening.
- ☛ Invest in a National Parks Pass if you plan to visit a few of them. An annual fee of \$50.00 admits your entire family (nationalparks.org).
- ☛ If you're staying in a big city, the Go Card grants admission to many major attraction (gocardusa.com).
- ☛ Momsminivan.com: Travel games and ideas for the whole family.
- ☛ Travelforkids.com: Family-friendly attractions and dining options.



Where to go for help...

### HelpNet

Employee Assistance Program

**Alpena/Kalkaska**  
**1-800-334-6422**

**Battle Creek Office**  
**269-660-3900 or 800-969-6162**

**Brighton/Howell**  
**1-800-969-6162**

**Coldwater**  
**1-800-969-6162**

**Flint**  
**810-235-9550 or 800-230-0151**

**Grand Rapids**  
**616-774-2346 or 866-746-0873**

**Greater Detroit Area**  
**1-800-969-6162**

**Greenville**  
**616-754-2207 or 866-746-0873**

**Hillsdale**  
**517-796-2163 or 866-245-3815**

**Jackson Office**  
**517-796-2163 or 866-245-3815**

**Kalamazoo Office**  
**269-372-4500 or 800-523-0591**

**Lansing Office**  
**517-882-6071 or 1-800-852-6268**

**Saginaw Office**  
**989-754-5599 and 800-334-6422**