

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](mailto:admin@neelyeap.com)  
Web: [www.neelyeap.com](http://www.neelyeap.com)

## WELLNESS MONTH SEMINARS

Virtual Art Therapy Session

**05/07/26 | Thursday, 2:00 PM CST**

[CLICK HERE TO REGISTER](#)

Navigating Menopause in  
the Workplace

**05/12/26 | Thursday, 2:00 PM CST**

[CLICK HERE TO REGISTER](#)

Generations in the Workplace

**05/14/26 | Thursday, 2:00 PM CST**

[CLICK HERE TO REGISTER](#)

**SEE PAGE 4 FOR MAY'S  
FULL TRAINING SCHEDULE**

# Boundaries Without Guilt: Saying “No” and Advocating for Yourself Professionally

**Boundaries are limits you set to protect your overall wellbeing** and defines acceptable behavior in relationships. They are often confused with rules, standards, and expectations, but each serves a different purpose. Dr. Raquel Martin, a licensed clinical psychologist, outlines how to differentiate between them and tangible steps for setting boundaries:

KEY WORDS	DISTINCTION	EXAMPLE	HOW TO APPLY: Ask...
<b>B</b> Boundaries	Guide <i>your</i> behavior	“I don’t respond to work emails after work hours.”	What am I committed to doing or not doing?
<b>R</b> Rules	Try to control <i>someone else’s</i> behavior	“You’re not allowed to request off without 48 hours notice.”	What am I trying to control?
<b>S</b> Standards	What you <i>allow</i> in <i>your</i> life	“I surround myself with respectful colleagues.”	What do I allow and not allows in my life? What are my values?
<b>E</b> Expectations	What you hope <i>others</i> will do	“I expect you to arrive at work on time.”	What do I wish others would do?

**When setting a boundary or saying no**, your brain may actually be working against you. Stress can trigger your amygdala, the part responsible for your fight-flight-freeze-fawn response, which can shut down your prefrontal cortex (PFC), the area governing decision-making and emotion regulation. Before responding, take a moment to use grounding skills to calm your nervous system and re-engage your PFC.

**Putting all of this together, here is a simple guide to setting boundaries without guilt:**

**1. Choose a relationship where you have felt disrespected or frustrated.**

**2. Ask yourself the following questions:**

- What is something I expected from them but did not communicate?
- What is a standard I may need to define and communicate?
- What boundary would help protect my well-being in this relationship?

**3. Use this word structure to write a boundary-setting statement:**

- “When \_\_\_\_\_ happens, I will \_\_\_\_\_ because \_\_\_\_\_.”
- Example: When communication becomes heated, I will end the conversation because I need to take some time to emotionally regulate.

**To learn more about this topic, please join our upcoming webinar, [Boundaries Without Guilt: Saying “No” and Advocating for Yourself Professionally](#) on Thursday May 21<sup>st</sup>, at 2:00PM CST.**

By: Rosalinda Rodriguez, LPCA  
Supervised by Dr. K. Neely, Ph.D., LPC-S

References  
Martin, R. (n.d.). Boundaries, rules, expectations & standards. Know the difference, protect your peace [PDF]. RaquelMartinPhD.com.  
[https://www.raquelmartinphd.com/files/ugd/8f2d98\\_5b5aa435aaf74b31ab6aff20b4ca8530.pdf](https://www.raquelmartinphd.com/files/ugd/8f2d98_5b5aa435aaf74b31ab6aff20b4ca8530.pdf)

# Mental Health Awareness & Whole-Person Wellbeing

We often hear “mental health” and think of therapy, stress, or a crisis. But mental health is actually woven into every part of your daily life, the quality of your sleep, the strength of your relationships, how secure you feel financially, and even your sense of purpose. That’s the heart of holistic wellbeing; you are not just your job title, your diagnosis, or your to-do list. You are a full, multidimensional human being, and your wellbeing deserves to be treated that way.

## PILLARS OF WELLBEING

### MENTAL / EMOTIONAL

- a. **Includes:** Managing stress, processing emotions, building resilience, and seeking support when needed.
- b. **Small Step:** Journal for 5 minutes before bed.

### PHYSICAL

- a. **Includes:** Movement, sleep, nutrition, and rest. Your body and mind are deeply connected.
- b. **Small Step:** Aim for 7-9 hours of sleep; even 30 minutes of walking can shift your mood.

### SOCIAL

- a. **Includes:** The quality of your relationships and your sense of connection to others.
- b. **Small Step:** Reach out to one person this week just to check in. To vent or just to connect.

### FINANCIAL

- a. **Includes:** Feeling secure (not necessarily rich) in your financial situation and future.
- b. **Small Step:** Set up one automatic savings transfer, even if it's just \$10 a month.

### SPIRITUAL / PURPOSE

- a. **Includes:** A sense of meaning, values, and connection to something greater than yourself, it doesn't have to be religious.
- b. **Small Step:** Reflect on what gives your work or daily life meaning right now?

### Three Things You Can Do This Week...

#### Name it:

Identify one area of your wellbeing that has been on the back burner. Say it out loud or write it down. Acknowledgment is the first step.

#### Take one micro-action:

You don't have to overhaul your life. Pick one small, doable step from the table above and commit to trying it this week.

#### Use what you have:

Your EAP is a resource for more than just therapy, it can help with financial coaching, stress management, legal questions, and more. If you haven't explored it fully, now is a great time.



**As a gentle reminder, know that your wellbeing isn't a destination to get to. Your overall health is a constant journey that is ever evolving. Give yourself grace and permission to take a small step towards improving your wellbeing everyday.**

By: Rosalinda Rodriguez, LPCA  
Supervised by Dr. K. Neely, Ph.D., LPC-S

References:  
Wellness, T. (2024, September 9). *5 pillars of mental wellness*. Truworth Wellness - India's Leading Health & Wellness Engagement Company.  
<https://www.truworthwellness.com/blog/pillars-of-mental-wellness/>

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# EAP MENTAL HEALTH AWARENESS MONTH

## MAY VIRTUAL TRAINING EVENTS:

This May, in recognition of Mental Health Awareness Month, Neely EAP is offering a series of trainings to support you in your mental health journey.

Throughout the month, you're invited to attend live webinars designed to strengthen your mental, emotional, and personal well-being. Each session provides practical tools and meaningful insights to help you reconnect, reset, and thrive.

## DATES & REGISTRATION

### Art Therapy

Thursday May 7<sup>th</sup> @ 2pm  
([Click To Register](#))

### Navigating Menopause

Tuesday, May 12<sup>th</sup> @ 2pm  
([Click To Register](#))

### Generations in the Workplace

Thursday, May 14<sup>th</sup> @ 2pm  
([Click To Register](#))



### Boundaries Without Guilt

Thursday, May 21<sup>st</sup> @ 2pm  
([Click To Register](#))

### Power of Gardening

Thursday, May 28<sup>th</sup> @ 2pm  
([Click To Register](#))



## 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

