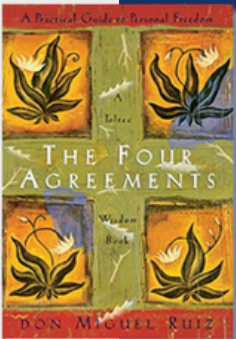


# National EAP NEWSLETTER

July 2023

## NEAP BOOK CLUB RECOMMENDATION



### The Four Agreements

by Don Miguel Ruiz and Janet Mills

The book club recommendation this month is "The Four Agreements" by Don Miguel Ruiz and Janet Mills

In today's fast-paced and competitive business world, employee development plays a crucial role in creating a productive and harmonious work environment.

"The Four Agreements" presents a deceptively simple yet profound framework for personal and professional development. The book outlines four agreements that, when applied consistently, can revolutionize the way employees perceive themselves, interact with others, and approach their work.

By incorporating these agreements into their daily lives, employees can elevate their communication skills, strengthen relationships, and cultivate personal and professional growth. This book serves as a transformative tool, empowering employees to create a positive and harmonious work environment while unlocking their full potential.

For More Information:

[CLICK HERE](#)



## THRIVE with National EAP



### WEBINAR EVENT

### Hold the Line: Maintaining Boundaries at Work

The to-do list keeps piling up and we may start to feel overwhelmed. You may notice a breakdown in communication. At times, communicating your needs can feel like walking a tightrope. When this happens, you might find yourself feeling angry, frustrated, anxious, confused, and resentful. These feelings often stem from the feeling that our boundaries are being crossed.

Join National EAP on **July 19 at 12 pm EDT** For our THRIVE webinar to learn the basics of customer service and identify verbal de-escalation skills that can help you keep your composure when dealing with difficult situations. We will review how to listen with empathy, manage your tone and body language, and deliver excellent customer service.

[To Register](#)  
[CLICK HERE](#)





Check out these on-demand programs to relieve mental and physical tension:

- [7 Days of Aging Gracefully](#)
- [Loving Kindness](#)
- [7 Days of Loving Yourself](#)



## LOVE YOURSELF AND AGE GRACEFULLY WITH **EM LIFE**

Loving ourselves and aging gracefully is a mindset we can adopt at any age. It includes intention and attention to caring for the mind and body so that we grow older with ease.

Mindfulness practice makes it possible to embark on the journey with a positive outlook. Rather than being self-critical of the changes that come with age, we can build self-compassion skills and extend the same kindness to ourselves as we would a close friend or a family member. Treating ourselves with loving attention helps us move through life's precious moments with greater appreciation and gratitude.

Build self-compassion skills to hold yourself with gentleness and warmth as you age. [Sign up for eM Life to get started.](#)

When you sign up for eM Life you get 24/7 access on any device to:

- Live 14-minute mindfulness programs led by experts multiple times a day
- Live programs covering everything from managing anxiety to chronic conditions
- Hundreds of hours of on-demand content you can watch on your own time
- Access to expert-led communities to gain support and connect to your purpose

# QUICK TIPS FOR MANAGING STRESS



## National EAP is here for You.

Have you ever experienced feelings of stress, being overwhelmed, or not performing at your best while at work? Rest assured, you're not the only one! Numerous employees face personal or professional difficulties that can affect their work performance and overall state of well-being.

Your Employee Assistance Program is a valuable resource that is designed to help you navigate life's challenges.

Remember, National EAP is here to support you. Don't hesitate to call if you need help. The services are **confidential, free of charge, and available 24/7**. Take care of yourself, and your EAP will help you take care of the rest.

### Looking for more resources?

**CLICK HERE** to login to your Member Portal using your company name as the username and password



## Expert Tips for a Peaceful Mind:

- 1 Breathe fully! When under stress most people breathe deeply. Remind yourself to breathe fully by placing post-it notes around.
- 2 Consciously let your shoulders, neck, and back relax. Most people store tension in these areas resulting in headaches or back pain.
- 3 Take a few minutes to go on a mental vacation, remembering a beautiful place you've been to or imagining a place you'd like to visit.
- 4 Practice deep easy breathing several times a day or join a yoga or tai chi class.
- 5 Stressful thoughts create stress in your body. Instead of saying to yourself, "I'll never get everything done!" say to yourself, "relax, breathe, all the important things will get done."
- 6 Give up trying to change other people. Focus on changing yourself. Ironically, when you give up trying to control others, they often spontaneously improve their behavior.
- 7 Decrease the time you spend watching TV and you'll have more time for relaxation exercises, reading, listening to music, or other fun activities.
- 8 At the end of each work day, spend a few minutes listing the top six priorities for the next day. That way you don't have to think about them at night. Make sure you start the next day with those priorities.

# JULY IS SOCIAL WELLNESS MONTH



July is Social Wellness Month, and this summer is a great time to break out of your fixed routine and seek to meet new people. The ability to bond with others and build satisfying relationships is essential to your social wellbeing.

Why is this so important? When you meet new people, you are more likely to develop new hobbies and go on journeys that you never thought you would be a part of. Additionally, social relationships have a long-standing influence on our health.

## HOW TO CELEBRATE SOCIAL WELLNESS MONTH

- 1 Plan a group activity**  
Go sailing, running, bowling, or any other activity you like to do with friends. The point is to be surrounded by people and simply have a good time.
- 2 Make a new friend**  
To build a network, you must make a new friend. This may seem tough but it really isn't as hard as it sounds. You can easily interact with people at a gym, a coffee shop, a bookstore, etc.
- 3 Volunteer**  
Celebrate the month by volunteering at a retirement home, a food pantry, or any other place where you will get a chance to interact with new people.

### NEED HELP MANAGING SOCIAL ANXIETY?

**Our EAP counselors can help you build the confidence you need to push through your apprehension.**