

Year.

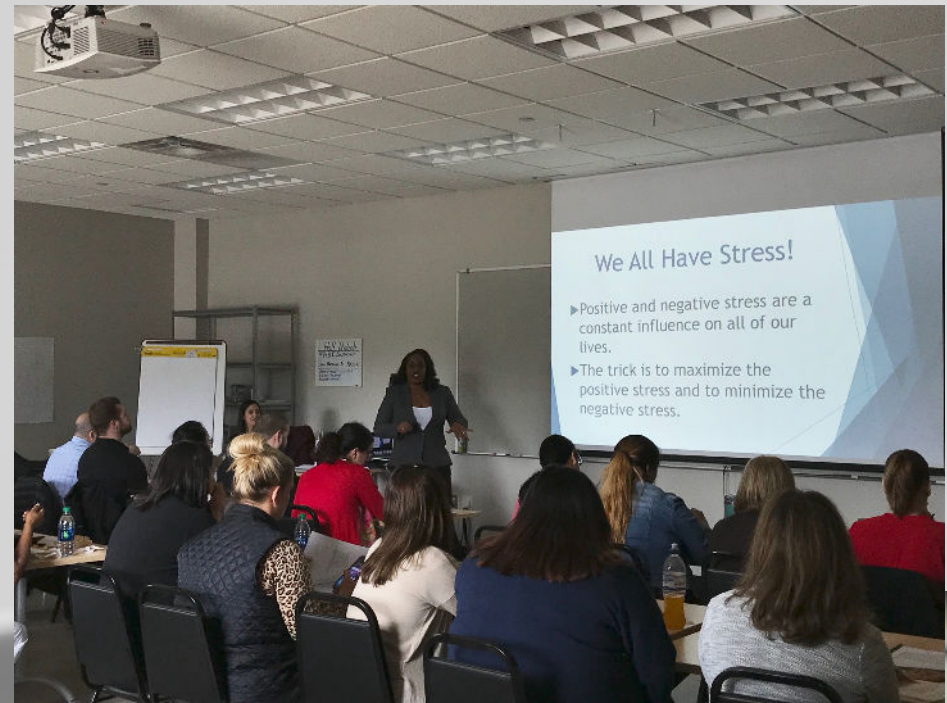
Everyone deserves a little couch-time.

Employee Guide to the New Year

Dr. Kimberly VanBuren



Who Am I?



Reflective Questions

What were your major accomplishments in the past year?

What challenges did you face, and how did you overcome them?

Were there unexpected opportunities or setbacks?

Setting Goals & Action Plans

SMART Goals

Specific
Measurable
Achievable
Relevant
Timely

Setting Goals & Action Plans

ACTION PLAN

- Identify Task
- Allocate Resources
- Prioritize Tasks
- Set Deadlines
- Monitor and Revise



Time Management Strategies


Time Blocking

Use Technology Wisely

Eliminate Time Wasters

Take Regular Breaks

Learn to Say No



Stress Reduction Techniques


Exercise

Gratitude Practice

Deep Breathing Techniques

Mindfulness

Progressive Muscle Relaxation



Workplace Wellness

Clear Communication

Recognition and Appreciation

Professional Development

Inclusive Environment

Team Building

Mental Health

Any Questions?

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Employee Support Program

LIFE COACHING



FEATURES:

- Have convenient telephone conversations with your Life Coach.
- Establish your vision, set goals and create an action plan in your very first meeting.
- Engage in up to 5 follow-up meetings to help recalibrate, refresh, and progress with your goals.
- Your progress towards any goal – career, parenting, relationship, time-management – can be enhanced by working with your Life Coach.

The path to personal and professional success is not always clear.

A Life Coach can help by guiding you through a thought-provoking, creative process of reflection and goal setting to maximize your potential and navigate life transitions.

TOLL-FREE: 866-212-6096

WEBSITE: <https://neelyeap.helpwhereyouare.com>



EAP Benefit Spotlight



Employee Guide to Planning for the New Year

Unlocking success in the New Year hinges on effective time management. Here are key **Time Management Strategies:**

01

Time Blocking.

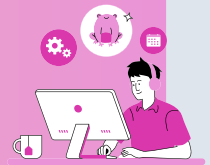
Block out time in your schedule.
Build a routine that support you and family
Create time for goals and hobbies.



02

Use Technology Wisely.

Use key features - Do Not Disturb, Notes.
Create tiggers to remember key dates.
Only useful if you are intentional.



03

Eliminate Time Wasters.

Keeps you away from your goals.
Identify your time wasters.
Helps you recapture your time.



04

Take Regular Breaks.

Take meaningful breaks, take a walk.
Recharge with short breaks.
Avoids burnout on task.



05

Learn to Say No.

Set boundaries.
Know what works for you and verbalize it.
Understand your limitations



Year.