



# Work and Family

## Dates to Remember

November 4 – Election Day  
November 11 – Veteran's Day  
November 27 – Thanksgiving Day



## Building Healthy Work Teams

The ability to work well on a team is now a key job skill. Many employers are screening applicants for their ability to communicate, solve problems, and handle conflict in team settings. The following lists the basic qualifications of a good team and good team players:

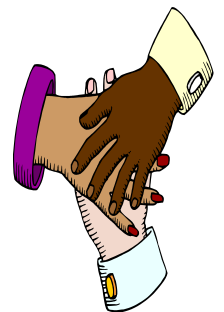
### Qualities of a Good Team

- **Understands the mission.** Understands the overall mission of the organization in relation to its customers.
- **Understands the fit.** Understands how the team contributes to the organization's overall mission: for example, customer service, sales support, the production of a specific part.
- **Understands the team's customers,** both internal and external. Can define how to meet customer expectations.
- **Has clear-cut objectives.** Knows how to meet customer expectations through specific team objectives: for example, improving response rates, reducing inventory costs.

- **Knows how to measure success.** Has a method to measure objectives in relation to meeting customer expectations.
- **Has established expectations.** The team has established its own expectations regarding acceptable team behavior.
- **Shares successes and failures.** Team members understand that the group effort is the important factor in meeting expectations, and that not meeting external expectations represents group failure.

### Qualities of a Team Player

- **Respects the diversity of the team.** Understands and respects that team members come from different backgrounds and may have different ways of looking at the same problem or task.
- **Contributes to setting team goals.** Is always an active participant in establishing team goals and expectations.
- **Commits to team goals once they're set.** After a fair discussion and evaluation of a problem or task, the team member commits to the team decision and gives it a fair chance to succeed.
- **Pulls his or her weight.** Doesn't rely on other team members to



correct his or her mistakes. Maintains job skills and believes in doing things right the first time.

- **Is a good communicator.**

- Is an active listener. Gives team members a chance to voice their opinions without interrupting.

- Attacks the problem, not the individual.

- Accepts being challenged when someone disagrees.

- Bases comments and observations on facts.

- **Tries to build teamwork.**

- Is a good role model in accomplishing the goals and objectives of the team.

- Shares responsibility and leadership with other team members.

- Is able to share maintenance and task assignments with others.

## Heart Smarts

- 1) Check out the National Heart, Lung, and Blood Institute's 10-Year (Heart) Risk Assessment Tool at [www.nhlbi.nih.gov/guidelines/cholesterol](http://www.nhlbi.nih.gov/guidelines/cholesterol). Or request the free brochure "High Blood Cholesterol: What You Need to Know" from the NHLBI Health Information Center, P. O. Box 30105, Bethesda, MD 20824-0105.
- 2) Visit the American Heart Association at the Web site [www.americanheart.org](http://www.americanheart.org) or call 1(800) 242-8721.
- 3) Committed to Kids, a program offered in ten cities in Louisiana, Kentucky, Texas, and elsewhere. On the Web at [www.committed-to-kids.com](http://www.committed-to-kids.com).



Regular exercise and following a low-fat diet are two of the most crucial lifelong habits your kids can develop to avoid heart disease. Make sure your kids get at least an hour of exercise every day. It doesn't have to be done in one block of time – even 10- or 15-minute activity breaks throughout the day will count. But don't expect them to do it if you don't, says Dr. Lori Mosca, director of preventive cardiology at New York-Presbyterian Hospital at Cornell and Columbia Universities. "Children tune out 90 percent of

what you say, but tune in 90 percent of what you do. How you live your life screams at your children louder than anything you can say to them," she says.

## Eldercare Issues

Many caregivers get so caught up in their elder and the elder's problems that they forget the life they had before caregiving. Sometimes, especially when caregiving goes on for years, it becomes hard for the person to even think of himself or herself as separate from the caregiving task. This is dangerous to the caregiver because it throws coping skills out of balance. Think about the following statements, and make them part of your caregiving plan for you:

- Taking care of myself is necessary if I am to give care to others.
- I know my own limits and strengths. I seek help when I need it, regardless of what anyone including my elder might say.
- I have the right to feel what I feel and to express those feelings in a calm manner.
- I maintain the right to my own life outside of caregiving. Not only does this nourish my caregiving abilities, but it will help sustain me when my caregiving responsibilities have ended.
- I take pride in my accomplishments and in the courage it takes to perform these tasks.
- I realize that I cannot control the happiness or well-being of another person. I cannot fulfill all his or her needs. No one person can.
- I have the right of choice, to decide what I will or will not do. This includes the right not to be manipulated by anger, fear, or guilt by my elder.

Add your own rights to this list. Being yourself, and maintaining that, is one of the most difficult – and one of the most important – battles.



Happy Thanksgiving