

NEELY EAP

July 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

**"Mastering Time:
Strategies for Effective Time
Management and
Productivity"**

July 18, 2024
@ 3pm

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QUARTERLY WEBINARS

**"Emotional Intelligence in
Leadership"**

August 29, 2024
@ 3pm

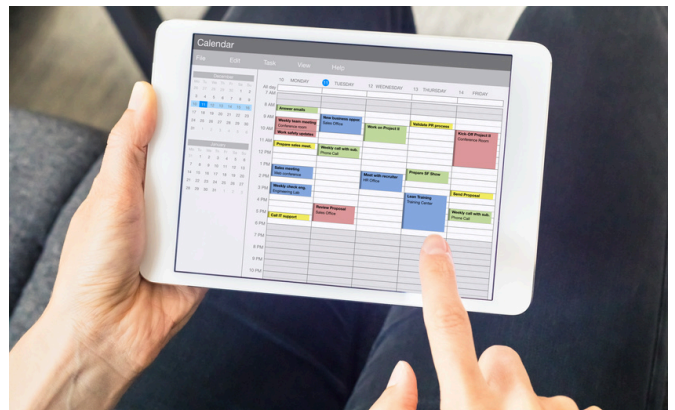
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Mastering Time: Strategies for Effective Time Management and Productivity

By: Courtney Garcia-Echeverria

Whether you're a seasoned professional or a newcomer to the workforce, honing your time management skills can significantly enhance productivity and reduce stress. Effective time management isn't just about getting more done in less time; it's about prioritizing tasks, minimizing distractions, and optimizing workflow to achieve your goals efficiently. Here are some strategies to help you master time and boost productivity in the workplace:

- **Set Clear Goals:** Establish clear, achievable goals for yourself. Break down larger objectives into smaller tasks and assign deadlines to each task. This will provide you with a roadmap to follow and help you stay focused on what's most important.
- **Prioritize Tasks:** Not all tasks are created equal. Identify high-priority tasks and tackle them first. Use techniques like the Eisenhower Matrix to categorize tasks based on urgency and importance, allowing you to allocate your time and energy effectively.
- **Manage Your Calendar:** Use a calendar or scheduling tool to plan your day, week, and month. Block out time for essential tasks, meetings, breaks, and stick to your schedule.
- **Minimize Distractions:** Distractions can derail your focus and productivity. Identify common distractions in your work environment, such as email notifications or social media, and take steps to minimize or eliminate them. Consider using techniques like the Pomodoro Technique, which involves working in short, focused bursts followed by brief breaks.
- **Learn to Say No:** As much as we'd like to, we can't do everything. Learn to say no to tasks or commitments that don't align with your goals or priorities.
- **Delegate Tasks:** Don't hesitate to delegate tasks to others when appropriate. Delegating frees up your time for more critical responsibilities empowers your colleagues, and fosters teamwork.
- **Use Technology Wisely:** Leverage technology to streamline your workflow and automate repetitive tasks. To stay organized and efficient, utilize productivity tools like project management software, task lists, and time-tracking apps.
- **Take Care of Yourself:** Effective time management isn't just about work; it's also about maintaining a healthy work-life balance. Prioritize self-care. A well-rested and rejuvenated mind is more productive and creative.



By implementing these strategies, you can master time and enhance your productivity in the workplace. Remember that effective time management is a skill that requires practice and continuous refinement. Stay disciplined and focused, and watch your efficiency and success soar. If you'd like to learn more about these techniques, please use your EAP benefits and speak to one of our counselors. ***Also, remember to tune in on July 18th for our seminar, "Mastering Time: Strategies for Effective Time Management and Productivity."***

References:

References

1. Covey, Stephen R. "The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change." Simon & Schuster, 2004.
2. Newport, Cal. "Deep Work: Rules for Focused Success in a Distracted World." Grand Central Publishing, 2016.



Healthy Habits: A Guide to Wellness in the Workplace

By: Courtney Garcia Echeverria

In today's dynamic workplace environment, fostering a culture of health and well-being is not just a benefit but a necessity. Healthy habits enhance individual well-being and contribute to a more productive and engaged workforce.

1. Physical Activity

Regular physical activity is fundamental to overall health and vitality. Incorporate movement into your daily routines through walking meetings, designated exercise breaks, or access to fitness facilities. Ergonomic workstations and stretching exercises can also mitigate the physical strain associated with prolonged sitting, fostering a healthier posture and reducing the risk of musculoskeletal issues.

2. Mental Well-being

Mental health is equally crucial to performance and satisfaction. Discuss mental health concerns without fear of stigma. Use counseling services, stress management workshops, and mindfulness sessions. Incorporating work-life balance can also significantly contribute to mental well-being.

3. Healthy Eating Habits

Nutrition plays a pivotal role in overall health and energy levels. Consider healthy meal planning and mindful eating practices. Staying hydrated and accessing water stations can further support your physical well-being.

4. Sleep Hygiene

Quality sleep is essential for cognitive function, mood regulation, and overall health. Practice sleep hygiene practices such as establishing a consistent sleep schedule, creating a conducive sleep environment, and unplugging from electronic devices before bedtime.

5. Cultivating Social Connections

Positive social interactions contribute to a sense of belonging and camaraderie among employees. Join in on team-building activities, social events, and volunteer opportunities that foster meaningful connections.



Organizations can create a workplace culture that values and supports holistic well-being by prioritizing healthy habits. From physical activity and nutrition to mental health support and social connections, fostering healthy habits contributes to a motivated, resilient, and productive you. Embracing these practices benefits individual employees and strengthens organizational success and sustainability in the long term. If you'd like to learn more, please use your EAP benefits to speak to a counselor for a personalized guide.



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

