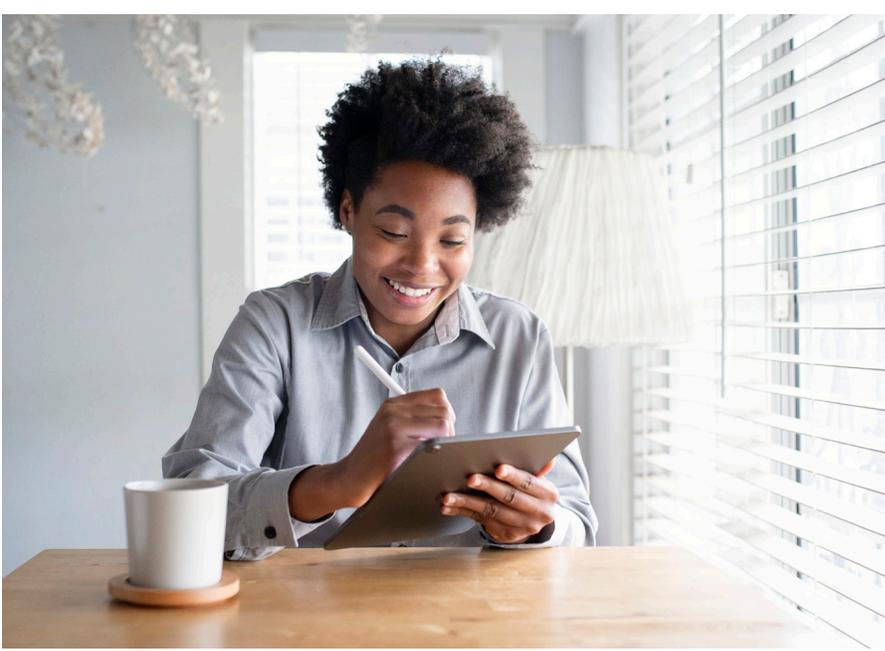


March 2021

EAP NEWS

A worksite newsletter for employees provided by your Employee Assistance Program.



EAP Support for Employees

Life presents us with challenges at work and at home on a daily basis. You do not have to face these challenges alone. The EAP offers confidential advice, support, and practical solutions to real-life issues.

Overcoming the Impact of COVID-19 Lockdown

COVID-19 lockdowns have had a severe effect on mental health for millions of people this past year. Depression, isolation, and loads of adverse social consequences are as endemic as the virus itself. One key intervention is keeping a list of projects and tasks for completion to fill one's free time. This strategy is not simply a way to help you stay distracted. The strategy helps you feel in control with an ability to direct your life. Gaining relief from this sense of entrapment is the goal of activities that give you more of a sense of control. Be balanced in how much you engage in social media. It may increase your sense of belonging and feeling engaged with friends and loved ones, but during this time, the "missing out syndrome" and the false "everyone seems better off than me" can have a more stark effect.

Presenteeism: Working While Sick

Presenteeism is what happens when workers who are ill, injured, or otherwise physically or mentally unwell feel obligated to show up and put their best face forward. Some workers have a mistaken belief that dedicated employees put everything else on the back burner to prioritize their jobs. When you engage in presenteeism, you are less likely to perform your duties well and are at risk for making costly, even deadly mistakes. If you feel pressured, in a jam, or caught in life circumstances that compel you to work even if you are ill, talk to your employee assistance program or other mental health counselor. You'll team with a professional to examine all the issues. Whether it is how to communicate needs to your supervisor, negotiate, delegate, find resources, think through options, or explore whatever works, it is likely that answers exist so you remain or become the productive and fully present employee you and your employer want you to be.

How to Feel More Secure About Your Job

Feeling insecure about the ability to do your job, making a positive impression, and how you are perceived by others? To feel centered and more confident:

- 1) Set goals for the day, week, and near future. You will be motivated by feeling directed.
- 2) Define the steps to how these goals will be achieved. This maintains the motivation you generated.
- 3) Engage. Feeling insecure can cause you to withdraw or delay communication with others, so be proactive with your team or others with whom you mutually depend to achieve results.
- 4) Talk to a professional counselor/EAP, and feel the relief that comes with sharing stress and processing fears.
- 5) Track your successes.

Time Management: Finding Time Nuggets

Most of us have the same goal with time—to get more stuff done with the amount we have. To maximize the value of your time, first accept that you can't gain more time, but you can manage it better. You are already managing your time; it's just that you may not be maximizing the returns. Start by tracking what you do for four or five hours in a typical business day. That's long enough to gain significant insight. Note what you have been doing every 15 minutes. Use a kitchen timer to stick with the process. Did you discover any time nuggets? These are blocks of time that typically get burned up by nonproductive activity. If you were idle for a few minutes, did you feel a draw to your email or social media? Decide how you can exploit these blocks by using a to-do list, in which you record plans, steps to your goals, and dozens of tasks that take mere minutes but you never seem to get to throughout the year. Reach for this list when the urge to defocus strikes. Instead of social media or another email check, head for your list. Evaluate your progress after three days.

Supporting a Partner with Anxiety

If you are in a relationship with someone who suffers from anxiety, feeling helpless is a common experience you share. Still, your support is extremely valuable. To offer support, don't dismiss their anxiety, worries, or fears. Don't try to shorten the episode. Do ask how you can help, and offer reassurance—"This will pass," "I'm here for you," etc. Nearly 60% of people who suffer from anxiety haven't explored getting treatment for it, so encouraging medical evaluation may be a key step if social and occupational functioning suffer. Do not allow the stigma of a mental health diagnosis to inhibit getting help. Most people with anxiety disorders don't suffer continuously, so intermittent symptoms can lead you to delay treatment. Learn more from aada.org, the Anxiety and Depression Association of America, or www.anxietycanada.com

On-the-Job Accident Prevention: "Law of Large Numbers"

The federal Occupational Health and Safety Administration (OSHA) requires fall protection at different elevations—from as little as four feet in construction to greater than eight feet for those who load and unload ships. If you resist using fall protection because you aren't nervous working at great heights, consider the mathematical construct called the "Law of Large Numbers." It states that the likelihood of an undesired event increases the larger the number of instances that occur relative to it. Translation: The odds of your falling increase! The 16th-century math genius who conceptualized the principle never proved it, but insurance companies rely upon it. And so should you. Protect yourself from falls (and other injuries) by following all your employer's safety rules.

Resolving Workplace Conflicts

Hold your horses! Before you quit a job, consider the issues prompting the desire to leave. Two-thirds of workers cite conflicts with bosses and coworkers as leading reasons they left. The commonality of these problems means that EAPs have extensive experience with them. That's good news. Discussing the issues may lead to a decision to retain your job and finally resolve problems you were convinced had no solutions.



Lunch + Learn Webinar: Putting Out The Fire: Preventing and Managing Burnout

Research suggests that up to two-thirds of American employees experience some degree of burnout. In this workshop we will discuss techniques and strategies to help you recognize and manage chronic stress and burnout.

Register for this month's webinar.



College Corner

Planning for college can be extremely stressful. Add COVID-19 uncertainties, that stress increases, and from different directions. Top questions parents have include:

- Will my kid get into his/her top school?
- Do SATS/ACTS still matter?
- How can we be sure of a school if we can't visit?
- Will we be able to afford college without going broke (or into massive debt).

You EAP has the solution to lower stress. Arrange a free consultation with our college planning specialist at the following link and see if the IBH/College Planning USA Program is right for your family: <https://my.timetrade.com/book/N62GH>.