



solutions

The quickest and best way to contact the EAP is by calling **1-800-222-0364**

10 Tips to Get the Most Out of Your Day

A little planning goes a long way. Here are some great techniques for making the best use of your time.

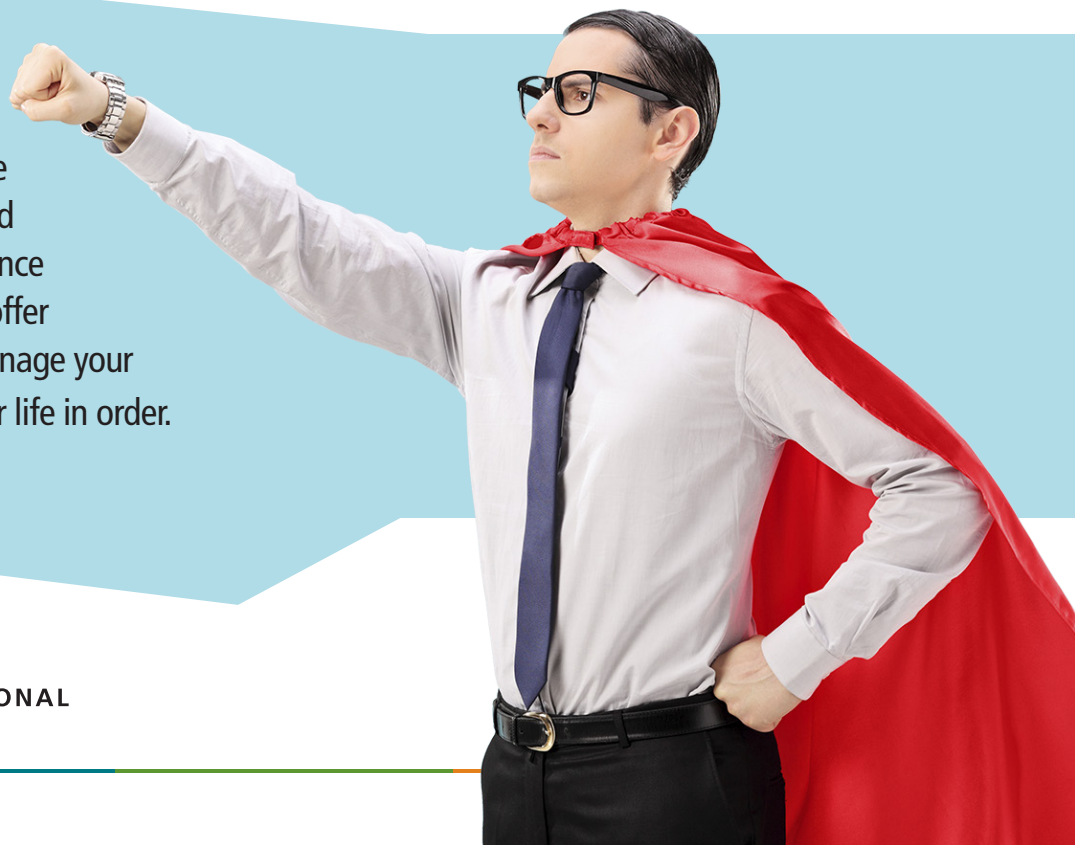
Making time work for you at the workplace

1. Be the early bird – reduce stress and increase productivity by starting your day early when interruption may be less likely
2. Make a to-do list – create a task list the night before or first thing in the morning to help organize your thoughts
3. Schedule blocks of time for daily tasks – manage your day by designating time to a particular project
4. Pencil in downtime – recharge and avoid burnout with planned time to take a breather
5. Make your commute low-key – whether driving or taking public transit, find ways to stay calm; listen to music, read or listen to recorded book or podcast, etc.

Making time work for you at home

6. Store those crucial daily items (keys, cellphone, wallet, etc.) in the same place to avoid searching for them when you're rushed
7. Designate one day of the weekend for errands and one day strictly for relaxing, recharging, and socializing
8. Make a list of household projects – set goals and priorities just as you would at work
9. Clean as you go – save yourself from larger housecleaning projects
10. Get help – if possible, lighten your load by hiring someone for periodic deep cleaning, and smaller repairs, or engage the whole family in a home project

Simple changes can pay large dividends in time and reduced stress. Your Employee Assistance Program's (EAP) counselors offer expert advice to help you manage your responsibilities and keep your life in order.





FEDERAL OCCUPATIONAL HEALTH

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Change of Perspective, Habit, and Attitude

Taking a new approach can help you make the most out of each situation. Learn how to handle familiar circumstances with a fresh outlook for more positive outcomes.

Change of perspective: Sort out your priorities

Setting your priorities can work wonders for helping you stay balanced by earmarking your limited time. Realize, too, that priorities will shift. When at work, your main projects and the mission of your organization come first. At home, your family, friends, and your personal needs will likely take higher priority.

Change of habit: Be fully present

When at work or with your family make an effort to stay completely in the moment. Try your best to not be distracted by outside concerns. Fully engage in the present and enjoy it.

Change of attitude: Savor the moment

We are so busy that we often zip right by deeper moments of accomplishment and satisfaction. Take the time to fully relish the fulfilling and notable occasions, both at work and at home.



Take Time for Self-Care

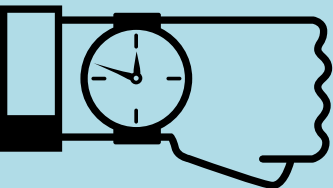
Self-care is an underrated element of work/life balance. The quick fix, however, is simply adding *you* to the priority list. There's no way around it—to be effective at all that you do, you need to take care of yourself at work and at home.

At work

- Take the breaks you're entitled to when you can
- Eat lunch away from your desk, taking the time to energize and regroup
- Designate time for periodic organization and clean-up—a well-organized desk and inbox make for a reduced-stress environment

At home

- Briefly decompress when you arrive home before spending time with loved ones
- If solitude soothes you, find a time of day—perhaps early in the morning—when you can spend some time on your own and enjoy peace and quiet
- Take advantage of days off by taking a 20-minute power nap
- Tend to your body and your mind with a brisk walk, bike ride, sports outing, or yoga session



It can be challenging to switch to the habit of putting yourself first, and that's where work/life balance support can help. Call your EAP today for assistance with putting things in perspective.

24 HOURS A DAY
1-800-222-0364
(TTY: 1-888-262-7848)
FOH4You.com

Services are confidential and offered as a **FREE** benefit to you and your family members.