



HOW DO I ACCESS EAP?

To arrange a confidential telephone, in-person, video or e-counselling appointment anytime, scan the QR code, telephone our number or visit our website.

NZ [0800 327 669](tel:0800327669)

www.eapservices.co.nz

AU [1800 726 474](tel:1800726474)

Intl [+64 9 353 0906](tel:+6493530906)

2018 e-FLYER No:25

DO YOU DESIRE TO INSPIRE?



You may know people who are inspiring... but just how does one inspire others?

If you would like to inspire those around you, you could start by focusing on some fundamental 'principles of character' and make them part of your daily life routine.

Here are ways to inspire the people around you;

- **Lead by example:** People watch what you do more than they listen to what you say. For other people to follow you, set examples by living a meaningful and significant life yourself.
- **Share from your own experience:** Be honest about who you are and your own challenges and failures. People are much more inclined to follow and be inspired by someone who demonstrates and behaves as a real human being, rather than by someone who seems too good to be true. They will see that they are not the only ones with challenges. Share some of your own struggles that you have overcome and how to remain strong and resilient in difficult times.
- **Practice integrity:** Speak the truth, even if it is not what someone wants to hear. Avoid gossip and negative comments about people. Rise above the petty politics and be someone people count on to do the right thing and behave in a positive manner.
- **Listen to those around you:** When you take the time to listen to the people around you, you'll show them that they matter. People don't care about how much you know until they know how much you care. Take a genuine interest in people and ask questions, their ideas are worth hearing. Plus, you will better understand what they care about and what their goals are, and you'll know better how to motivate and inspire them.
- **Acknowledge success:** Recognise the people around you for what they have done, and for their successes. Even if you are partly responsible for a particular victory there is no reason why you shouldn't spread the credit to others. When you share the success with others, you will see that people will want to follow and even emulate that positive behaviour. This is very motivating and empowering to those around you.
- **Encourage others:** Everyone goes through tough times and when you support people and encourage them through these times, you'll be inspiring them to see the best in themselves and in the situation.



I've learned about the poetry and the wisdom and the grace that can be found in the words of people all around us when we simply take the time to listen. - Dave Isay

MANAGING YOUR MONEY



When you budget it lets you see how much money you have, what you spend it on and can help you think about ways to make your money go further; resulting in better control of your money and your life.

When you can see where your money goes it gives you opportunities to explore ways to improve your situation.

Budgeting can assist you to:

- Pay off your debts faster
- Keep up with your bills
- Save for future things you would like
- Be more prepared for unplanned expenses

Budgeting doesn't have to be difficult.

Below are some suggestions to help you:

- **Keep track:** Know your accounts and running balances especially the ones that you use on a daily basis.
- **Take responsibility:** You are responsible for your financial actions. If you are old enough to obtain debt, then you are old enough to **pay off debt**.
- **Have a plan:** A goal without a plan is just a dream. You should always map out how you plan to budget better, or how you plan to **track your spending**, or how you want to pay off your debt.
- **Non-essentials:** You should look to reduce or even eliminate non-essential items. The money you save could then go towards other debts.

- **Pay off debt:** Figure out all of your debt. If you are wanting to budget and to **gain control** of your debt with the vision to pay it off, you need to know how much you owe and to whom you owe it. Eliminate possible ways to fall into debt again. If you find it hard to resist the urge to max out your credit card again, then you may want to consider cutting the cards in half.
- **Build up your credit:** You don't want to run out and snatch up every credit card offer you receive. **Be selective** on your purchases and don't go crazy. Don't lose track or risk running up the bills.
- **Be motivated:** There are no excuses. After a while you'll feel great and want to continue as you start to see your debt decrease. It is also important to have an **emergency fund** in place to take care of you in an emergency. The emergency is not there to use because your friends suddenly decide to go out tonight and you need to join them. It is a cushion to assist you if you lose your job and don't find another one straight away.
- **Be positive:** Whatever your goals are you have the power to make them **reality**. Being proactive with your finances will contribute to your success. Negative self-doubt is damaging to your success. As soon as a negative thought comes to mind instantly turn them around and think of something positive.
- **Long term goals:** Are as important as short term goals. The success of your **short term goals** will add up to the long term goals. It is important to revisit your goals and adjust them according to your current circumstances. As you complete goals, create new ones!

Learn what budgeting is about and the type of support you may be able to obtain to help you manage your money better through your EAP Programme.

How do I access EAP Services?

Appointments are available 7:30am – 7:30pm, Monday to Friday. In addition, a number of EAP Services locations offer extended hours, including weekend support.

To arrange a confidential telephone, in-person or e-counselling appointment anytime, scan the QR code, telephone our number or visit www.eapservices.co.nz

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STEPS TO IMPROVE YOUR SELF-ESTEEM

Surround yourself with supportive people

Don't hang around people who bring you down. Find a group of people who make you feel good about yourself and avoid those who tend to trigger your negative thinking.

Do things that you enjoy and celebrate the small stuff

You're more likely to think positively and feel good about yourself when you're doing things you enjoy. Be sure to allow yourself time for fun and relaxation every day.