

Your EAP News

COUNSELING SERVICES

LEGAL/FINANCIAL CONSULTATIONS

ONLINE WORK/LIFE AND WELLNESS

More Tips about: Living Well in Anxious Times



Terrible news about war and terrorism can be extremely unsettling, but completely avoiding news is probably not the best solution. To strike a balance, consider these few tips:

1) Schedule—not just prioritize—your self-care practices such as

exercise, meditation, and hobbies to help reduce stress and promote mental well-being. 2) Maintain a supportive network of loved ones you can share concerns and process emotions with. 3) Focus on what you can control—your goals, daily activities, and well-being are still important! 4) If anxiety feels overwhelming, speak to a mental health professional at your Employee Assistance Program (EAP). 5) There are now free apps *that block other apps* and let you get news or schedule access only at specific times. Some will even block you from tweaking the schedule in case you get the urge to peek!

Tips for Managing a Heavy Workload

Many surveys show the primary cause of job stress is a heavy workload. If reducing your workload is not possible, set boundaries between work and personal life by first gauging the amount of work and then scheduling the time necessary to complete it. Also schedule personal, family, or leisure time around these hours. Stick rigorously to this schedule. Here's why: Work tasks naturally consume all the time allocated or perceived to be available to complete them. (This is known as Parkinson's Law.) By rigorous scheduling, you leverage this principle to complete the work but still have a personal life—and all the benefits you derive from it!



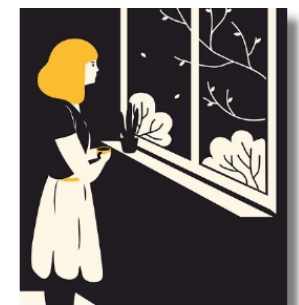
Flip the Script with Positive Self-Talk

"Self-talk" is how we think and reason. It's the inner voice that influences your mindset and actions. The words or scripts it produces are either positive or negative but are often outside our awareness. With practice, you can take control of self-talk messages, steer them to be positive, overcome negative scripts, and make self-talk a superpower. In moments of adversity, ask yourself "Is my self-talk lifting me up right now or dragging me down?" If it's negative, fight the script. Immediately replace a negative script such as "I can't do this" with a positive script like "This is a big challenge, but I have the innate capacity to learn and grow from this experience." Key: Self-talk isn't about denial; it's about embracing challenges, learning from failures, and anticipating positive outcomes. The payoff for a positive self-talk habit is huge—more resilience, improved well-being, and more effective relationships.



Prepare Now for Holidays Ahead

November is a good time to plan support and structure and to brainstorm ideas for coping with stress or loneliness during the holidays. The EAP is here to assist you in addressing the feelings of holiday-related sadness, isolation, anxiety, emptiness, or loneliness that can arise during this season. You don't have to endure these emotions in silence or solitude. While you may witness the joy and enthusiasm of others, the EAP understands that your experience might be different. Together, you and the EAP can work on creating a personalized strategy to help you navigate the season, and also empower you to embrace the energy and excitement of the upcoming new year.



Avoid Unconscious Bias in the Workplace

Our biases can undermine a positive workplace. A bias is a learned or acquired prejudice in favor of or against a particular thing or individual. A common distinction is that biases are usually not rational. Although diversity awareness and education can help us gain control over biases to prevent their harmful expression, unconscious expression often occurs. Do you recognize any of the following forms of unconscious bias in the workplace? **Confirmation bias:** the tendency to use incidents, information, or behaviors you observe to confirm a preexisting belief. Example: Witnessing a workplace error made by an older employee, and using this experience to confirm the bias that older employees make more mistakes. **Implicit bias:** This bias is almost entirely subconscious, and you may even disavow it. However, you act on the bias when the opportunity arises. Example: Believing subconsciously that one gender is better at leadership than another, so it influences your vote for a work team member to be the team leader, in part because of the person's gender. Implicit bias can have adverse effects on hiring and promotion practices, and it often requires a good amount of education and training to increase employee awareness to overcome it. **Social bias:** This refers to attitudes or prejudices that individuals have based on race, disability, gender, age, religion, sexual orientation/identity, or socioeconomic status. Example: "All disabled people are inspirational." Biases can lead to discrimination, unequal treatment, conflict, and lower morale.



Get Help for Complex Grief

Grief is a unique experience for everyone. There is no "right amount of time" to navigate grief, but some people do experience prolonged (complex) grief. It can be intense and debilitating. If you are struggling with the inability to move forward in your grief journey, consider professional counseling. There are peaks, valleys, and new horizons in overcoming grief, but taking this step to wellness can help protect your physical and mental health and relationships at home and at work.



NO-COST, CONVENIENT AND CONFIDENTIAL

EAP Benefits are:

Voluntary: You decide when to use the program services

Confidential: Your personal information will not be shared with your employer or anyone in your family. Only you know when you call for assistance.

Convenient: EAP offers services with professional providers with offices nationwide. Services can be accessed in-person or virtual.

No-Cost: Services under the EAP are available to you, your spouse/partner and your dependents under the age of 26 at no-cost.



November is Lung Cancer Awareness Month



Symptoms of Lung Cancer

See your doctor if you experience any of the following common symptoms of lung cancer:

- B** – Blood when you cough or spit
- R** – Recurring respiratory infections
- E** – Enduring cough that is new or different
- A** – Ache or pain in shoulder, back or chest
- T** – Trouble breathing
- H** – Hoarseness or wheezing
- E** – Exhaustion, weakness or loss of appetite

LUNG CANCER IS THE LEADING CAUSE OF CANCER DEATH WORLDWIDE



Access services under your EAP, today!
Call to speak to your care coordinator, 800-324-4327
(Español 800-324-2490) or email info@ieap.com.

Visit our Member resource site.
www.4eap.com

Crisis
Counselors
24/7