

## HOW DO I ACCESS EAP?

To make a confidential appointment via Telephone, Face to Face, Video or WEB e-counselling



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# NEW YEAR RESOLUTIONS...

A chance for a fresh start

Wisdom lies in filling it with the right thoughts. Leave behind the old chapters that were filled with pages of worries and begin the New Year with positiveness and smiles.



- Write down 2 things you're grateful for. Gratitude for the good parts of your job will give you the strength to ride out the more challenging parts.
- Decluttering your work environment (desk, inbox, filing trays) is liberating, empowering and a physical way to make decisions.
- Find a positive image or message to inspire and help motivate you.
- Mentor someone. As well as infusing your job with a sense of purpose, mentoring can help you get excited again about what you do and boost flagging confidence. Keep in mind that mentoring is a two-way street - a younger person has plenty to teach you, too. Some businesses have formal mentoring programmes, so check with your HR Department. If they don't, keep your ear to the ground about new starters who might need help, or try making connections elsewhere in your industry.
- Re-think meetings before you accept or organize a meeting. Meetings should be for decision-making and not just the sharing of information, so if everyone prepares properly you should be able to limit some meetings to 15 minutes.
- Workaholics aren't heroes. They don't save the day, they just use it up. And can lead to poor decisions.
- Be honest with yourself about what really motivates you and then focus on it with everything you have.
- Step away from the smartphone. If you're angry or upset at work, do not make any calls, txt or write any emails, at all, to anyone. An emotional email or call will only cause you more repair work further down the line when you have to apologise or rebuild a broken relationship. Leave the work environment, do something you enjoy for an hour, and wait until you are totally calm before acting. If you can, leave things overnight. If you have to respond there and then, keep things factual. Report only on what you've seen and own your emotions.

## BEATING THE "RETURN TO WORK" blues

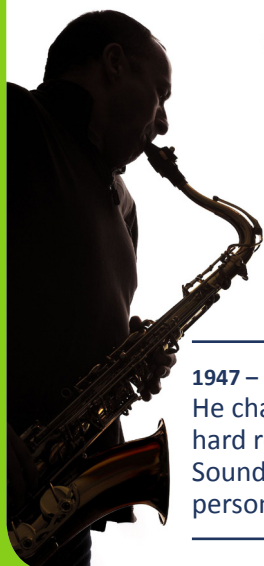
Saying goodbye to the sun, sea and relaxing days can often feel like a major change.

As we ease our way back into work and remember exactly what it is we do again, it can often take a few days to get into the swing of things.

We've put together some work-related songs to help you swing back into your week.

1. Merle Haggard "Working Man Blues"
2. Bruce Springsteen "Factory"
3. Dolly Parton "9 to 5"
4. Jimmy Barnes "Working Class Man"
5. The Clash "Clampdown"
6. Bob Dylan "Working Mans Blues"
7. Devo "Working In A Coal Mine"
8. The Boomtown Rats "I Don't Like Mondays"
9. Geto Boys "Damn It Feels Good To Be A Gangsta"

1947 – 2016 David Bowie was a master of change, a performing chameleon. He changed his music over time, ranging from folk rock to glam to disco to hard rock to dance pop to electric jazz, and virtually everything in-between. Soundtrack "Changes". One of the valuable assets in business and our personal lives is our ability to change effectively.



## IS ONE OF YOUR NEW YEAR'S RESOLUTIONS TO SORT YOUR FINANCES?

There are many benefits from having control over your finances, and it has been identified as being one of the key factors in being happy.

**Being in control of your money**, isn't related to how much you earn and it isn't related to how much fancy stuff you have. It is a feeling of knowing that you are in control of your money and doing the best you can to move towards more financial security.

**Having financial security** means not having to stress about how you are going to pay your bills; it means having a back up if you lost your income. Ultimately it also means when you want to stop working, or have to stop working, that you can maintain a lifestyle that you are happy with!

**If you don't have the financial security that you would like, there are a few steps you can take towards getting there:**

- **GET HELP IF YOU NEED IT.** If you are under stress with your finances already, make the commitment to do what it takes to make change. Your EAP Financial Advisor can help you to take stock of where you are at, and where you want to go.
- **START SHORT TERM SAVINGS.** If you feel you are not able to put money aside for the larger costs, then you will need to review where you can make savings so you have money to put aside for costs such as car and house repairs, holidays, health care, school fees and Christmas.
- **SET SOME GOALS.** If you have a surplus in your budget, this could be used to build your financial security over the longer term. However unless you are a natural saver, you will probably need a goal to keep you motivated.
- **TAKE ACTION.** Often there are simple things you can do straight away such as changing your account set up, or steps over the longer term such as developing your career.
- **REVIEW.** Celebrate your success no matter how small; watch your savings grow; measure how much debt you have paid off; try to increase your savings as you are able.

The main thing is to keep a positive attitude from day 1.

Managing your money well isn't rocket science, its about common sense and budgeting. Watching your spending, saving, paying down debt and not getting more debt. Then eventually you will find that it all pays off, and you will be able to achieve your goals and have financial security.



## DO YOU KNOW WHERE YOUR MONEY GOES?



**TRACK**  
Your day-to-day spending



**COMPARE**  
Money in and money out



**PRIORITISE**  
Where you want your money to go

### LOOK AT YOUR SPEND, WRITE DOWN WHAT YOU FILL YOUR BUCKETS WITH

#### NEEDS

Basic necessities - need these to live on

#### BASICS



- Must-pay items such as rent
- Daily living expenses such as food

#### WANTS

Lifestyle choices - want but could live without

#### GOALS



- Paying down debt, building up savings

#### EXTRAS



- Your spending choices

Through your Employee Assistant Programme you can speak to a Professional and explore possible strategies that will help and assist you. **REMEMBER**, your EAP Programme is a confidential and professional service. Your EAP Professional will work to assist you develop a plan for you to achieve a positive outcome.