

NEELY EAP NEWSLETTER

JULY 2025



WELLNESS SEMINAR

Join us for our monthly seminar on

Stress Less: Practical Tools for Managing Everyday Stress

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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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Stress Less: Practical Tools for Managing Everyday Stress

By: Courtney G Echeverria

Leadership comes with a unique set of pressures—from strategic decision-making and team oversight to navigating organizational changes. While stress is an inevitable part of any leadership role, unmanaged stress can diminish your effectiveness, impact team morale, and contribute to burnout. Learning how to manage stress proactively is not just a personal benefit, it's a leadership asset.

1. Model Stress Management for Your Team

As a leader, your behavior sets the tone. Demonstrating healthy stress management—such as taking breaks, setting boundaries, or using time-blocking techniques—shows your team that it's okay to prioritize mental wellness. Leaders who model balance create psychologically safe environments where others feel empowered to do the same (American Psychological Association, 2023).

2. Delegate Strategically

Leaders often feel the need to carry everything themselves. But strategic delegation can lighten your load while building team capacity and trust. Identify tasks that align with team members' strengths and empower them to take ownership. This not only helps you manage stress but also fosters employee growth and engagement.

3. Pause with Purpose: Mindful Breathing and Reflection

In high-stakes environments, pausing—even briefly—can help reset your nervous system. Mindful breathing techniques like the 4-7-8 method (inhale for 4 seconds, hold for 7, exhale for 8) are proven to lower cortisol levels and improve focus (Harvard Health Publishing, 2020). Consider incorporating a short reflection period into your day to check in with yourself before reacting or making decisions under pressure.



4. Invest in Micro-Recovery Moments

Small, intentional pauses during the day—whether it's stepping outside, listening to music, or connecting with a peer—can help recharge your mental energy. Integrating these "micro-recovery" moments allows you to lead with clarity and prevent decision-fatigue over the long term. By actively managing your own stress, you're better positioned to lead others through change, uncertainty, and pressure. In doing so, you don't just benefit personally—you enhance your leadership impact across the organization.

5. Encourage Use of EAP Resources

Ensure your team is aware of the mental health and counseling resources available through the Employee Assistance Program (EAP). Normalize and advocate for their use—not just during crises, but as proactive support. Leaders who speak openly about EAPs can help reduce stigma and encourage healthier workplace cultures. **For more information on how to manage stress, please join our monthly seminar, [Stress Less: Practical Tools for Managing Everyday Stress, on July 17th.](#)**

References

- American Psychological Association. (2023). Stress in America™ 2023. <https://www.apa.org/news/press/releases/stress>
- Harvard Health Publishing. (2020). Relaxation techniques: Breath control helps quell errant stress response. <https://www.health.harvard.edu/mind-and-mood/relaxation-techniques-breath-control-helps-quell-errant-stress-response>



Insights: Leveraging EAP for Leadership Success



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.

1. How can I encourage my team to use EAP services without making it feel like something is wrong with them?

Answer:

Normalize EAP usage by framing it as a proactive wellness tool rather than a last resort. You can say things like, “Our EAP offers confidential resources for everyday stress, not just crisis situations.” Share examples of non-crisis topics the EAP can help with—such as work-life balance, financial concerns, or parenting stress. When leaders talk about these services casually and positively, it reduces stigma and encourages team members to feel comfortable using them.

2. What if I don't have time for stress management techniques in my daily schedule?

Answer:

You don't need large blocks of time to make a difference—just a few minutes can have a big impact. Techniques like mindful breathing, taking a short walk, or stepping away for five minutes between meetings can help reset your focus. Think of it as a performance strategy, not just self-care. These small breaks increase mental clarity, improve decision-making, and help you stay grounded, especially during high-pressure moments.



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

