



BHS A.S.S.I.S.T. Spotlight

November 2023

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S.M.A.R.T. Goal-Setting in the Workplace

Directions: Goal-setting is important for any measurement related to performance improvement. This worksheet is intended to help workplace teams establish appropriate goals for individual measures and also for performance-improvement projects. Goals should be clearly stated and describe what the organization or team intends to accomplish. Use this worksheet to establish a goal by following the S.M.A.R.T. formula outlined below. Note that setting a goal does not involve describing what steps will be taken to achieve the goal.

Describe the issue to be solved:

Use the S.M.A.R.T. formula to develop a goal:

Specific. Describe the goal in terms of the "W" questions:

What do we want to accomplish? _____

Who will be involved/affected? _____

Measurable. Describe how you will know if the goal is reached:

What is the measure you will use? _____

What is the current data figure for that measure? _____

What do you want to increase/decrease that number to? _____

Attainable. Explain the rationale for setting the goal measure above:

Did you base the measure or figure you want to attain on a particular average score/benchmark? _____

Relevant. Briefly describe how the goal will address the issue to be solved:

Time-Bound. Define the timeline for achieving the goal.

What is the target date for achieving this goal? _____

Tip: Post the written goal somewhere visible and regularly communicate the goal during meetings in order to stay focused.

If you have questions or would like additional guidance, your designated BHS Care Coordinator can help. To learn more about the benefits, call 800-245-1150 or visit www.behavioralhealthsystems.com.



What to Say to Someone Who is Grieving

It is normal to want to comfort and console someone who has lost a loved one. However, you must be careful in what is said, because what you may think are words of consolation may actually be hurtful to the bereaved individual. The following are some suggestions of what to say and what not to say:

Helpful Things to Say to Someone in Grief

- I am so sorry for your loss
- I wish I had the right words, just know I care
- I don't know how you feel, but I am here to help in any way I can
- You and your loved one will be in my thoughts
- My favorite memory of your loved one is...
- I am always just a phone call away
- We all need help at times like this, I am here for you
- I am usually up early or late, if you need anything
- Saying nothing, just be with the person

Unhelpful Things to Say to Someone in Grief

- At least they lived a long life, many people die young
- They are in a better place
- They brought this on themselves
- There is a reason for everything
- Aren't you over them yet, they have been gone for awhile now
- You can have another child still
- They were such a good person, God wanted them to be with him
- I know how you feel
- Be strong
- They did what they came here to do and it was their time to go

Your Employee Assistance Program (EAP) through Behavioral Health Systems provides free and confidential mental health services. Call your designated Care Coordinator at 800-245-1150 or visit the website at www.behavioralhealthsystems.com to learn more about your benefits today.



Protecting Your Pets this Winter

In many areas, winter is a season of bitter cold and numbing wetness. Make sure your four-footed family members stay safe and warm by following these simple guidelines.

Keep pets sheltered

Keep your pets inside with you and your family. Pet cats should not be left outdoors, even if they roam outside during other seasons. Dogs are happiest when taken out frequently for walks and exercise, but kept inside the rest of the time. Pets should not be left outdoors when the temperature drops.

Bundle up

No matter what the temperature is, wind chill can threaten a pet's life. Exposed skin on noses, ears and paw pads are at risk for frostbite and hypothermia during extreme cold snaps. For this reason, short-haired dogs often feel more comfortable wearing a sweater—even during short walks.

Remove common poisons

Antifreeze is a deadly poison, but it has a sweet taste that may attract animals and children. Wipe up any antifreeze spills immediately and keep it, like all household chemicals, out of reach.

Protect outdoor animals

Cars are one of many hazards to small animals—warm engines in parked cars attract cats and small wildlife, who may crawl up under the hood. To avoid injuring any hidden animals, bang on your car's hood to scare them away before starting your engine.

Wipe down

Dogs are at particular risk of salt poisoning in winter due to the rock salt used in many areas—often when licking it from their paws after a walk. Rock salt and other chemicals used to melt snow and ice can irritate the pads of your pet's feet. Wipe all paws with a damp towel before your pet licks them. If your dog ingests rock salt, call a veterinarian immediately.

RECIPE: Slow Cooked Potatoes with Onions • 12 servings • 5 minutes prep time • 6 hours cook time

Ingredients • 4 lbs. small red potatoes • 16 green onions, chopped • 1 sweet onion, chopped • 1/4 cup olive oil • 1/2 tsp. salt • 1/2 tsp. salt

Instructions • In a 5 or 6 quart slow cooker, combine all ingredients and stir together • Cover and cook on low for 6 to 8 hours, or till the potatoes are soft • Serve as a side for an instant and easy favorite!

