

# NEELY EAP NEWSLETTER

MAY 2023



## WELLNESS SEMINAR

Please join us for our live seminar "Taking your Mental Health to the Next Level"

MAY 11TH @ 3PM

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## QUARTERLY WEBINAR SERIES

Please join us for our live seminar "Time Management and Planning for Effective Leadership"

MAY 25TH @ 3PM

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## LETTER FOR LEADERS

Helpful resources from your EAP

## WELCOME

The leadership newsletter is designed to provide EAP support to supervisors and managers. Making an informal referral (friendly referral) or formal referral can be challenging without training. In addition, the content will educate and promote program features that help leaders focus on the well-being of their employees. EAP services are free and readily accessible to the entire company and their family members.

Toll-Free, 24/7 Helpline:  
866-212-6096  
800-735-2989 TDD  
[neelyeap.com](http://neelyeap.com)



# Time Management and Planning for Effective Leadership

By: Courtney Garcia Echeverria

Knowing how to manage your time is one of the most invaluable assets of being a leader. Between the projects, deadlines, and to-do lists, it is easy to feel like you're being stretched thin. Trying to juggle your daily tasks and managing your team can be challenging. While plenty of blogs, apps, and hacks claim they can help you manage time, they are unlikely to work. So why don't these apps work?

For the same reason that I could buy a pair of the best running shoes in the world, and I still won't be an Olympic track star- because my skills precede the shoes' effectiveness. Therefore, an app or blog will only be effective if you have the proper skills to manage your time. Here are a few ways to effectively manage your time.



## Treat your time like money

Budget your time. Simply put, when we budget our money, we typically have a list of what we must spend our money on (bills, bills, bills) and our entertainment or “want to do” budget (shopping, concerts, eating out). We should treat our time the same way and categorize our time based on deadlines and importance.

## Set firm boundaries with yourself

Harvard Business Review said, “Professionals check their email 15 times daily or every 37 minutes.” The research found that it takes up to 23 minutes and 15 seconds to recover and be fully productive when interrupted from work, such as a break to check emails. With this in mind, setting boundaries with your time is important. This means picking certain times or projects to put the phone on, not disturb, exit out of the social media tabs, and keep your mind focused on the end goal.

## Trust your team

One thing that managers tend to do is micromanage instead of trusting employees to take over certain aspects of tasks. The more you lessen your workload, the more you can allow yourself to be present with your team. If you are locked in your office all day trying to meet deadlines, the well-being of your team gets put on the back burner.

## How We Can Help

*Being in a leadership position is difficult, and managing time is paramount for a successful leader. If these tips are helpful for you, use your EAP benefits to talk to a therapist that can assist you with scheduling, time management, and more.*

To learn more about time management in leadership, join the upcoming May seminar: [Time Management and Planning for Effective Leadership](#)

### References

Time Management Is About More Than Life Hacks (hbr.org)

Leaders: 4 Simple Ways You Can Manage Your Time And Engage Your Team (forbes.com)



## EAP that's here for you

Here are some answers to common questions supervisors and managers have regarding employee issues and making EAP referrals. If you need more assistance, feel free to email us at [admin@neelyeap.com](mailto:admin@neelyeap.com).

**Q: I believe that I have good control of my time management, but how can I make sure of it?**

A: Self-awareness is extremely important when realizing where you stand with time management. One of the easiest ways to test your self-awareness is to take an objective assessment test, which your EAP therapist can assist you with. Another way is to go to the sources and get feedback from your peers or boss. Ask them to report anonymously about how they think you manage your time.

**Q: How does managing MY time affect my employees?**

A: Employees are the assets that keep an organization afloat. When other things consume your day, you make yourself unavailable to your team. Employees who feel disconnected from you may start to disengage, feel unappreciated, and even unproductive. When you're able to manage your time and make time for your team, it will increase productivity and cause them to feel engaged.



## 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.

Being in a leadership role can be challenging. Having the correct tools and resources can make a difference. The **Manager Assistance Program** offers support to resolve personal or professional issues that can negatively impact the workplace. We also offer:

- 24/7 Hotline, Access to Confidential Services
- Short-Term Counseling Couch Time CheckIn (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

