

NEELY EAP NEWSLETTER

MAY 2024



WELLNESS SEMINAR

Please join us for our live seminar
"Navigating Time and Nurturing Mental Wellness"

MAY 16 @3PM

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QUARTERLY WEBINAR SERIES

Please join us for our live seminar
"Emotional Intelligence in Leadership"

JULY 25TH

TBD

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.

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Cultivating Balance: Navigating Time and Nurturing Mental Wellness

By: Courtney Garcia Echeverria

In the dynamic landscape of modern workplaces, supervisors and managers hold pivotal roles in steering teams towards success. However, amidst the flurry of tasks, deadlines, and responsibilities, it's easy for leaders to overlook their well-being. The pursuit of balance between professional duties and personal mental wellness is not just a luxury but a necessity for effective leadership.

Research consistently highlights the interconnectedness of mental wellness with productivity, decision-making, and overall job satisfaction. As supervisors and managers, your ability to lead effectively hinges on your mental and emotional state. Neglecting your well-being impacts your performance and sets a precedent for your team members. A study by Harvard Business Review emphasizes the ripple effect of leaders' well-being on organizational culture and employee engagement. It found that leaders who prioritize their mental health foster healthier work environments, leading to increased productivity and decreased turnover rates (Harvard Business Review, 2019).

Strategies for Cultivating Balance

- **Time Management Techniques:** Efficient time management is foundational to achieving balance. Prioritize tasks effectively. Leaders can prevent burnout and maintain equilibrium by allocating time for work responsibilities and personal rejuvenation.
- **Promote Flexible Working Arrangements:** Flexibility in work arrangements can empower everyone to manage their time and energy better. Research published in the Journal of Occupational and Environmental Medicine suggests that flexible work arrangements contribute positively to employees' mental well-being and job satisfaction (Gajendran & Harrison, 2007).
- **Encourage Mindfulness Practices:** Mindfulness practices, such as meditation, deep breathing exercises, and taking short breaks to pause and reflect, are powerful tools for promoting mental wellness.
- **Lead by Example:** As leaders, your actions speak louder than words. Model healthy work-life integration by setting boundaries, taking breaks, and prioritizing self-care. By demonstrating the importance of balance, you safeguard your well-being and inspire your team members to prioritize theirs.



In the fast-paced world of leadership, cultivating balance is not an indulgence but a strategic imperative. Supervisors and managers can elevate their performance by prioritizing mental wellness and navigating time effectively, fostering healthier work environments, and inspiring their teams to thrive. Remember, achieving balance is not a one-time task but an ongoing journey that requires commitment and self-awareness. As you embark on this journey, may you find harmony amidst the demands of leadership.

To learn more, please use your EAP benefits to speak to one of our counselors and mark your calendars for May 16th to join our seminar, "[Cultivating Balance: Navigating Time and Nurturing Mental Wellness.](#)"

References

Algoe, S. B., Gable, S. L., & Maisei, N. C. (2010). It's the little things: Everyday Gratitude as a booster shot for romantic relationships. *Personal Relationships*, 17(2), 217-233.
Bartlett, M. Y., & DeSteno, D. (2006). Gratitude and prosocial behavior: Helping when it costs you. *Psychological Science*, 17(4), 319-325.

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.

Q: How can I effectively encourage mindfulness practices among my team without seeming intrusive or adding additional pressure?

A: To encourage mindfulness practices among your team, lead by example by incorporating these practices into your own routine openly. Additionally, consider offering optional mindfulness workshops or resources and emphasize the benefits of mindfulness in enhancing focus and reducing stress. Encourage a culture of mutual support where team members feel empowered to prioritize their well-being without feeling pressured or judged.

Q: Implementing flexible work arrangements sounds promising, but how can I maintain productivity and team cohesion, especially in a remote work setting?

A: Establish clear expectations and communication channels to ensure productivity and team cohesion while implementing flexible work arrangements. Set measurable goals and deadlines, utilize collaboration tools for seamless communication, and schedule regular check-ins to provide support and address any challenges. Encourage transparency and accountability within the team while allowing flexibility in completing tasks, fostering trust and autonomy among team members.



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
- 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

