

# NEELY EAP

JULY 2025

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

Join us for our monthly seminar  
on **Stress Less: Practical Tools  
for Managing Everyday Stress**

**07/17/25 | Thursday  
@2PM CENTRAL TIME**

[CLICK HERE TO REGISTER](#)

## QUARTERLY WEBINARS

Turning Stressful Situations  
into Collaborative Solutions

**07/24/25 | Thursday  
@2PM CENTRAL TIME**

[CLICK HERE TO REGISTER](#)

# Stress Less: Practical Tools for Managing Everyday Stress

By: Courtney Garcia-Echeverria

In today's fast-paced work environments, stress has become a common part of the daily experience for many employees. From looming deadlines to balancing work and personal responsibilities, stress can take a toll on both mental and physical well-being. Fortunately, learning a few practical tools can make a big difference in managing everyday stress more effectively.

## 1. Take Control with Time Management

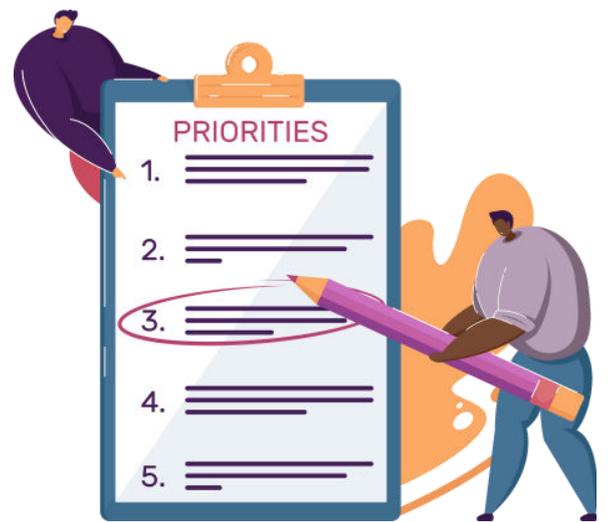
One of the most effective ways to reduce stress is by taking control of your schedule. Prioritize tasks by importance and urgency using techniques like the Eisenhower Matrix. Break large projects into smaller steps and set realistic deadlines. Having a clear plan can reduce the feeling of being overwhelmed and increase a sense of control—one of the biggest predictors of stress resilience (American Psychological Association, 2023).

## 2. Use Mindful Breathing to Reset

Taking just 2-5 minutes to practice mindful breathing can lower stress levels instantly. Try the 4-7-8 technique: inhale for 4 seconds, hold for 7, and exhale slowly for 8. This simple practice activates the parasympathetic nervous system, which helps calm the body and mind (Harvard Health Publishing, 2020).

## 3. Set Boundaries to Protect Your Energy

Setting healthy boundaries—especially around email and after-hours communication—helps prevent burnout. Clearly communicate your availability and create designated work and break times. This not only supports a healthy work-life balance but also reinforces your well-being as a priority.



## 4. Build Micro-Moments of Joy Into Your Day

Small moments of joy—like listening to a favorite song, stepping outside for fresh air, or chatting with a coworker—can interrupt stress patterns and improve your mood. Over time, these brief pauses can build resilience and help to improve your emotional well-being.

Managing stress doesn't always require a major lifestyle overhaul. By incorporating small, practical changes into your daily routine, you can improve your ability to cope and thrive—even during busy or challenging times.

## 5. Tap Into EAP Resources

Many employees forget that they have confidential access to counseling and wellness support through their Employee Assistance Program (EAP). Whether you need help coping with stress, navigating family issues, or managing burnout, these services are available at no cost and are designed to support you. **For more information on how to manage stress, please join our monthly seminar, [Stress Less: Practical Tools for Managing Everyday Stress, on July 17th.](#)**

Reference:

- American Psychological Association. (2023). Stress in America™ 2023.
- Harvard Health Publishing. (2020). Relaxation techniques.

# Staying Grounded: Managing Your Mental Health in a Distressing World

By: Courtney Garcia Echeverria

It's no secret—the world feels heavy right now. News of violence, political division, environmental crises, and global conflict can feel overwhelming, especially when it seems like there's something new every day. As your EAP counselor, I want to remind you: it's okay to feel affected. You're not alone, and there are ways to care for your mental health even when the world feels unpredictable.

## 1. Give Yourself Permission to Feel

Many people try to “stay strong” by pushing their emotions aside. But it's natural—and human—to feel anxious, sad, or angry about world events. Acknowledging your emotions without judgment is the first step toward managing them. Your feelings are valid.

## 2. Control What You Can, Release What You Can't

Focus your energy on areas within your control: your daily routines, your relationships, your health, and how much media you consume. When the external world feels chaotic, creating structure in your personal life can restore a sense of stability and agency.

## 3. Take Breaks from the News

Staying informed is important, but constant exposure to distressing news can take a toll. Give yourself permission to unplug. Choose specific times to check reliable news sources, and limit doom-scrolling. This isn't avoidance—it's protecting your mental space.

## 4. Stay Connected

Isolation can intensify distress. Reach out to trusted coworkers, friends, or family members for support—even if it's just to talk or share a moment of laughter. Community may not solve the world's problems, but it can help remind you that you're not facing them alone.



## 5. Use Your EAP Support

If the weight of the world is affecting your sleep, mood, relationships, or work, don't hesitate to reach out. EAP counseling is free, confidential, and designed to help you navigate exactly these kinds of challenges. Whether you're feeling overwhelmed or just need someone to talk to, we're here for you.

## 6. Practice Grounding and Mindfulness

When your mind is racing with “what-ifs,” bring yourself back to the present moment. Try deep breathing, a quick walk, or even naming five things you can see and hear. These small grounding practices can calm the nervous system and help you feel more centered.

The world may be uncertain, but your mental health matters—and so do you. Caring for yourself is not selfish; it's necessary. Let this be your reminder to pause, breathe, and reach out if you need support.



## 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

