

# NEELY EAP

April 2021

## NEWS LETTER

GET THE MOST FROM YOUR  
EMPLOYEE ASSISTANCE PROGRAM



### WELCOME

We are so pleased to be your employee assistance provider. Employee Assistance Programs (EAPs) are a first-line response to providing prevention and short-term problem resolution services. We provide short-term counseling services, seminars, legal services, and financial advice, all FREE of charge to you. Each month our newsletter will be packed full of wellness information and updates about upcoming seminars and webinars.

#### April's SEMINAR

Please join us for our live seminar: **Thriving as a Remote Employee**

[Register Below](#)

April 22<sup>th</sup>@ 3pm

[Click Here: Registration](#)

#### UPCOMING QUARTERLY WEBINAR

**Breaking the "Am I Good Enough" BackStory**

**Available June 3rd**

# Managing Stress in the Workplace

By LaRae Sleeter

Job-related stress is a significant problem for most adults, impacting 65% of American workers. In America, an estimated 1 million workers call in sick each day due to job-related stress. Stress is a natural part of living, and the right amount can push us to perform better, but too much can cause problems. Workers under stress report having a poor diet, being physically inactive, having poor safety habits, and skipping proper health care. Research shows that job stress impacts our physical and mental health, putting us at a higher risk for: cardiovascular disease, musculoskeletal disorders (back problems), psychological disorders (depression, anxiety, and burnout), workplace injury due to lack of concentration, ulcers, cancer, impaired immune system and possibly suicide.



Since finding a no-stress job can be almost impossible, it is vital to develop effective coping strategies to manage work-related stress. Here are some strategies to manage stress at work.

- 1) **Start the day right.** Often, we arrive at work already stressed by things at home and the commute. Try to begin the day with a good breakfast and a positive outlook.
- 2) **Be clear on requirements.** Sometimes job requirements can be fuzzy or can change suddenly. It may help to meet with your supervisor to go over expectations.
- 3) **Stay away from conflict.** Interpersonal conflict can be brutal to avoid at work. If possible, try to stay clear of coworkers that do not work well with others. If conflict finds you anyway, always handle it professionally.
- 4) **Stay organized.** Plan ahead, avoid clutter and organize your time. This will increase your efficiency and decrease stress.
- 5) **Be comfortable.** Physical discomfort increases stress, so do what you can to create a quiet, comfortable, and soothing work environment while maintaining company policy, expectations, and professionalism.
- 6) **Forget multitasking.** Studies show that multitasking splits our focus and creates a stress response for most people. Work on only one task at a time or practice chunking, in which you work on one activity for a set time before switching to another action.
- 7) **Walk at lunch or breaks.** For some, work means sitting, which increases stress on our body. Walk whenever you can and do stretching activities at your desk. <https://www.healthline.com/health/deskercise>
- 8) **Keep perfectionism in check.** The desire to be a high achiever is great but striving for perfection is not a healthy goal. Instead, reach for your best and reward yourself for the effort.

## Signs You May Have Job-related Stress

- headaches
- sleep difficulties
- loss of focus, poor concentration
- low morale
- short temper
- upset stomach
- job dissatisfaction



### Sources:

<https://www.healthline.com/health/deskercise#upper-body>

<https://www.verywellmind.com/how-to-deal-with-stress-at-work-3145273>

National Institute for Occupational Safety and Health



## Developing a Self-Care Routine to Improve Yourself

LaRae Sleeter

Self-care is a purposeful action to increase your physical, mental, and emotional wellbeing. Self-care is a critical component of building resilience to the stress of everyday living. When first developing a self-care routine, it is important to spend some time consider the following questions:



- 1) Physical**
  - Do I get enough sleep?
  - Do I get enough movement during the day?
  - Do I eat properly for my age and dietary needs?
  - Do I get wellness checkups with the doctor, dentist, etc.?
- 2) Social / Relationships**
  - Do I spend enough time with friends and family?
  - What am I doing to nurture these relationships?
- 3) Mental / Cognitive**
  - Do I make time for activities that stimulate my mind? *(These include activities like working puzzles, playing games, and learning new things.)*
- 4) Spiritual**
  - Do I participate in activities that fulfill my spiritual needs? *(These include activities like praying, meditating, sitting outside, and gardening.)*
  - Do I ask questions about life and my experiences?
- 5) Emotional**
  - Do I process my emotions in healthy ways?
  - Do I participate in activities that recharge my emotional battery?

After going through the above questions, you might feel overwhelmed with all the changes that you think you have to make right away. Don't do that. Start small. Choose one area that needs the most attention right now. Figure out one activity or habit that will improve that area and do that. Once you have that down and see improvement in that area, add something to your routine. Just remember these two things: 1.) everyone has unique needs, so there is no one-size-fits-all self-care routine, and 2.) as your life changes, your needs will change.

### Here are some minor changes that you can make that can have a substantial impact on your life:

- get a good night sleep
- eat a proper diet for your nutritional needs
- increase your movement during the day
- say no to others more often
- spend time outside
- cook at home
- read a book
- get organized, declutter
- schedule your self-care time and make it a priority

### Online sources for apps and activities for self-care and stress management:

- <https://tinybuddha.com/blog/45-simple-self-care-practices-for-a-healthy-mind-body-and-soul/>
- <https://onemindpsyberguide.org/apps/#AIS>



**Sources:**  
<https://www.verywellmind.com/self-care-strategies-overall-stress-reduction-3144729>  
<https://www.psychologytoday.com/us/blog/click-here-happiness/201812/self-care-12-ways-take-better-care-yourself>



## WHAT CAN MY EAP DO FOR ME?



At Neely EAP, we understand the challenge of balancing work and life stresses while staying mentally healthy. That's why we've partnered with your employer to offer you the following services, free of charge:

- 24/7 Hotline, Access to Confidential Services
- Short-Term Counseling - **Couch Time Check-In** (preventive annual counseling session)
- Legal and Financial Assistance
- Wellness Trainings
- Secure the Wheel (taxi fare reimbursement)
- Critical Incident Stress Debriefing
- And more. Call 1-866-828-2077 or log in online at [www.neelycounseling.com](http://www.neelycounseling.com), **select My Account**