

DidUKnow?

EAP Solutions is changing its name to **LifeSolutions!** You can continue to expect great support and service from us. Our new name reflects a new emphasis on providing solutions for all of your concerns related to life, work and wellness.



What'sNew?

Here are just a few of the changes you will see over the next couple of months:

- **New website design**
- **Podcasts and Webcasts on pertinent topics**
- **E-subscribe to our newsletters and other publications**
- **More access to counseling by telephone**
- **New navigation in our WorkLife portal Resource Center**

WhyLifeSolutions?

We are changing our name to *LifeSolutions* to better reflect the range and focus of our services. *LifeSolutions* offers individuals solutions for all aspects of their lives, both at home and in the workplace. *LifeSolutions* addresses the everyday challenges people face. We offer resources for everyone, not just troubled people and people in trouble. We are a workplace benefit provided to you and your household members at no cost. We are ready to offer solutions to you!

Visit our website at:
lifesolutionsforyou.com
and use your WorkLife Resource Center
E-mail us for your company code:
askeap@eapsolutions.com
Call us at:
1.800.647.3327

Your Hectic Life

Are you overwhelmed with busy, chaotic days?

Some of us have such hectic lives that we don't take the time to even consider how to organize differently or experiment with new ways to manage our time differently. LifeSolutions recognizes these ever increasing demands and offers resources to balance your life, work and wellness. It's important for your mental health, physical health, and productivity to take the time to develop strategies to manage your time effectively.

Here's how:

DECIDE TO TAKE CHARGE OF YOUR DAY. It sounds simple but takes a commitment. You need some sort of regular schedule in order to get things under control. Begin by placing all of your tasks into a list format. Then break the tasks down by priority (which do I definitely have to accomplish) and schedule them into blocks of time throughout the day. Next, set up specific times for communications, errands, appointments, etc. This will allow you to focus on what's in front of you and not worry if you will have time later for that something else.

TAKE TIME FOR YOURSELF. This is certainly easier said than done, but when you are making your list of tasks and blocking out time for each priority, make yourself a priority. Taking 20 minutes of time for yourself will actually improve your productivity on other tasks. Allow yourself to breathe, think clearly or even participate in something you like doing. Give it a try. Your overall health will thank you for it.

ESTABLISH A ROUTINE. Regular routines are the best way to feel in control of your life. Try working on a morning and an evening routine at home. It also helps to have a first-thing-in-the-morning and an end-of-day work routine. Make them a habit and your days will be much less stressful. Using the steps above - making lists, blocks of time, and time for yourself - will help you build a routine that becomes habit and something you can rely on.

REDUCE THE MULTI-TASKING. Technology tempts us into doing more than one thing at once. However, some research suggests that multi-tasking can reduce productivity, slow learning and create delays in transitions. Do your best to focus on one thing at one time. You will improve the quality and quantity of what you do at work and at home.

CONTROL INCOMING COMMUNICATIONS. Sometimes incoming communications are more like distractions than important information. Be assertive and claim control of your time. Set up email accounts for business only and personal only. This way when you log in you know what to expect. Sometimes it may be helpful to turn off your cell phone or IM/Chat feature; don't forget that these options have voicemail and conversation savers. Finally, be clear and upfront with others about your availability and the times when you cannot be disturbed. People might not always be happy with your setting limits, but after awhile, they will begin to respect your time.

CONNECT TO YOUR LIFESOLUTIONS BENEFIT. *LifeSolutions* offers resources for all aspects of your life. For working on a wellness goal like managing your daily stress more effectively... for a family concern pertaining to your child's school performance... for a daily living need like financial guidance ... *LifeSolutions* is available at no cost to you and is easily accessed. Call us at 1.800.647.3327 or click our website to get connected. Our on-line, telephone and in-person resources mean solutions are not far away.