


# BHS Email Communications




BHS provides *The BHS Focus*, a monthly e-newsletter that can be used to promote your Assistance Program to your employees. The electronic newsletter provides tips and articles on a variety of well-being and skill-building topics and information on the featured Café Series webinar. We encourage you to share this with your employees.

BHS also provides crisis and disaster communications before and after significant events. These communications provide links to relevant resources, downloadable tip sheets and a link to the NEWS ALERT section of the MyBHS Portal. Here you will find additional resources that are updated throughout the event.



JANUARY 2020

## Plan for the Perfect Year



### Looking at Happiness as a Choice

Are you a person who can act on tough questions? Questions like: What am I grateful for? What choices do I have? What actions can I take to improve my life? What are my primary strengths? How can I live a more balanced life?

People who can act on these questions likely also describe themselves as happy.

"Happiness is neither a mood nor an emotion. Mood is a biochemical condition, and emotions are transitory feelings," says Dan Baker, Ph.D., director of the Life Enhancement Program at Canyon Ranch in Tucson, Ariz., and author of *What Happy People Know*. "Happiness is a way of life, an overriding outlook composed of qualities like love, optimism, courage, and a sense of freedom. It's not something that changes every time your situation changes."


[Read More](#)

### Tips to Enhance Your Well-Being

#### How to Set and Achieve Professional Goals

If you want to accomplish something instead of drifting aimlessly, you have to set goals. Nowhere is this more relevant than in today's workplace.

"Setting professional goals is a game plan for yourself and your company," says



### Printable PDF Tip Sheets

Below are helpful tip sheets to use to help yourself and others begin to recover from severe weather. These resources give simple tips on preparedness techniques and coping methods.

- [Power Outages](#)
- [Flood: What You Need to Know](#)
- [How to Help Others During Times of Disaster](#)
- [Helping Children Cope with Disaster](#)

### Additional Information and Resources

The following resources also provide useful information during this time:

#### FEMA Shelter and Disaster Recovery Center Locator (text message)

If you have been told to evacuate or feel unsafe in your current location, go to a designated public shelter. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: SHELTER 43362).

#### Red Cross Shelter Locator (online)

Find an open shelter here: <https://www.redcross.org/get-help/disaster-relief-and-recovery-services/find-an-open-shelter.html>

#### How to Build an Emergency Supplies Kit

The Federal Emergency Management Agency (FEMA) recommends that you have an emergency supplies kit with enough water, food and basic supplies to last each member of your household for at least 72 hours. Learn about what to include in your emergency supply kit here: <https://www.ready.gov/kit>

#### Make a Family Communications Plan

Your family may not be together when a hurricane or other emergency strikes, so plan how you will contact one another. Get tips from FEMA on how to make a family communications plan here: [https://www.ready.gov/sites/default/files/FamEmePlan\\_2013.pdf](https://www.ready.gov/sites/default/files/FamEmePlan_2013.pdf)

#### Social Media

When disaster strikes, you can count on organizations like FEMA and the Red Cross to

