

NEELY EAP

APRIL 2024

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.

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WELLNESS SEMINAR

Please join us for our live seminar
"Workplace Communication and Stress"

April 18th @ 3pm

[REGISTER](#)

QUARTERLY WEBINARS

Please join us for our live seminar
"Leading vs. Managing: Why Knowing the Difference Matters"

April 25 @ 3pm

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Workplace Communication and Stress

By: Courtney Garcia-Echeverria

Communication is the cornerstone of productivity, collaboration, and overall organizational success in the modern workplace. However, for many employees, it can also become a source of stress and anxiety. The dynamics of workplace communication, coupled with the pressures of meeting deadlines and fulfilling expectations, often create a breeding ground for stress that can impact mental well-being and job satisfaction. Research published in the *Journal of Organizational Behavior* has shown that poor communication predicts increased employee stress levels (Roberts & Foti, 2018). From an employee perspective, navigating the complexities of workplace communication while managing stress requires a balance and an understanding of the underlying factors at play.



One primary stress stemming from workplace communication is ineffective communication channels and practices. Miscommunication, ambiguity, and a lack of clarity can lead to confusion, frustration, and heightened employee stress levels. Message unclear or misunderstood can result in errors, delays, and conflicts, further exacerbating stress within the work environment. According to the American Psychological Association, but by no surprise, employees in unsupportive cultures report higher stress levels and burnout.

Another critical aspect influencing workplace communication and stress is the organizational culture.

A culture that promotes open communication, transparency, and mutual respect tends to alleviate employee stress by fostering trust and psychological safety.

To manage workplace communication and stress effectively, employees can:

- **Practice Active Listening:** Fully concentrate, understand, respond, and remember. This can help prevent misunderstandings and foster more apparent communication channels.
- **Seek Clarification:** Don't hesitate to seek clarification when faced with unclear messages. Asking questions can help minimize the risk of errors or misunderstandings.
- **Set Boundaries:** Establishing healthy boundaries around communication can help mitigate stress levels.
- **Utilize Support Networks:** Lean on support networks within the organization, such as mentors, peers, or employee resource groups.
- **Practice Self-Care:** Prioritize self-care activities such as exercise, mindfulness, and adequate rest to manage stress levels and maintain overall well-being.

Effective workplace communication fosters collaboration, productivity, and a positive work environment. However, the intricate dynamics of communication can also become a source of stress and anxiety for employees. Employees can proactively manage stress levels and foster a healthier work environment by recognizing the impact of ineffective communication practices and prioritizing strategies to navigate these challenges.

To learn additional tools and techniques on this theme, please join us on April 18th for our workshop, "[Workplace Communication and Stress.](#)"

References

Roberts, K. A., & Foti, R. J. (2018). Evaluating the relationship between stress, communication ability, and stress reactions. *Journal of Organizational Behavior*, 39(2), 205-222.
American Psychological Association. (2019). Creating a Healthy Workplace: Improving Employee Well-Being and Organizational Performance. Retrieved from <https://www.apa.org/topics/healthy-workplace>.

Developing a Self-Care Routine to Improve Yourself

By: Courtney Garcia Echeverria

In the hustle and bustle of our daily lives, it's easy to prioritize work and responsibilities over our well-being. However, neglecting self-care can harm our mental, emotional, and physical health. Self-care is not selfish; it's fundamental to maintaining balance and harmony. Activities and practices nourish and rejuvenate our mind, body, and spirit. From setting boundaries and practicing mindfulness to engaging in hobbies and spending time with loved ones, self-care is about prioritizing activities that replenish our energy and nurture our inner selves.

Investing in self-care yields numerous benefits that extend beyond immediate gratification. By incorporating self-care practices into your daily routine, you can experience:

- **Improved Mental Health:** Taking time for yourself can reduce stress, anxiety, and depression while enhancing resilience and emotional well-being.
- **Enhanced Physical Health:** Engaging in exercise, proper nutrition, and adequate sleep promotes physical health and boosts energy levels.



- **Increased Productivity and Creativity:** Self-care rejuvenates your mind, making you more focused, productive, and creative in your professional endeavors.
- **Better Relationships:** Prioritizing self-care allows you to show up as your best self in your relationships, fostering deeper connections and communication with others.

Creating a self-care routine that works for you requires self-awareness, intentionality, and consistency. Here are some steps to help you get started:

- **Identify Your Needs:** Reflect on what activities bring joy, peace, and fulfillment.
- **Make Time for Self-Care:** Schedule dedicated self-care activities in your calendar. Treat these appointments with the same importance as work meetings.
- **Start Small and Be Consistent:** Begin with manageable self-care activities and gradually incorporate more as you build momentum. Consistency is crucial in reaping the long-term benefits of self-care.
- **Listen to Your Body and Mind:** Pay attention to signals of stress, fatigue, or burnout, and adjust your self-care routine accordingly. Practice self-compassion and kindness toward yourself as you navigate this journey.
- **Seek Support and Accountability:** Share your self-care goals with trusted friends, family members, or colleagues who can provide encouragement and hold you accountable.

Self-care
IS EMPOWERMENT

Incorporating self-care into your daily life is not a luxury; it's necessary for holistic well-being and personal growth. By prioritizing self-care, you invest in yourself and empower yourself to thrive personally and professionally. Please use your EAP benefits to speak with a counselor about the best ways to incorporate self-care into your routine.



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
- Free Short-Term Counseling and 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

