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BHS A.S.S.I.S.T. AUGUST NEWSLETTER



Parents: Invest in Your Relationship

It's that time of year. Schedules are cranking up and the organizational skills of the family will be tested. Children are gearing up for school and all the lists of to-do's start again. Although there may be more demands arising daily, taking time to invest in your relationship with your significant other is essential. Taking time to invest in your relationship allows you to manage all of your other responsibilities better.

Many parents forget that in order to give to their kids, they must give to each other first. The challenge for some couples is the belief that they either cannot find the time or someone to rely on for the care of the kids while they have their time together. Time, being an elusive commodity, must be scheduled. Just as the kids' activities are scheduled and occur without interruption, so too must time for the parents. When parental time is held as sacred as the time for the kids' activities, then time for parents is more likely to occur. For many parents the thought of taking time may even be overwhelming. So if this is how it feels, parents are advised to start slowly, maybe scheduling their time together at least once per month to start.

At times parents can get creative about finding moments for each other. Rather than weekends or evenings, perhaps there is time for breakfast out or even lunch while the kids are in school. If money is an

issue, parents can consider activities such as bike riding or going for a walk together. When parents don't take time for themselves, they increase the risk of drifting apart, which in turn can undermine their relationship—something definitely not in the kids' best interests.

Parental bonds need to be as strong and secure as parent-child bonds. Parents who take time for each other and have the opportunity to catch up with each other are able to reflect on their needs first. They can keep the spark in their relationship and provide a great model to their children of how fulfilling relationships can be. Investing in the parental relationship also sets a boundary between parents and children. Children see their parents as a unit and realize that dividing and conquering their parents isn't an option.

Do you want to help your kids? Make sure you top off the battery in the parental relationship so as the children draw on your energy, you have something to give.

Direnfeld, G. (n.d.). Parents: Invest in your relationship. Retrieved March 9, 2015, from <http://www.yoursocialworker.com>



If you need help balancing your family life, call your BHS Care Coordinator at 800-245-1150 to discuss your available options.

Delegating

to Whittle Down Your To-Do List

No manager can succeed without delegating. You'll always have more responsibilities than you personally can carry out. Effective delegating will streamline your workload so you can focus on the most important things. It will boost the experience, confidence and enthusiasm of your staff.

Steps of Skillful Delegating

- ▶ First, set priorities for your tasks, identifying responsibilities you should delegate and responsibilities that must remain under your control.
- ▶ Pick the right delegates. Ask yourself: "Who can handle the job? Who will benefit most in growth and development by taking on added responsibilities?" "Who deserves a reward for a previous job well-done?"
- ▶ Communicate the task clearly to your delegate. You can't hold people responsible for failing to carry out a vague assignment.
- ▶ Finally, decide how much freedom you can give to your delegates and still keep a comfortable level of control. Give them enough freedom to suit their working style. Give them enough decision-making authority to get the job done. But monitor the project with regular progress reports. Remember that you're ultimately responsible. Balancing autonomy and control can be tricky, but it gets easier each time.

Don't Expect Delegating to Come Naturally

The tasks only you can do may not be the most fun ones, so delegation often means letting go of enjoyable tasks. Just remember that even though delegating may seem somewhat stressful at first, you'll soon find it wonderfully liberating.

"So many people spend their health gaining wealth, and then have to spend their wealth to regain their health."
-A.J. Reb Materi



It Pays to Start Out Small

The first time you take the plunge; don't delegate preparing your department's annual expense budget (no matter how much you hate doing it). Design a discrete task that shouldn't take too long and that won't spell disaster if things don't go quite as expected.

Focus on Results, Not Methods

You're delegating, remember? So stay calm if your employee formats documents differently, or prepares his plan in an unfamiliar way. Remind yourself that the results are the most important aspect of a project.

Resist Reverse Delegation

Reverse delegation is when an employee tries to shift responsibility back to you for the delegated task. The delegate may say, "I ran into a problem here. What should I do?" Coming to the rescue would defeat the purpose of delegating. Gently tell the delegate that finding solutions is part of the task.

Sharing the Success

When delegated tasks are successfully completed, both you and your delegate look great. Always—*always*—sing the praises of employees who complete assignments successfully. Don't just tell them how well they've done, tell their peers, senior management, anyone you can find. You may be grooming your successor so that you both can move on to better things.

Workplace Options. (Reviewed 2016). *Delegating to whittle down your to-do list*. Raleigh, NC: Author.



Recipe Makeovers

5 Ways to Create Healthy Recipes

Can you count your grandmother's beloved bread pudding as a healthy recipe? Scrumptious as it may be with 4 cups of whole milk, one stick of butter and four eggs, you probably wouldn't find it on a list of healthy recipes. But you don't have to remove it from your recipe box. Just modify that bread pudding with a few simple change-ups, and you've got another healthy recipe for your collection. Here are five techniques you can use to help create healthy recipes.

1. Reduce the amount of fat, sugar and salt by using the following guidelines: **Fat.** For baked goods, use half the butter, shortening or oil and replace the other half with unsweetened applesauce, mashed banana or prune puree. **Sugar.** Reduce the amount of sugar by one-third. Instead, add spices such as cinnamon, cloves, allspice and nutmeg, or flavorings such as vanilla extract or almond flavorings. **Salt.** Reduce by half or even eliminate it. Some salt may be necessary for leavening when baking to keep baked goods from being too dense or too flat.
2. Make a healthy substitution such as whole wheat pasta, fat-free milk, or scaling back on the amount of meat, fish, and/ or poultry while increasing the amount of vegetables.
3. Cut back on some ingredients such as toppings, condiments and cheese.
4. Change cooking and prep techniques by including more braising, boiling, grilling, poaching, sautéing and steaming. If a recipe requires basting, use a small amount of wine, fruit juice, vegetable juice or fat-free vegetable broth instead. Also, consider using non-stick cookware.
5. Downsize the portion while slowing down to actually enjoy your food and give your body a chance to register the fact that you're filling up. Stick to smaller portions by using smaller plates, cups, and spoons. Plan ahead while eating out. Take precautions such as splitting a dish, skipping the bread in the basket, or asking for a doggie bag and packing up half your meal.

Before plunging ahead with a recipe, look it over and think about what you can change to turn it into a healthy recipe. Make notes of any alterations so that you can refer to them the next time you prepare the recipe. You may have to make the recipe a few times before you get the results you want. But finding the right combination of ingredients — for the desired taste, consistency and nutrients — is well worth the trouble.



BALANCING YOUR POST-SUMMER BUDGET

If you find yourself asking, “Where did all my money go this summer?”, you may want to get a jump start on creating your post-summer budget. Consider the following tips when creating a budget:

- ▶ Locate where it all comes from. To create a budget, start by listing all of your sources of income, including jobs, scholarships, loans and gifts from parents.
- ▶ Recap your expenses from the last few months. Now, gather up your checkbook register, card statements, receipts and bills. Then list your expenses for an average month.
- ▶ Start with your fixed expenses—those that don't change from month to month. You may want to consider periodic expenses that occur quarterly.
- ▶ Then figure in your variable expenses like phone or utility bills, transportation, groceries, eating out, clothing and entertainment. Find the average. Include a figure for that pocket cash that seems to just disappear.

- ▶ Do the math. Subtract your expenses from your income and you should have your budget starting point. If the sum is below zero, it's time to trim spending from your variable expenses.
- ▶ Every budget should set aside at least 5% of your net income for savings. You want to be able to manage unexpected expenses.
- ▶ Your monthly debt payments should never be more than 10% of your monthly net income. So if your income is \$800 a month, your monthly loan payments shouldn't be over \$80.

Academic Tips. (Modified 2012, February 22). Credit card tips: Balancing the budget. Retrieved January 20, 2014, from <http://www.academictips.org>

EAP
EMPLOYEE
ASSISTANCE
PROGRAM

If you would like help managing your finances, call your BHS Care Coordinator at 800-245-1150 to discuss your available benefits.

Summer Tomato, Onion & Cucumber Salad

Ingredients:

- ▶ 3 tablespoons rice vinegar
- ▶ 1 tablespoon canola oil
- ▶ 1 teaspoon honey
- ▶ 1/2 teaspoon salt
- ▶ 1/2 teaspoon freshly ground pepper, or more to taste
- ▶ 2 medium cucumbers
- ▶ 4 medium tomatoes, cut into 1/2-inch wedges
- ▶ 1 Vidalia, or other sweet onion, halved and very thinly sliced
- ▶ 2 tablespoons coarsely chopped fresh herbs, such as flat-leaf parsley, chives and/or tarragon



Makes: 6 Servings **Serving Size:** 1 1/2 cups

Nutrition:

58 calories; 3 g fat (0 g sat, 2 g mono);
0 mg cholesterol; 8 g carbohydrates;
1 g protein; 202 mg sodium

Instructions:

Whisk vinegar, oil, honey, salt and pepper in a large shallow bowl. Remove alternating stripes of peel from the cucumbers. Slice the cucumbers into thin rounds. Add the cucumber slices, tomatoes and onion to the dressing; gently toss to combine. Let stand at room temperature for at least 30 minutes and up to 1 hour. Just before serving, add herbs and toss again.