**Unwritten Rules for Getting Ahead**

There may not be universal rules for getting ahead, but there are strategies that, when applied consistently, will land you more opportunities to advance your career. Beyond knowing what you want, working hard, and networking, consider these power plays:

1. Look for quiet opportunities to practice self-promotion. This means asking for “the chance” or taking advantage of opportunities when they appear. There is an old saying: “If you don’t ask, you don’t get.” Its cousin is “opportunity knocks but once.”

2. Eliminate the attitude that only “pushy people” get the best opportunities. This will free you to spot more of them yourself.

3. Join task forces, committees, or teams that put you in touch with important people, notable leaders, influencers, and frontrunners.

4. Develop a personal “Top 40” list of individuals you’ve met along the path of your career who can guide and support you. Stay in touch with them at least annually in the old-fashioned way with a personal, heartfelt letter that updates them on what you’re doing and your career, aspirations, and goals.

5. Nurture your luck. Being in the right place at the right time counts, but luck is more often a byproduct of action you consistently take to advance your goals.

Learn more tips by reading the article “Month-by-Month Guide to Career Management” online at www.MyIMPACTSolution.com.

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**Plan Upstream for Holiday Stress**

Start planning upstream to navigate the emotions, expectations, and time constraints of the holiday season. You’ll feel more control over events and keep that promise made last year to have a less stressful experience this year.

1. Put the family drama aside. Get over any spat you had with a family member last year, and try to enjoy your time together.

2. Stay home on Black Friday. Did you know most retailers offer the same crazy deals online that they do at the store?

3. Pencil in scheduled downtime. Make sure you include time for a massage or an afternoon curled up with your favorite book in the midst of the holiday chaos. These break points serve a dual purpose by allowing you to anticipate something positive in the near future while facing stress in the present.

Log on to www.MyIMPACTSolution.com and read “Making the Most of the Holiday Season” for more tips on managing holiday stress.

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**Are You Sabotaging Your Team?**

Are you unwittingly sabotaging your team? Examine these disruptive behavior clues:

1. Dismissing another team member’s ideas.

2. Using coercion (“do as I say”) when a team is under pressure for a solution.

3. Refusing to let go of an idea or solution the team believes won’t work.

4. Failing to value diversity. No one knows where the next insight or best idea will come from or how it will be inspired. The diversity of your team represents untapped riches. Avoid having personal bias and you may encourage those ideas that could inspire a solution or discovery.

Complete the Skill Builder “Becoming an Effective Team Member” online at www.MyIMPACTSolution.com to learn about contributing effectively to your team.
Research strongly points to the existence of a harmful protein interaction in the brain that may cause Alzheimer's. Research now suggests that sleep is the body's way of doing away with these accumulated proteins. Less sleep equals inadequate disposal of these harmful buildups. When you sleep, your body goes into housekeeping mode, sending “waste” out via the liver. Poor sleep is a known factor for ill health and it may be a contributing risk factor for Alzheimer's disease in later years. Source: June 2013, Journal of Alzheimer's Disease. Log on to www.MyIMPACTSolution.com and watch the online seminar “Let's Sleep On It” to learn more about sleep and fostering a great sleep environment.

Productivity Tips for Telecommuters

Working from home (telecommuting) has gained greater acceptance, but some employers remain skittish about it. Organizing, planning, and knowing how to focus are key telecommuting skills, but avoiding distractions is the toughest one to learn. Doorbells, incoming email, pets, even hunger pangs and intrusive thoughts can sabotage productivity. The best way to manage distractions is to be preemptive rather than trying to tackle each one as it appears. Create a checklist of anticipated distractions. Always act on this checklist prior to starting work. For example, add “Eat breakfast at 7 a.m.” if you know that hunger pangs will strike at 10:30 a.m. Plan a “time to snack” to stay better focused. Grow this checklist as new interruptions appear, and always act on the list before starting work. Log on to www.MyIMPACTSolution.com and search the term ‘telecommuting’ to find many articles related to working from home.

Holiday Food Battle Plan

Bad diets, diet books, television shows, and boot camps will soon confuse you and vie for your attention in 2014. Rather than feel crazy with it all, sort it out now. Empower yourself by visiting the authoritative website of the Academy of Nutrition and Dietetics (AND) at www.eatright.org. AND is the world’s largest organization of food and nutrition professionals. For starters, you will discover detailed reviews of pop diets, new diet books, and best tips for holiday eating—and all of it before daytime talk shows find out. Best of all, you'll stand a better chance of winning the food battles feeling confident now, rather than defeated later. Visit the ‘Healthy Eating’ section of the Thriving module online at www.MyIMPACTSolution.com for access to articles, assessments and more about eating healthy.
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.
Parenting comes with the understanding that part of the job is to raise children to become independent adults. Participation in daily chores, adhering to house and school rules, and volunteering are all excellent ways to get your kids ready for adulthood. We can help with resources and information to put your kids on the road toward adult life.

Call or visit us online to get information on raising independent, responsible adults.

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

Available anytime, any day, your employee support program is a free, confidential program to help you balance your work, family, and personal life.

WEBINAR
Teaching Your Children Responsibility
NOV 19 — 12 pm, 2 pm ET

Learn methods to encourage and nurture responsibility in children of all ages. Help them become good decision makers.