

NEELY EAP

MARCH 2024

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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
“Remote but Connected: Strategies for
Success and Balance in Remote Work”

03/20/25 | Thursday
@3PM CENTRAL TIME

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QUARTERLY WEBINARS

Join us for our quarterly seminar on
“Using Emotional Intelligence to
Strengthen Communication.”

03/27/25 | Thursday
@3PM CENTRAL TIME

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Remote but Connected: Strategies for Success and Balance in Remote Work

By: Courtney Garcia-Echeverria

As remote work becomes increasingly common, finding a balance between work efficiency and personal well-being is essential. While remote work offers flexibility, it can also present challenges, such as isolation, communication barriers, and difficulty separating work from home life. Employees can maintain productivity by adopting a few key strategies while fostering a sense of connection with their team.

Establish Clear Boundaries

One of the biggest challenges of remote work is managing the line between work and personal life. Set specific hours for when you are "at work" and when you're "off." Communicate these boundaries with colleagues to ensure expectations are clear. This helps prevent burnout and ensures that you maintain time for yourself.

Leverage Technology for Communication

In the absence of face-to-face interactions, staying connected with your team is critical. Utilize collaboration tools such as Slack, Zoom, or Microsoft Teams to facilitate regular check-ins and maintain open communication channels. Scheduled video calls can help to recreate in-person conversations, fostering collaboration and camaraderie.

Create a Dedicated Workspace

Establishing a workspace separate from your personal space can help you mentally switch into "work mode" when necessary. This doesn't need to be an individual room but a specific area where you can focus on your tasks. A dedicated workspace signals to your brain that it's time for work, making it easier to concentrate and be productive.

Practice Time Management

Remote work often comes with a more flexible schedule, but this flexibility can lead to distractions. To stay on track, create a structured daily schedule. Prioritize tasks, set achievable goals, and use tools like to-do lists or time-blocking methods to stay organized and focused.



Engage in Social Interactions

Working remotely can be isolating, so engaging in social activities with colleagues is essential, even if virtually. Schedule virtual happy hours, team-building activities, or informal chats. These interactions help maintain a strong team dynamic and prevent feelings of isolation.

Prioritize Well-Being

Remote work allows you to manage your health and well-being better. Take regular breaks, move your body, and avoid sitting for long periods. Incorporating physical activity into your routine can reduce stress and enhance productivity. Additionally, disconnect fully during your off-hours to recharge and maintain a healthy work-life balance.

Successful remote work relies on clear communication, disciplined time management, and intentional social connections. Remote workers can succeed and thrive in a flexible work environment by implementing strategies that promote balance and productivity. **If you'd like more information on this, please attend our [Remote but Connected: Strategies for Success and Balance in Remote Work](#) seminar on March 20th. We hope to see you then!**

References
Smith, J. (2023). The Power of Remote Work: Balancing Productivity and Well-Being. Remote Work Journal.

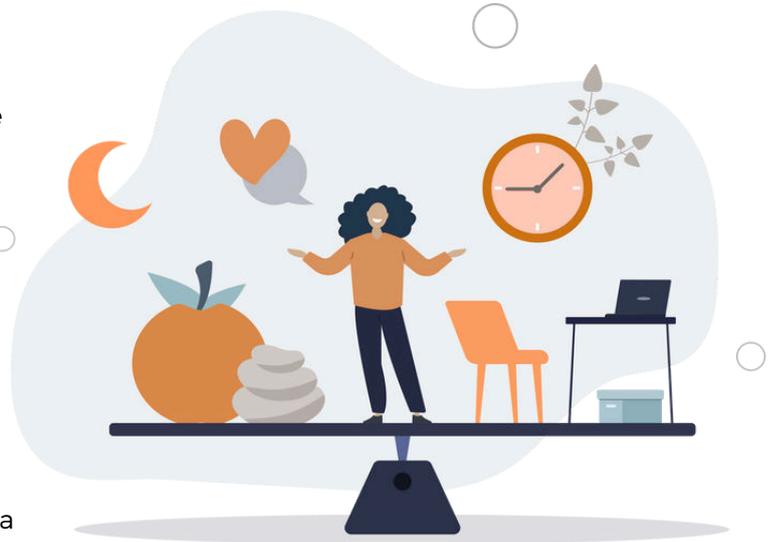
March: National Health Awareness Month – A Time for Wellness in the Workplace

By: Courtney Garcia Echeverria

As we step into March, it marks the observance of National Health Awareness Month, a time to focus on the importance of physical and mental well-being. Whether you're working remotely or in an office, prioritizing health is key for your personal life and professional performance. This month offers the perfect opportunity to evaluate and embrace healthy habits, setting the stage for a more productive, balanced work life.

Why Health Matters for Employees

Being a wellness-driven employee means being proactive about your physical and mental health. Healthier employees tend to have more energy, sharper focus, and greater job satisfaction. This can lead to increased productivity, fewer sick days, and a more positive work environment.



How to Be a Wellness-Driven Employee:

1. **Prioritize Physical Activity:** Whether taking short walks during breaks, stretching at your desk, or setting a daily exercise goal, moving your body regularly is essential for long-term health. Find an activity you enjoy, and make it a non-negotiable part of your routine.
2. **Mind Your Mental Health:** Work can be stressful, and it's essential to recharge. Practice mindfulness, meditation, or deep breathing exercises to help reduce anxiety. Also, take regular breaks throughout the day to avoid burnout.
3. **Eat for Energy:** Fueling your body with nutritious, well-balanced meals helps you stay focused and energized. Opt for healthy snacks like fruits, nuts, or veggies instead of sugary or processed options.
4. **Stay Hydrated:** Dehydration can lead to fatigue and decreased concentration. Drinking water regularly throughout the day is one of the easiest ways to support your physical and mental well-being.
5. **Get Enough Sleep:** Rest is a key factor in overall health. Aim for 7-9 hours of sleep each night to ensure you're well-rested and ready to take on your tasks the next day.



Join the Wellness Movement:

As National Health Awareness Month unfolds, commit yourself and your work community to adopt healthier habits. Take advantage of your company's wellness programs, encourage your colleagues to join you in health-related initiatives, and create a supportive atmosphere where wellness is at the forefront. By making your well-being a priority, you'll not only be contributing to your success but also to a more thriving, productive workplace.

For more information on incorporating wellness into your life, please use your EAP benefits to speak with one of our counselors.



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

