



# Know When – and How – to Help.



## February

**WHATEVER YOU NEED,  
WE ARE HERE TO HELP.**

**TOLL-FREE:  
800-822-4847**

**WEBSITE:  
[www.lifeserviceseap.com](http://www.lifeserviceseap.com)**

### Recognize when you or a coworker may need support.

For most of us, stress comes with the job. Sometimes pressure can be motivating. However, stress can escalate into something serious. How do you know when you or a coworker might need help?

You may notice a decrease in productivity, or comments about feeling overwhelmed. You may see physical changes that occur when stress depletes energy for self-care. If so, remember that your Employee Support Program can help by providing:

- **Counseling:** Professionals are available around-the-clock to help manage any issue that's causing stress.
- **Resources and referrals:** If you or a coworker might feel overwhelmed, let your Employee Support Program take some of the pressure off by providing resources and referrals for a range of daily living and convenience matters.

### **YOUR EMPLOYEE SUPPORT PROGRAM**

Available any time, any day, your Employee Support Program is a free, confidential benefit to help you balance your work, family, and personal life.



# Prioritizing Wellbeing



## May

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## Make time for you.

A healthy lifestyle creates greater energy and productivity, empowering us to do more and to do it better. Taking care of yourself is time well invested. Improve your wellbeing with small steps that easily fit into your daily schedule.

- **Find time.** Trade 15 minutes of social media for movement minutes and taking a short walk or stretch break.
- **Protect time.** Block time on your calendar for a movement break, and honor it like you would an important meeting.
- **Buddy up.** Accountability partners share goals and encouragement, and help make your wellbeing activities more successful and fun.

Call and speak to professionals who can provide counseling; referrals to local wellbeing resources; and articles, tips, and self-assessments.

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# Under Pressure



July

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## Troubled by your to-do list? We'll help.

Each day you're challenged with balancing priorities from colleagues, family, and friends. To help you manage it all, make use of the free assistance available from your Employee Support Program:

- **Errand outsourcing:** Take advantage of personalized referrals to service providers for child care, home repair, car maintenance, and more. Request information on any topic that matters to you and your family.
- **Expert support:** Learn to prioritize your workload and become more satisfied with both home and work life by speaking with a professional counselor in person, over the phone, or online.

Reach out to us today, and let us help you manage the pressures you face.

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# A Plan for the Future



## August

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## Take ownership of your finances.

A big vacation. A child's tuition. A comfortable retirement. It's easy to envision the future we want, but harder to create a plan to achieve it. Fortunately, your Employee Support Program provides a range of financial resources, such as:

- Creating (and sticking to!) a budget.
- Creating an emergency fund.
- Building better credit.
- Buying a home.
- Information on planning for retirement.

Today is the best day to begin planning your future and to make those changes you've been thinking about.

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# Making the Best Use of Time



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## What's your time management secret?

Time management advice is everywhere, suggesting everything from apps to planners to countdown timers. While individual time-management techniques vary, you can become a more effective time manager through planning, organization, and putting the following tips to use:

- **Be introspective.** Are you independently driven or externally motivated? Night owl or morning person? Knowing how you work well can help you work better.
- **Prioritize.** Audit your to-do list, identifying tasks most important to your goals.
- **Access professional guidance.** Our experts can help you evaluate your strengths, weaknesses, and work habits to collaboratively develop a time-management strategy that works for you.

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# A Positivity Boost



## October

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## Techniques to improve emotional health.

Positive emotional health is powerful. It can build stress resilience, stronger relationships, and improved physical health. And there's more good news: positivity can be a learned skill. These tips can help you get started:

- **Manage expectations.** Recognize that it's OK when things don't turn out as we imagined.
- **Practice reframing.** This is a technique to identify negative thoughts and refocus mental energy on something positive within your control.
- **Count your blessings.** Making time to reflect on what we're grateful for can make us more positive.
- **Talk to someone.** While it can be healthy to vent to a friend, you might consider using the counseling benefit of your Employee Support Program. Available around-the-clock by phone, counseling can help you gain a more positive perspective.

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# Caregiver Support



## November

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## You care for others. Let us care for you.

Being a caregiver – for a child or aging parent – takes time, resources, and energy. While caregiving is an important role, you can only be your best when you support your own wellbeing. Let your Employee Support Program help by providing:

- **Transitional support:** Aging-life care specialists help families as they transition a loved one into elder care, and parental coaches support employees as they return to work after parental leave.
- **Emotional support:** Professional counselors can help you cope with anxiety, improve your health, and increase stress resiliency.
- **Practical support:** Trained consultants can provide referrals to local resources, whether you need child care or senior housing.

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# Creating Stronger Relationships



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## How to nurture your closest connections

As social creatures, we're impacted deeply by our ties to others. Close relationships can provide comfort, while challenging relationships can create stress. To help you improve your relationships, let your Employee Support Program provide:

- **Communication strategies:** Our experts offer communication and conflict resolution advice, whether you prefer coaching over the phone, in person, or online.
- **Financial information:** If money is a relationship stressor, let our professionals provide guidance to help you create a plan that works.
- **Research and referral services:** Daily demands can rob us of time with loved ones. We offer personalized referrals to service providers, from photographers to plumbers, returning some of that time to you.

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