



# NuVantage<sup>SM</sup> Employee Resource

*Your free and confidential resource for work-life wellness*

News from NuVantage

Winter • 2015

## Maintaining Focus

Focus in the workplace requires a clear understanding of the objective of the task and an experience that doesn't inhibit concentration. Your focus can easily be diminished by noise or coworker distractions, overwhelming projects, unclear instructions, or ongoing life issues. Disrupted concentration leads to accumulation of incomplete work, physical fatigue, mental stress, and even excessive tardiness or absences.

**There are simple strategies you can use to train yourself to maintain focus and to boost your ability to concentrate.**

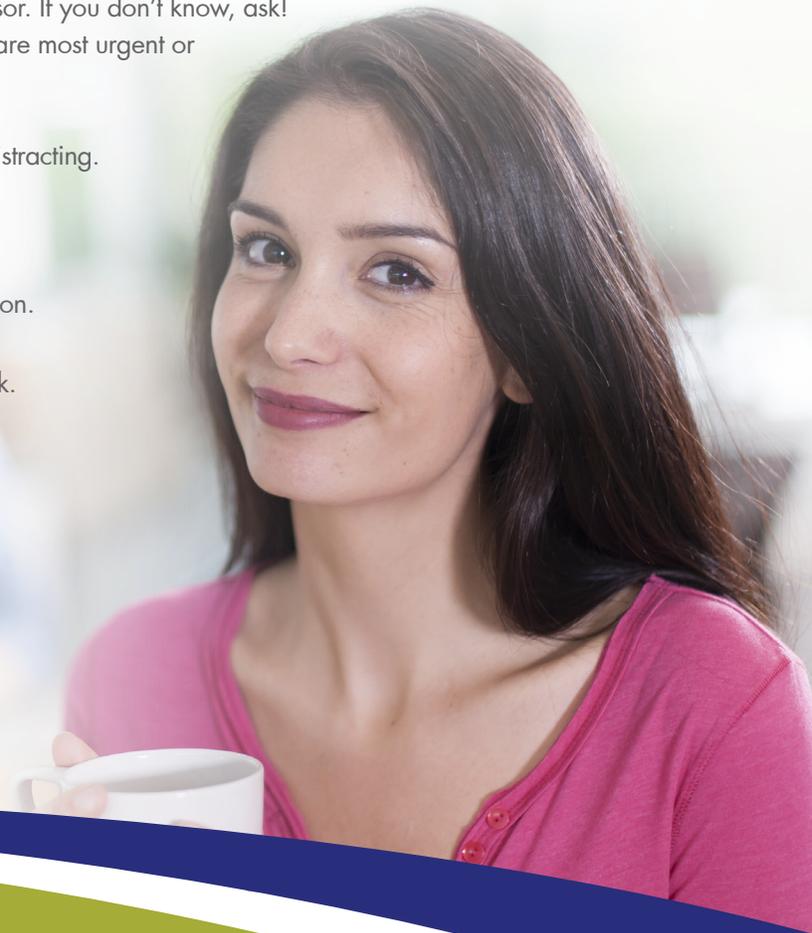
- Gain a clear understanding of expectations from your supervisor. If you don't know, ask!
- Prioritize your workload. Identify the tasks and deadlines that are most urgent or most important.
- Break projects into manageable chunks and set realistic goals.
- Declutter your work space. Create a place that is not visually distracting.
- Use headphones to tune out any noise distractions.
- Use a planner or checklist to organize your day.
- Take breaks to reorient yourself to the overall tasks.
- Brief, daily meditation has been shown to increase concentration.

The NuVantage Wellness Portal has more tips on focusing at work.

**WWW.NUVANTAGE.ORG**

password: wellness

If you have difficulty focusing even after using these skills, it may be helpful to work with a counselor. NuVantage can connect you with a counselor in your community.



## Concerned about an older relative?

An elder care specialist can help you identify ways to support your loved one.

**800.577.4727**  
[www.NuVantage.org](http://www.NuVantage.org)

NuVantage Employee Resource is a service of:



**Lutheran Social Service  
of Minnesota**  
*for changing lives*

## Got The Winter Blues?

Winter comes, in all her frozen glory, with spectacular frosty scenes and shorter days. Fewer hours of daylight and plummeting temperatures can lead to the common feeling of being down or “blue.” For some people, this can lead to a more serious condition known as seasonal affective disorder or seasonal depression.

Individuals with seasonal affective disorder may experience:

- Feeling as though their energy has been depleted
- Irritability
- Fatigue
- Body aches
- Crying spells
- Conflicts with family, friends, and co-workers
- Hypersensitivity to rejection
- Heaviness in arms and legs
- Significant change in appetite and weight gain or loss

It's normal for anyone to feel sad or as though they are in a rut for a day or two at a time. If these feelings or any of the symptoms outlined above continue for an extended period, it is important to consult with a mental health professional to assess the situation.

**NuVantage can connect you with a counselor in your community to discuss your situation.**

## Holidays! Eat, Drink and Be Merry.

If you “just can't help” going overboard or over-indulgence happens routinely despite better intentions, remember — NuVantage is here for you.

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