**Using LinkedIn as a Workplace Tool**

Most people use LinkedIn strictly to network, as a tool for building lists of people whom you may have interacted with on a very brief bases. Take it’s use a step further and put these folks to work. Post questions and problems that you want help in resolving for yourself or for your employer. You may receive fantastic answers from those who reply, turning LinkedIn into your own free “mastermind” tool. Use LinkedIn’s group tools to find those most likely to respond. Better yet, you can even create your own group and start a forum for discussion. Basic participation in LinkedIn is free—to sign up go to www.LinkedIn.com. To learn more about leveraging social networking, watch the online seminar called ‘Social Networking: Today's Communication Tools’ online at www.MyIMPACTSolution.com (use the search tool to find it).

**Cost of a Cluttered Desk**

Your desk may look like a war zone, but it isn’t cheap to keep it that way. Although not readily visible, there are financial and professional costs to a cluttered desk. Consider the following: 1) Time lost from searching for buried or scattered materials. 2) The expense of recreating or duplicating materials. 3) The delay or failure to act on forgotten requests in writing from management. 4) Fatigue from searching, reaching, digging, and experiencing frustration. 5) Negative self-talk from feeling disorganized. 6) Adverse respiratory effects from dust, if susceptible. Learn more about the benefits of decluttering by reading the article ‘Time to Declutter Your Life’ online at www.MyIMPACTSolution.com.

**Too Young to Be an Alcoholic?**

It is not unusual for young teens or even preteens to be exposed to alcohol. In fact, consuming alcohol usually happens before abuse of other drugs occurs. Depending on biogenic factors, family history, and contributing environmental or psychological factors, the onset of alcoholism could be only a couple of years or even months. Although it is not widely known, there are thousands of teen members of Alcoholics Anonymous, some as young as 13 years old. Could you spot early symptoms of potential alcoholism in a teenager? Common experiences of teen alcoholics reported in testimonials and educational literature include reports of alcohol producing feelings of significant euphoria, positivity, excitement, empowerment, acceptance by peers, popularity, confidence, and an overwhelming desire to return to the next drinking opportunity as soon as possible. The majority of teens who experiment with alcohol do not experience these reactions, but former teenage alcoholics report these experiences consistently. For more information, visit http://aa.org, or www.MyIMPACTSolution.com and search ‘teen drinking’ to learn more about teen drinking. If you are concerned for a teen in your life, call IMPACT Solutions for in the moment support or for a referral to a professional for support.
Making More of Your Morning Routine

If you research ideas on personal productivity and doing more in less time, you'll discover many spins on this one productivity idea: Work on your biggest, most important, or most rewarding task the very first thing in the morning. Not only are you the most refreshed you'll be all day, making it likely you'll deliver at peak performance, but you'll also avoid dozens of tasks and distractions (email, Facebook, and dawdling) that bog you down. You'll avoid that dreaded feeling of not having accomplished what you wanted at the day's end. Adopting this productivity tip creates momentum that builds rapidly. It also rewards you with more positive feelings of accomplishment, and it produces more successes, including being noticed by your employer for your ability to complete challenging tasks in a timely manner. For more tips, read ‘Eliminate Wasted Time’ in the Accomplished Employee section at www.MyIMPACTSolution.com.

Adapting to Change: Positive Outcomes Lie Ahead

Undoubtedly you’ve heard stories about change where people adapt or bounce back. We’re all change experts—we’re hardwired to cope with change because we’ve been facing it for a million years. The key is understanding what accelerates or hinders the speed at which you adapt. Focus on maximizing your positive response to change by identifying personal strengths and resources, increasing communication, and planning and making informed decisions to help you grab the highest rung on the ladder of opportunity that change presents. Seek to be proactive and involved with change to increase your chances at arriving at a new place in your job, career, or life. You will get there.

The best stress management techniques are those that target the anxiety you experience in specific situations. When considering stress management, look at intervention tactics that target the type and degree of stress that you would like to reduce or eliminate in certain situations. Keep track of daily, weekly, or monthly events to spot patterns of stress. Then design a personalized stress management program that works for you. Always include exercise in your program. Research consistently shows that no matter what type of stress you experience, exercise will make you more resilient and better able to respond to stress. Do you experience stress before public speaking or when you have a deadline to meet? Maybe you can’t sleep or you eat more food—your stress response is unique. The challenge is to find the intervention that works for you. For help learning stress management techniques and developing your own plan, complete the ‘Managing Stress’ Skill Builder online at www.MyIMPACTSolution.com (use the search function to find it), or call IMPACT for a referral to a professional.

Information in IMPACT on Wellness is for general information purposes only and is not intended to replace the counsel or advice of a qualified health professional.

You can contact IMPACT Solutions for professional counseling and guidance 24 hours a day at 1-800-227-6007.

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Bills, health care, retirement savings, and taxes all take enough out of our paychecks already. What about everything else? To help you stretch your dollar, IMPACT Solutions provides you and your family a free online tool: the Savings Center. When you log on to the Savings Center, you can shop quality name brands at discounts of 25 to 70 percent off regular retail prices! Savings Center features include:

- A wide array of discounts from leading name-brand retailers and restaurants
- A large selection of discount tickets
- Discounts redeemable online, through catalogues and select in-store merchants

Want to sign up and take advantage of these discounts?

The Savings Center is easily accessed at www.myimpactsolution.com. Click on member login and enter your User ID. From the homepage click the Savings Center tab in the right-hand column.

Use the company code ‘Advantage’ to register.

Forgot your username? Having trouble logging in? No problem, give us a call at IMPACT Solutions, 800-227-6007.
A college degree is an important milestone, but first you have to get in. The college application process is a time of great stress for many students and requires careful planning and organization. Choosing the right school, filling out applications, and asking for references—these can all make the difference between getting accepted or rejected. Let us help. With our online resources and helpful consultants, your student could soon be college bound.

Call or visit us online to get the answers to your college admission questions.

TOLL-FREE: 800-227-6007
WEBSITE: www.MyIMPACTSolution.com

Available anytime, any day, your Work-Life/EAP service is a free, confidential program to help you balance your work, family, and personal life.

WEBINAR

PREPARING TO ENTER COLLEGE

OCTOBER 16TH
12 pm • 2 pm • 4 pm ET

Take the mystery out of the admissions process with tips for applications, financial aid, and the emotional aspects of applying for college.