

***It's December. The end of the year is at hand. For many it has been challenging. However, it's a natural time for reflection on the workplace challenges as well as successes you've experienced. The Successful Supervisor provides these ideas to assist you so that the positives are not forgotten.***

***We are interested in your feedback. Email your questions and comments to LifeSolutions at [askeap@epsolutions.com](mailto:askeap@epsolutions.com)***

- ***“The Pause That Refreshes”***...That old commercial was right. Taking time to reflect is uniquely human and is important to retain a sense of self and balance.
    - Close your office door. Get comfortable and relax. Breathe deeply from your belly and slowly take in air that fills you up to your throat. Then slowly let it out all the way down to your belly.
    - Think about the positive highlights of the year at work...something funny, a touching moment, a personal triumph, a team goal achieved.
    - Don't force anything...just let yourself breathe and notice the pictures or ideas that come.
    - Allow yourself to pause at each memory for just a moment to briefly relive and cherish it.
    - Notice how you feel as you let these positive thoughts and memories come and go. That feeling is something to keep with you.
    - You don't need a lot of time...even 5 minutes will do it. Everyone can make that happen!
  - ***Build Reflection into a Meeting or End of Year Celebration***
    - Ask staff members to think about something they are proud of and are willing to share with the team/department.
    - Like your own reflection, it could be a personal triumph, a team goal achieved, a behavior change or a new skill.
    - There is no right or wrong to the content. The idea is to build in time to consciously think about the work and the relationships it takes to get the work done in a positive and reaffirming way.
    - This idea could also be used periodically throughout the year as a way to keep everyone focused and positive.
  - ***“The Gift That Keeps on Giving”***...is free and available to and from everyone. It is a simple ***“Thank You”*** for contributing to a successful year as achievements have been the product of everyone's efforts.
    - Think about each of your employees. Yes, you may have many and yes, it may be a bit of a challenge to identify contributions that some have made, but it's doable and worth the effort.
    - At the staff meeting or celebration, in addition to sharing the reflections, consider adding a thank you to each person for a specific contribution.
    - In a small group, thank yous could be done out loud. In a large group, you could thank the group as a whole, giving some specific examples of what has been accomplished, with a personal email or note as a follow-up to each person.
    - Ask employees to come in with one thank you to share.
  - ***“Give Yourself a Pat on the Back!”*** Right now, while you're reading this...go on, OK, close the door if you feel silly...now go ahead. Pat your back!
    - The supervisor role is *essential* in creating and maintaining a successful organization.
    - Your role can be a tough one, as the *Successful Supervisor* acknowledges each issue.
    - You've supported others, gone the extra mile, challenged yourself to grow and learn.
    - Now it's time to thank yourself...so go ahead with that pat on the back. You deserve it!
    - And consider that this gift of self care can carry over into the new year.
- Finally, the *Successful Supervisor* wants to add a “Thank You” to you for reading this newsletter and commenting on how it helps. Supporting supervisors is a key role for *LifeSolutions* (formerly EAP Solutions) and we are here when you need us, 24/7.
- To talk about “end of the year” reflections or any other part of your work, call us at the number below. Have a wonderful holiday!