



EFAP

THREE TRAILS EFAP

FALL 2013

INSIDE THIS ISSUE



Coffee and Cups



Time Management



EFAP Training



Announcements

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By: Ricardo J Sauque, MA, LMFT - Three Trails Executive Director
Taken from the Diagnostic and Statistical Manual of Mental Disorders (Fifth Edition-2013) (DSM-5)

The new Diagnostic and Statistical Manual of Mental Disorders (Fifth Edition-2013) (DSM-5) includes ADHD within the spectrum of intellectual disabilities or intellectual developmental disorders. This universally accepted manual defines or classifies mental health disorders and helps practitioners, students and common readers to understand these disorders and their possible treatments and solutions.

The American Psychiatric Association utilizes the three following diagnostic criteria (page 33) for intellectual disabilities:

1. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgment, academic learning, and learning from experience, confirmed by both

clinical assessment and individualized, standardized intelligence testing.

2. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such as communication, social participation, and independent living, across multiple environments, such as home, school, work and community.

3. Onset of intellectual and adaptive deficits during the developmental period.

The specific diagnostic criteria for ADHD are taken from pages 59-61 (I have generalized them as the specifics are many) *(cont. pg. 2)*

Coffee and Cups

anonymous

A group of alumni, all highly established in their respective careers, got together for a visit with their old university professor. The conversation soon turned to complaints about the endless stress of work and life in general... Offering his guests coffee, the professor went into the kitchen and returned with a large pot of coffee and an eclectic assortment of cups: porcelain, plastic, glass, crystal - some plain, some expensive, some quite exquisite. Quietly he told them to help themselves to some fresh coffee.



When each of his former students had a cup of coffee in hand, the old professor quietly cleared his throat and began to patiently address the small gathering... 'You may have noticed that all of the nicer looking cups were taken up first, leaving behind the plainer and cheaper ones.

While it is only natural for you to want only the best for yourselves that is actually the source of much of your stress-related problems.' He continued... 'Be assured that the cup itself adds no quality to the coffee. In fact, the cup merely disguises or dresses up what we drink. What each of you really wanted was coffee, not a cup, but you instinctively went for the best cups...then you began eying each other's cups...'

'Now consider this: Life is coffee. Jobs, money, and position in society are merely cups. They are just tools to shape and contain Life, and the type of cup we have does not truly define nor change the quality of the Life we live.

Enjoy your coffee!'

The happiest people don't have the best of everything, they just make the best of everything.....

So: Live simply. Love generously. Care Deeply. Speak Kindly.

ATTENTION-DEFICIT/HYPERACTIVITY DISORDER *(cont. pg. 1)*

A. A persistent pattern of inattention and/or hyperactivity-impulsivity that interferes with functioning or development, as characterized by (1) and/or (2):

1. INATTENTION:

Six or more of the following symptoms have persisted for at least six months and impacts directly on social/academic/occupational activities: fails to give close attention to details, makes careless mistakes in schoolwork, at work or other activities. Difficulty in sustaining attention in tasks, play activities, does not seem to listen when spoken directly, does not follow instruction, fails to finish schoolwork, chores or duties in workplace. Difficulty in organizing tasks, avoidance of tasks requiring sustained mental effort. Losing things necessary for tasks or activities, easily distracted by extraneous stimuli, forgetful in daily activities.

2. HYPERACTIVITY/IMPULSIVITY:

Six or more of the following symptoms have persisted for at least six months and impacts directly on social/academic/

occupational activities: often fidgets with or taps hands or feet or squirms in seat. Often leaves in situations when remaining seated is expected. Often runs or climbs in situations when it is inappropriate or unable to play or engage in leisure activities quietly. Often on "the go," never still or talking excessively. Often blurts out answers before a question has been completed or waiting her/his turns or interrupts others.

B. Several inattentive or hyperactive-impulsive symptoms were present prior to age 12.

C. Several inattentive or hyperactive-impulsive symptoms are present in two or more settings (e.g., at home, school, or work; with friends or relatives; in other activities).

D. There is clear evidence that the symptoms interfere with, or reduce the quality of, social, academic, or occupational functioning.

Symptoms can be: In partial remission, mild, moderate or severe. Please refer to DSM-5 (60-61)

The prevalence of ADHD, based on population surveys, suggests that it occurs in most cultures in about 5% of children and about 2.5% of adults.

Future segments will provide additional information regarding ADHD, treatment strategies and behavioral management interventions. Literature regarding ADHD is available to be checked out in our Lending Library.



EFFECTIVE TIME MANAGEMENT

Are you having problems managing time?

Are you finding it difficult to be more effective at work?

Here are useful tips that you can consider to save up on your time and be more efficient in work:



Three Trails Tips!

■ Office Hours

Monday 9:00am - 6:00pm
Closed during noon hour
Tuesday 9:00am - 7:00pm
Closed during noon hour
Wednesday 9:00am - 6:00pm
Closed during noon hour
Thursday 9:00am to 7:00pm
Closed during noon hour
Friday 8:00am to 1:00pm
Closed after 1:00pm
Saturday Closed
Sunday Closed

From the Three Trails EFAP Library

I'm Not Bad, I'm Just Mad:

■ A Workbook to Help Kids Control Their Anger

Conquer Your Critical

■ Inner Voice: A helpful tool to overcome that nagging, judgmental, or abusively self critical thinking that contributes to low self esteem, depression and anxiety.

The Mindful Way Through

■ Depression: Freeing Yourself From Chronic Unhappiness

Resources from our library are available for check-out by eligible employees and their family members.

For more interesting titles visit our website at:
www.threetrailsefap.org

1. List down the things you need to do

Avoid the mistake of memorizing things you need to do. An efficient way of getting yourself organized is to jot down all the tasks you need to accomplish.

2. Determine the most important task

Find out which task is more important to you. This will help you focus on the most important project.

3. Establish a weekly schedule

Take some time to schedule your weekly tasks. Find out the priority tasks. By doing this, you can boost your productivity.

4. Avoid overloading yourself with too many tasks

At times, many people find themselves overloaded with too much tasks. Figure out when to accept or reject simple requests and you will have enough time to do the more important job.

5. Evaluate all your actions

Pause for a while and reflect on a course of action before accepting a new task. This will be very helpful in keeping you from overloading yourself with too much responsibility.

6. Evaluate your time management skills

In most cases, it is always advisable to review your time management skills. It may be best to refrain from doing a task that is only wasting your time so that you could concentrate on the more important tasks.

7. Be systematic in managing your time

Having a system in managing your time is very helpful in monitoring tasks, prioritizing work, and effectively accomplishing a goal. An efficient time management system is like a glue that binds all your activities together.

8. Point out and eradicate bad habits

Identify the bad habits that are constantly killing your time, interfering with your plan, and hindering your path to success. When you have done so, exert an effort in removing them from your system one by one. Bear in mind that the most convenient method of removal is by replacing it with a better attitude.

9. Refrain from doing the job of other people

Doing the job of another person may consume some time that you cannot afford to lose. Practice efficient delegation so that you can concentrate on your own tasks.

10. Monitor your progress

Keep a journal of your goals and jot down how you are doing for each goal. Consult the journal to determine if you are doing just fine.

11. Realize that perfect is not always the best

Point out the tasks requiring your best effort and those that need to be just accomplished. For instance, sending an e-mail to a colleague need not take a lot of time.

12. Avoid doing jobs that acts as "filler" to other tasks

Avoid doing jobs that only serves to fill other tasks. Tasks like filing or organizing your drawer can be done after you have done urgent matters.

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Three Trails Announcements!

The next **Love & Logic Parenting** class will be held Tuesday evenings from 5:30 pm – 7:00 pm beginning January 14, 2014 to February 25th 2014. The location is yet to be determined. Please call Lynette at 237-5750 with any questions and to pre-register. There is a \$10 book fee payable at the first class.

In the event the office must close due to **weather conditions**, a message to that effect will be left on the answering machine. Every effort will be made to phone those who have an appointment that day. However, there are times when the power goes out leaving us unable to access the scheduling software and consequently unable to phone. If you have an appointment on a day when the weather is questionable, please call the office.



EFAP COMMUNITY TRAINING

by *Ruth Putnam & Debbie Mueller*

Insight and Employee and Family Assistance Program (EFAP) gurus, Gary Reid and Wayne Moriarty traveled from Canada to provide training to Casper professionals on September 12 and 13, 2013. Gary is the President of Insight EFAP International and has been with the Powell River Assessment Resource Service (PRARS) in British Columbia since 1991. He has been involved in the counseling profession since 1980. Wayne serves as the Board Chairman for the West Yellowhead Counseling Service in Hinton, Alberta and has been affiliated with the EFAP Model since he first introduced it at his workplace in 1992.

Gary and Wayne trained the EFAP representatives on September 13. An EFAP representative provides information about the EFAP program, not

advice or counseling. Ideally, the EFAP Representative Committees will meet once a month. Informational mailings will be produced and sent to employees' homes annually. Branding is vital for a successful EFAP. The logo should be visible in participating agencies, and employees should recognize it and know it as one of their benefits.

Jim Stinson, Ray Smitt, and Neil Menard began EFAP in 1988. They recognized that issues outside of the workplace affected work performance. EFAP focuses on confidentiality and safety as being primary concerns. EFAP is effective when participation is voluntary and managerial support is present.

Referral to the EFAP at early stage is vital. When an employee, family member, or

entire family sees a counselor in the early stages of a problem the average number of sessions is two to three. To resolve a problem at a later stage, the average number of sessions is over twelve. Co-workers and supervisors can recognize problems early and make referrals to the EFAP. Ultimately, work performance increases when employees and their families are happy.



GARY REID

WAYNE MORIARTY

Three Trails EFAP

Three Trails Employee and Family Assistance Program (EFAP) is a counseling agency designed to respond to the needs of eligible active and retired employees, spouses, and dependent family members of participating businesses and organizations.

Our mission is to provide professional assistance early and in a timely manner so that problems do not worsen. Such concerns may include workplace stress, marriage and family tensions, alcohol and drug abuse, and other difficulties that may impact individuals. Counselors at Three Trails assess the scope and nature of the presenting concerns and will either provide counseling or refer the individual(s) to specialized services as necessary.

Three Trails EFAP is staffed by three counselors and an office manager. For more information or to schedule an appointment, please contact us.



www.threetrailsefap.org

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CARING
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MORALS