



CONCERN:EAP

Healthy & Resilient You

Putting Yourself on your To-Do List

Balancing life and career is a growing challenge in our culture, but it's no fun having the American Dream if you're too busy to enjoy it! All too often, we wait until the weekend to focus on ourselves, only to get caught up in social or family obligations. Pretty soon, cramming in fun can make work/life balance feel more like work/life busy. If you take time throughout the day and plan your week in advance, you can open up some much needed "you time", even when your nose is pressed to the grindstone.

Workweek refueling

It's not easy to break away from being in "work mode" or stepping away from family time, but making time for yourself is just like filling up your tank: It has to be done, or you'll run out of fuel!

Try one of these suggestions:

- Take 20 minutes a day to learn a new skill
- Eat lunch alone once a week
- Spend one night a week focused on a hobby (new or old!)
- Go to bed early one night a week to catch up on your sleep



Pro Tip: Be selfish and plan one evening a week to spend by yourself, even if your partner is home too. Learning to "be alone, together" can really enrich a relationship.

Reconnect with yourself!

Most of us make the mistake of using our phones as our alarm clocks, but beginning your day looking at your phone can lead to checking your email and starting your workday before you get out of bed! Instead, start your day off on the right foot by checking in with YOU.

Here's how you can put yourself first in the morning:

- 🧘 Practice mindful meditation for 5 minutes
- 🎵 Listen to uplifting music while you get ready for work
- 👉 Repeat a positive mantra to set the right mood for your day
- 🧘 Take a few extra minutes to stretch and breathe before you leave for work



Pro Tip: Give yourself an extra hour in the morning to do more than one of the above suggestions and you'll be starting the day off right!




Be the Boss of Your Day

As the week moves forward, feelings of burnout or “running on fumes” can set in. It’s important to take charge of your week early. Getting your week organized will not only help you be more efficient, but will also ensure you get some “me time”. Here are some hints to get your work/life balance to feel more fluid, so you don’t have to wait until Saturday to “switch gears”.

- Front load your workweek with your biggest or least favorite tasks
- Commit to some simple fun during the week like spending time with friends or joining a weekly sports league
- Plan when you’ll leave the office at the beginning of the day
- Schedule a 15-minute 1:1 with yourself, especially when your calendar is full

Feeling too busy to leave work behind, but don’t want to be absent at home? Block out “family time” in the early evening. Even if you know that you’re going to get back online later to work, give yourself 7-9 PM “off” to be present at home.

 **Pro Tip:** Block out the last 20 minutes before you leave work to wrap up loose ends, so you aren’t trying to send “one more email” after you were already supposed to head out of the office.

Keep Control of Your Weekends

Time away from work and the computer is energizing and important, but don’t replace it with “home” work. Try to knock out all of the chores on Saturday morning by recruiting the whole family. Making it a group activity will not only speed up the process but will be a time for family bonding. You can then fill the extra time with something fun and relaxing together.

- Take the day off. Treat yourself to a cleaning service every now and then.
- Have some healthy fun! Take a bike ride or go for a hike.
- Turn off technology. Put your computer and phone away and turn off the TV, at least for a few hours.
- Give your brain a break. Try to do something creative that doesn’t exhaust the same thought processes that your work requires of you.



Pro Tip: Overlap family time with hobbies. Organizing a family bicycling day or making chores a fun “game” with your kids can really add a fulfilling layer to the weekend!



Looking for more useful information on ways to take care of yourself? Check out the Resilience Hub™.

First-time users will have to type in your company name to access the site. www.ConcernResilienceHub.com

This newsletter is intended for informational purposes only, and should not be used to replace professional advice.

If you find your level of stress is impacting your well-being, you can contact us for additional help and support.

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