



South Community, Inc.

Staff Version

# QUALITY IMPROVEMENT NEWSLETTER

## Spring 2016

### Find Balance!



*"There's no such thing as work-life balance. There are work-life choices, and you make them, and they have consequences."*

- Jack Welch

Your job is not only coming into work, but to work and perform as well. That's what you are getting paid for after all. And a *job well done* can feel good!

But what happens if your job and life become out of whack?

Work-life balance means something different to every individual, but here health and career experts share tips to help you find the balance that's right for you.

#### 1. Let go of perfectionism

In your work, strive for excellence, not perfection. This option is more realistic and achievable and does not result in a lot of self-defeating thoughts and behaviors.

#### 2. Unplug

Trade in texts and emails and your cell phone for activities you enjoy. Make quality time true quality time. Learn to appreciate even the small things around you. You will feel more in tune and in control.

#### 3. Limit time-wasting activities and people

First, identify what's most important in your life. Then, draw firm boundaries so you can devote quality time to these high-priority people and activities. By doing this, it will be easier to determine what needs to be trimmed from the schedule.

#### 4. Exercise and meditate

Exercise is an effective stress reducer. It pumps feel-good endorphins through your body. It helps lift your mood. Dedicate a few chunks of time each week to self-care, whether it's exercise, yoga or meditation.

#### 5. Change the small stuff ... then build

*What things stress you out? What helps calm you down?* Think not only of the habits that hurt you, but those you can adopt that will reduce your stress and give you peace.

And start with small, attainable goals. Experience success. Set some higher goals. That's the path to success.

Source: Forbes.com

### Training Compliance

OK, we admit it may not be the most exciting topic, but it IS important.

Agency staff have done a GREAT job assuring their trainings are current. Recent records have shown a **95%+** compliance rate for most of the core topics.

Are you one of the few not compliant? *My Learning Point* makes training easy, consistent and informative!

What are you waiting for?



### Safety News



You know that you are important to us!

We have told you this before. If you have any concerns about safety, let us know!

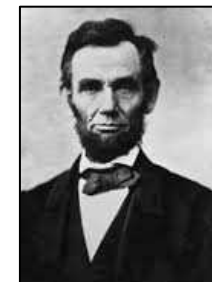
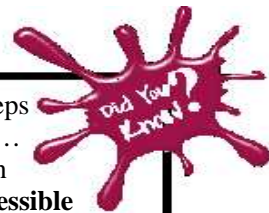
Sharing your concerns – with a Supervisor, Director or Safety rep – helps us plan and better assure your safety ... and of others.

We want to hear from you!

... the Quality Department keeps track of **almost 40 measures** ... each designed to assure we run an **effective, efficient and accessible** agency!

... using **zSCI** in the subject line encrypts your external emails and assures you that your clients' info remains safe and secure?

... **maintaining proper boundaries** with clients is the key to ethical care! You can better assure these by being familiar with and abiding by our Social Media Policy.



"Don't believe everything you read on the Internet just because there's a picture with a quote next to it."

—Abraham Lincoln