

NEELY EAP

MARCH 2026

GET THE MOST FROM YOUR EMPLOYEE ASSISTANCE PROGRAM



WELCOME

We are so pleased to serve as your Employee Assistance Program (EAP) provider. The EAP is designed to be your first stop for support, offering prevention and short-term problem-solving services when life gets challenging.

Through the program, you have access to confidential short-term counseling, wellness seminars, legal support, and financial consultation services, all at no cost to you.

Each month, you'll receive a newsletter filled with helpful wellness tips along with updates on upcoming seminars, webinars, and additional resources available to you and your household.



24/7 Helpline: 866-212-6096
For TDD: 800-735-2989
Email: admin@neelyeap.com
Web: www.neelyeap.com

WELLNESS SEMINAR

Time Mastery for Busy
Professionals: Prioritizing,
Planning & Managing
Mental Load

03/19/26 | Thursday
2:00 PM CENTRAL TIME

[CLICK HERE TO REGISTER](#)

QUARTERLY WEBINAR

Coaching Instead of Managing:
Turning Employees Into
High-Performers

03/27/26 | Friday
2:00 PM CENTRAL TIME

[CLICK HERE TO REGISTER](#)

Time Mastery for Busy Professionals: Prioritizing, Planning & Managing Mental Load

By: Rosalinda Rodriguez LPCA

As your counselor, I'd like to bring a mental health perspective to common workplace themes. We've all heard the buzzwords: time management, prioritization, planning. But what doesn't get talked about nearly enough (until recently) is the **mental load** of productivity. Mental load refers to the behind-the-scenes cognitive and emotional work required to manage your household *and* the mental tasks you carry at work (UCLA Health, 2024). The invisible labor your mind takes on when you're juggling responsibilities as a parent, employee, leader, friend, and most importantly, a person responsible for your own well-being all compounds into stress and anxiety. And chronic stress is no small thing. It can *suppress your immune system*, raise your blood pressure, cause brain fog, disrupt sleep, and so much more.

So how do we actually do something about it?

Dr. Joy Chacko offers a refreshing reframe: productivity isn't a motivation problem; it's a decision problem. It's not about working harder or adding more tools to your arsenal. Individual productivity is really about how a person converts effort and attention into task execution. The biggest gains come not from intensity, but from how work is structured, how attention is protected, and how responsibility is distributed (Chacko, 2026).



With that in mind, the health-conscious question becomes: How do I balance my mental load and still get things done? Here are a few tips to try:

- **Use the Eisenhower Decision Matrix.** This method helps you clarify what actually needs your attention and create a plan that protects your focus throughout the day, reducing mental load and improving time management in one move.
- **Lean on your support systems.** Community is a built-in mental load reducer. Reflect on which tasks create the most stress and ask yourself honestly: Does this have to be me? Delegating isn't a weakness; it's a strategy.
- **Seek mental health support.** I know, I know, very on-brand for a counselor to say. But when your mental load becomes so overwhelming that you don't even know where to begin prioritizing or delegating, that's a signal worth listening to. (Hint: Counseling services are available to you right now through your EAP benefits.)

At the end of the day, we are all only human. Some days will be more productive than others, and that's okay.

To learn more about this topic, please join our upcoming webinar, [Time Mastery for Busy Professionals: Prioritizing, Planning & Managing Mental Load](#) on Thursday March 19th, at 2:00PM CST.

References

Chacko, J. (2026, January 6). What actually improves productivity: A review of what works, what doesn't, and why. Signal Journal. <https://signaljournal.com/what-actually-improves-productivity-a-review-of-what-works-what-doesnt-and-why/>
UCLA Health. (2024, January 8). Mental load: What it is and how to manage it. <https://www.uclahealth.org/news/article/mental-load-what-it-and-how-manage-it>

Stress Awareness & Burnout Prevention

By: Rosalinda Rodriguez LPCA

If you've ever reached the end of a workday feeling completely emptied out, and I mean not just tired but depleted, you may have already had a close encounter with burnout. I'm here to help you put a name to what's happening, normalize it, and give you something *real* to do about it. Burnout isn't just a buzzword, the World Health Organization officially recognizes it as an occupational phenomenon. It's the result of chronic workplace stress that hasn't been successfully managed (WHO, 2019). The tricky thing about burnout is that it tends to sneak up on you. Most people don't notice it until they're already deep in the trenches, or just attribute their symptoms to something else (e.g. hungry, tired, anxious or depressed).

So how do you know if you're burning out?

Burnout typically shows up as exhaustion, emotional detachment, and a sense that nothing you do makes a difference. Watch for signs like dreading work even after a full night's sleep, increased irritability or anxiety, difficulty concentrating on tasks that used to feel routine, or frequent physical symptoms such as headaches or getting sick more often. Left unaddressed, chronic burnout can lead to depression, anxiety disorders, and cardiovascular issues. Your body and mind are not separate systems; when one struggles, the other follows.

So what can you actually do about it? The good news is that burnout is not a permanent state. Here are a few tangible steps to take:

Audit your energy, not just your time. Ask yourself: What is draining me the most? Identifying your biggest energy drains is the first step toward protecting yourself.

Set boundaries – and mean them. That might look like not checking email after a certain hour, blocking focus time on your calendar, or simply saying, "I don't have the bandwidth for that right now." Boundaries are a skill; they take practice.

Reconnect with small moments of rest. Micro-recoveries throughout your day (e.g., a five-minute walk or eating lunch away from your screen) can meaningfully reduce stress over time. Your nervous system notices.

Talk to someone. Burnout thrives in silence. Whether it's a trusted colleague or a mental health professional, speaking your experience out loud is both validating and clarifying. (Counseling is available to you right now through your EAP benefits at no cost.)

Burnout is a signal, not a character flaw. It is not proof that you are weak, incapable, or "*not cut out*" for your role. It is your nervous system waving a flag and saying something about this pace, this pressure, or this pattern isn't sustainable. It's not a motivation issue or a resilience deficit, but for high-achievers especially, burnout can feel like a personal failure. It is often the natural result of prolonged stress without adequate recovery, support, or boundaries. When demands consistently outpace resources even the most capable people will feel the strain. *The good news? Signals can be responded to. Adjustments can be made. Support can be added. Recovery is possible.*

References:

World Health Organization. (2019, May 28). Burn-out an "occupational phenomenon": International Classification of Diseases. <https://www.who.int/news/item/28-05-2019-burn-out-an-occupational-phenomenon-international-classification-of-diseases>



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

