

Life, Work & Family

Monthly work/life news for UAW-Represented DaimlerChrysler Workers September 2005

Brought to you by the Circle of Life Committee 1-800-809-4996

In This Issue:

OVERCOMING COMMUNICATION OBSTACLES.....	1
FINDING MONEY FOR COLLEGE.....	2
STEPS TO MENTAL HEALTH.....	3



Overcoming Communication Obstacles

Conflicting Versions

Conflicting interpretations of the same event can lead to a communication breakdown. If you're in doubt about what someone tells you, get more information from other sources before taking action.



Poor Timing

Timing is everything in successful communication. Wait until you've gathered and organized all the information you need to get your point across. Choose a time when both you and the other person or group are open, receptive and ready to communicate. Avoid times when anyone involved is under pressure or having a bad day for reasons unrelated to what you need to talk about.

Poor Listening

Poor listening can sabotage any attempt at communication. We all do it: We hear a little and then "fill in" what we think the rest will be, without really listening to what's actually being said. Devote your full attention to the message. Look for a new slant on what the other person is saying. When dealing with poor listeners, explain that you need help in making sure you communicated clearly. Test the listener's understanding of what you said: Ask questions or get listeners to repeat the message back to you in their own words.

Conflicting Expectations

When everyone shows up with a different idea of what the communication is all about, disaster lies ahead. At the beginning of every communication, describe as clearly as possible the reason for the talk or meeting. If someone else has begun the communication, make sure you understand the other person's expectations.

Hostility

When people are angry, it's unlikely that any meaningful communication can take place. Give anger- whether it's yours or the other person's- a chance to cool down, and take whatever steps are necessary to reduce tension. Apologize when appropriate. When you meet, always discuss first what you both agree on, then talk about the disagreement.

Finding Money For College



An important source of money for college comes in the form of scholarships. The advantage of scholarships or grants is that they do not have to be repaid. There are billions of dollars in scholarships available to students. Thousands of organizations and associations sponsor student scholarships. These awards can be based on need, achievement, religious affiliation, ethnicity, memberships, hobbies or special interest.

Research

Research on college scholarships should start as early as the 9th grade. Your high school counselor is the best source to start with. You should also contact the financial office of the college or university you are interested in.

National Scholarships: The Internet is the easiest way to search for scholarships offered through national organizations. Many websites offer scholarship searches free of charge. www.fastweb.com, www.collegeboard.com, and www.petersons.com are good places to start your Internet search.

Local and Regional Scholarships: Most counseling offices have lists of scholarships that are offered through local and regional organizations. Local scholarships usually provide smaller dollar amounts than national ones, but the chance of obtaining them is greater. Students should ask parents if organizations to which they belong or the companies they work for offer scholarships.

Do Your Homework: Whether you are applying to a local organization, or a national corporation, you should do your homework. Find out as much as you can about the organization offering the scholarship. What is their philosophy? Do they have a mission statement? Who has won the award in the past? You can find out a good deal about an organization if they have a website. If not, interview as many people as you can. You can then tailor your application to best suit the organization's goals.

The Application Process

Prepare for scholarship applications early. Do not wait until the last minute to put references, transcripts, and other materials in order. Order application forms as soon as possible. Keep a calendar of deadline dates and chart your progress. Apply for as many scholarship funds as possible to increase your chances.

Review Applications: Check requirements for specific high school classes, grades and tests. Give yourself plenty of time to fill out applications and to write essays if needed. Review your essays with teachers and parents.

Recommendations: Recommendation letters should come from administrators, teachers, counselors, ministers or employers. Do not submit recommendations from family members. Make sure you ask for recommendations from people whom you are sure will write positively about you. Recommendations should be submitted directly to the organization offering the scholarship.

Transcripts: Request transcripts early to ensure they arrive on time.

Tests: Take important tests such as the PSAT, SAT, ACT, and Advanced Placement Tests. Consult with your high school counseling office for more information.

FAFSA: Complete the FAFSA (Free Application for Federal Student Aid) and submit it as soon after the first of the year as you can.

© Accor Services North America, Inc. 2005

Steps to Mental Health

How's your mental fitness? Much as you can build your cardiovascular or muscle strength by exercising, you can build mental fitness by embracing new ideas and behaviors. Here's your training guide:



1. ACCEPT YOURSELF.

Learn to understand and accept your preferences, passions and needs. Remember: No one knows you like you do. Spend quiet time writing in a journal or meditating. Talk to a friend about what matters most to you. Don't blame others for your problems. If your life is boring—or if you feel put upon or neglected—admit it, and do something about it.

2. MAKE YOUR NEEDS KNOWN.

Express yourself and present your feelings without attacking others. If you have trouble expressing your feelings to others, learn new communication skills. Don't expect other people to read your mind.

3. DEMONSTRATE BEHAVIOR THAT REFLECTS HIGH SELF-ESTEEM.

Relate to yourself and others in ways that reveal that you care for yourself. Use positive body language and project a positive attitude. Look alert and interested and keep a cheerful smile. Practice good grooming habits and dress appropriately for the occasion.

4. DEVELOP YOUR POTENTIAL.

Make full use of your abilities and cultivate your personal interests. Learn through reading or taking adult education classes. Try new and interesting things you have never done before. Commit yourself to improving your nutrition, getting adequate rest and starting a regular exercise program. Seek out optimistic people.

5. LET GO OF NEGATIVE JUDGMENTS.

Instead of judging others, learn to appreciate their unique strengths.

6. PLAN FOR SUCCESS.

Emphasize what you do well. Learn to value and build on your strengths. Take disappointments in stride. Everyone experiences failure at times. The most successful people learn from their disappointments rather than allowing themselves to be defeated by them.

7. THINK POSITIVELY.

Embrace your good qualities, and look ahead to a positive future. Believe that you have the power and ability to transform negative situations into more satisfying experiences.

8. LEARN TO ESCAPE WHEN APPROPRIATE.

It's good to confront people and problems head-on, but, sometimes, taking the path of least resistance is the best solution. Be aware of when your expectations of yourself are unrealistically high. Add variety to your life by planning some new activities. Don't depend exclusively on others to add excitement to your life.

9. FIND WAYS TO HELP OTHERS.

Refocus some of your attention away from your own concerns and toward the needs of others. Volunteer for a community project, or help a person who is in need of companionship. Listen with all your attention when involved in a conversation.

10. BE WILLING TO SEEK HELP WHEN NEEDED.

Find people you can talk to when you have problems. If your cares seem overwhelming, seek professional help. Counseling may be helpful if the intensity of your feelings doesn't go away after sharing them with friends or family or if you experience persistent feelings of worthlessness or low self-esteem.

Distributed under license. © Parlay International