

NEELY EAP NEWSLETTER

NOVEMBER 2025



WELLNESS SEMINAR

Join us for our monthly seminar on

Time Well Spent: Boosting Productivity and Managing Holiday Stress

NOV. 20, 2025
@2PM CENTRAL

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QUARTERLY WEBINAR

Join us for our monthly seminar on

Building Trust Through Open Communication

NOV. 13, 2025
@2PM CENTRAL

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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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Time Well Spent: Boosting Productivity and Managing Holiday Stress

By: Rosalinda Rodriguez

The holiday season can bring both joy and stress for employees and for their supervisors, like you. Balancing work deadlines, family commitments, and personal expectations can leave even the most dedicated team members feeling stretched thin. Some feel energized with the holiday season, while others face fatigue, grief, or a sense of dread for impending holiday plans.



For leaders, this time of the year is an opportunity to support your team's mental health while sustaining productivity. With the right approach, and by partnering with your EAP, you can help employees navigate stress and use their time in ways that truly matter.

Lead with empathy, not urgency.

The end of the year often brings pressure to finish strong, but starting with empathy creates the foundation for genuine productivity.

Before jumping into new initiatives, **check in with your team:** "How are you doing with everything on your plate?" Small conversations can uncover hidden stress and signal that emotional well-being matters more than results.

Model balance and realistic expectations.

Employees notice how their leaders handle pressure. When you demonstrate healthy boundaries, like taking breaks or setting achievable goals, you normalize balance for your team. Productivity improves when employees feel safe managing their workload without sacrificing their mental health.

Recognize signs of holiday burnout.

Not everyone shows stress the same way. Warning signs can include irritability, isolation, missed deadlines, or difficulty concentrating (Hanson, 2024). As a supervisor, you don't need to diagnose the problem, you just need to notice it and connect employees to support.

Redefine productivity.

Productivity isn't just about getting more assignments done, it also includes rest. Taking a mental health day, going for a short walk in between tasks, and self-care are all productive.

When people care for their mental and emotional health, they naturally become more focused, creative, and engaged.



Please tune into our upcoming leadership webinar *Building Trust Through Communication* on November 13th.

References

Hanson, J. (2024, April 19). What is emotional exhaustion?. Mayo Clinic Health System. <https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/emotional-exhaustion-during-times-of-unrest>

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.



Q: Are there ways to help my team find more joy at work during the winter months?

A: Absolutely! Joy doesn't have to come from big celebrations, it often grows from small, consistent moments of connection. Try starting team meetings with a quick gratitude round, celebrating personal milestones, or simply encouraging humor and lightness in the day. These small gestures remind people that work can be meaningful and human, even during the grayest months.

Q: I'm feeling burned out myself. How can I support my team when my own energy is low?

A: That's one of the most important questions a leader can ask. Start by giving yourself permission to acknowledge it, you're human too! Prioritize small acts of renewal for yourself (a walk, setting boundaries around email, taking a real lunch). When leaders model self-care, it normalizes it for everyone else. If you're struggling to recharge, **reach out to your EAP for confidential coaching or counseling**. Sometimes a quick conversation with a counselor can help you find clarity, reset priorities, and get back to leading with energy and purpose.

Q: How can I balance empathy with accountability? I don't want to lower expectations too much.

A: Great question! It's about balance, not compromise. You can validate emotions and still hold clear expectations. Try pairing empathy with structure: "I know the start of the year can feel tough. Let's talk about what's realistic this month so we can set you up for success." That approach keeps standards intact while showing you understand the human side of performance.



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

