

# NEELY EAP

GET THE MOST FROM YOUR EMPLOYEE ASSISTANCE PROGRAM

APRIL 2022



## 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.

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## WELLNESS SEMINAR

Please join us for our live seminar "Navigating the New New Normal: Managing Anxiety & Hybrid Work"

APR 14 @3PM

[REGISTER HERE](#)

## QUARTERLY WEBINAR SERIES

Courageous Conversation about Diversity?

MAY 5TH @3PM

[OPENING SOON](#)

# New Normal? Anxiety and Hybrid Work

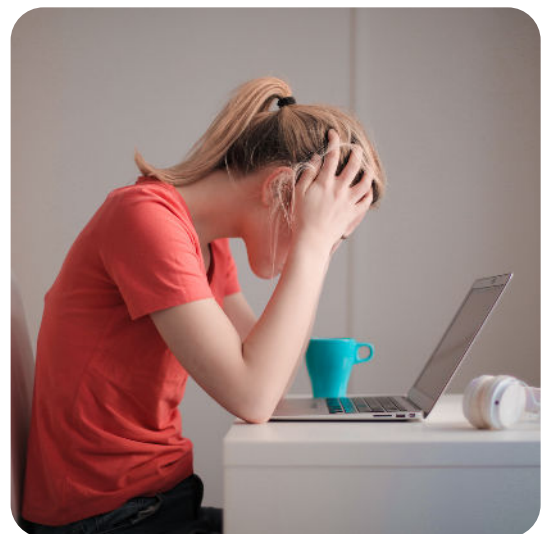
By: Jayde Walz

The past couple of years have been rough on everyone. We have seen the world seemingly change before our eyes. We went from large gatherings to extreme lockdowns to loose restrictions. Every month there was a *new normal*. Unfortunately, as we all know, the workplace is not exempt from these constant changes.

When the pandemic started, most work that could be done from home was switched to virtual. Many of us got comfortable being ten steps away from our refrigerator, even if it took a while to get used to being at home all day long. As restrictions are lifted, there is talk of returning to the office, what that will look like, and how hybrid work may fit into that picture. This uncertainty and change in our daily lives can produce a lot of anxiety. Whether you are struggling while waiting for a transition back to work in person or have made that shift already, it's essential to know how to cope with anxiety and the stress it can induce.

So what can you do to minimize anxiety and stress? The first step to reducing the stress of change is understanding the logistics of the change. Whether this means meeting your supervisors to ask what the current plans are or submitting your feedback to your manager, it helps to be prepared mentally. If your work schedule is up in the air and you experience anxiety and stress from it, try these things to help calm the nerves:

- Journal out your concerns relating to your new work schedule.
- Communicate your concerns with your supervisor and how you may be supported through the transition.
- Write out your schedule for the week and put it on your fridge.
- Visualize what your day will be like in the office the night before you go in.



Anxiety and stress are inevitable in many scenarios, but how you manage and recover from them is incredibly important for your mental well-being. Try some new anxiety calming techniques next time you feel overwhelmed!

Key Takeaways:

1. Anxiety and stress are normal with change.
2. Take time to learn and plan out your work schedule to reduce stress.
3. Learning what techniques work best for calming your anxiety and stress will help you when things become overwhelming.

Learn more about this in the April webinar **“Navigating the New Normal: Managing Anxiety & Hybrid Work”**

[Register Here](#)

**References:**

Colorado: <https://www.colorado.edu/law/25-quick-ways-reduce-stress>

## World Autism Awareness Day: Advocacy and Accommodation

By: Jayde Walz

April 2nd is World Autism Awareness Day. Autism Spectrum Disorder (ASD), or Autism, according to the National Institute of Mental Health is, “a neurological and developmental disorder that affects how people interact with others, communicate, learn, and behave.” Autism is commonly characterized by social difficulties, restricted interests, repetitive behaviors, and difficulties in executive functioning, among many other symptoms. The research surrounding Autism is constantly evolving as we learn more about different presentations of Autism and how autistic persons can be accommodated.

If you have Autism or any other disability, it is important to advocate for yourself. Advocating for yourself in the workplace can lead to a less stressful, more accommodating, and more productive work environment that benefits both your personal and professional life. However, advocating for yourself can be difficult, especially when there is a fear of discrimination. For autistic people specifically, there is a fear of being stigmatized or misunderstood. You do not have to disclose a disability you have to your employer; you can request accommodations and explain that they would benefit your working experience and productivity. Some common accommodations for autistic people in the workplace include (hireautism.org):

- Noise-canceling headphones
- Short breaks throughout the day
- Dim lighting
- Seating away from foot traffic to limit background noise
- Extra time during meetings to process information
- A conversation about the best ways to communicate



If you feel that it's best to explain that you are autistic to your employer, you should consider a few things (A&U, 2018); weigh the advantages and disadvantages, choose the right time, and choose the right words. Remember to explain how Autism impacts your work and how accommodations can work to balance out the difficulties. Check out the link below for more.



### Key Takeaways:

1. Advocating for your needs is essential to success in any aspect of your life.
2. Various accommodations may assist you if you are autistic; take time to figure out what will best help you.
3. If you choose to disclose that you're autistic to your employer, be prepared to choose the best time to communicate and explain clearly your needs and how support will help you succeed.

Learn more about diversity in the workplace from your NEAP webinar: [What is Diversity and Inclusion?](#)

### References:

National Institute of Mental Health: <https://www.nimh.nih.gov/health/topics/autism-spectrum-disorders-asd#:~:text=Autism%20Spec trum%20Disorder-,Overview.first%20two%20years%20of%20life>.

Hireautism.org: <https://hireautism.org/resource-center/the-autism-friendly-workplace> A&U: <https://autisticandunapologetic.com/2018/04/07/should-i-tell-my-boss-that-im-autistic/>

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## WHAT CAN MY EAP DO FOR ME?



### About our logo

For decades, enslaved African Americans looked to the North Star for hope, inspiration, and freedom. Neely EAP (NEAP) provides the **hope** that your situation will improve, the **inspiration** to move you in the right direction, and the **freedom** to live your best life.

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
- Work life referrals for adult care, childcare, pet care and more
- Wellness Trainings & Online Employee Training Vault
- Critical Incident Stress Debriefing

