

GARRETT-EVANGELICAL

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The support you need, when and where you need it!

SUMMARY OF FREE EAP & WORK-LIFE BENEFITS

Accessed by phone, instant message, or website.

Available anytime, any day

Always confidential

Up to 5 free in-person sessions with a counselor near your home, work or school.

No cost to you or your family to use the service.

No limit to the number of issues for which you may use the service.

Follow-up to be sure that the assistance met your complete satisfaction

LEGAL, FINANCIAL & ID THEFT RECOVERY CONSULTATIONS BY TELEPHONE



EAP Counselors and Work-Life Consultants assist participants and their families with :

- Depression and anxiety
- Substance abuse issues
- Stress management
- Legal and financial concerns
- Childcare and eldercare
- Marital /family conflict
- Parenting challenges

SPECIAL FEATURES AND BENEFITS

LiveCONNECT, 24/7 access to Consultants via instant messaging for confirmed and verified referrals.

Savings Center for discounts on tickets and name brand products.

Free Consultations with an attorney by phone or in-person and unlimited telephone access to Financial Counselors!

Financial and Daily Living Calculators, for a variety of practical applications

Lifelines, a quarterly newsletter with information on topics for your daily life

Wellness Center for nutrition and fitness support.

Information-rich website loaded with content and tools for managing your busy life.



TOLL-FREE: 1-800-292-2780
USERNAME: garrett

WEBSITE: www.ers-eap.com
PASSWORD: eap



ALWAYS AVAILABLE. ALWAYS CONFIDENTIAL.

LEGAL CONSULTATION



THE TOP 10 ISSUES for which people use the legal service include:
Divorce/custody, criminal, estate planning/wills/trusts, real estate, landlord/tenant, bankruptcy, personal injury/malpractice, debtor/creditor, adoption, and probate.

If your life, or the life of a family member has been impacted by a legal issue, you may need the expert counsel of an attorney. Your **Employee Assistance Program** can help with a free consultation with a qualified attorney either on the phone or in-person. Online support is also available with legal forms, a library of legal articles, even a simple will. Call or visit us online to get the legal answers you need.

- **Free 30 minute consultation with an attorney in-person or by telephone**
- **In most cases, discounted services are available if you need additional legal support**
- **Nearly 100 do-it-yourself legal forms**
- **Free online Will for you and your family members from Nolo.com**
- **Library of hundreds of legal articles and tip sheets**

Our network of legal professionals also includes attorneys who offer mediation services. Requests for mediation are most often related to separation, custody, or elder care agreements; settling conflicts with roommates or neighbors; and resolving consumer disputes.

FINANCIAL ASSIST

If you have questions about a financial issue, speaking with a financial expert can help. Your **Employee Assistance Program** provides you with free consultations with financial experts on everything from credit and debt, to purchasing a home, or saving for retirement.

Free consultation with a financial counselor for you or your family members to discuss these and other issues:

- ⇒ **Bankruptcy**
- ⇒ **Buying a home for the first time**
- ⇒ **College fund planning**
- ⇒ **Credit card debt**
- ⇒ **Foreclosure prevention**
- ⇒ **Retirement planning**
- ⇒ **Budgeting—household, reduce debt, save**



No appointment needed during regular business hours Monday through Friday. Saturday appointments are available.

Online financial calculators, library of articles, and do-it-yourself tools to manage finances as well as access to Intuit Mint.com and Credit Karma for budgeting & financial software and free credit reports.

WORK-LIFE WEBSITE & LIVECONNECT

Online access to a wide range of resources regarding the work and life topics of interest to you and your family—all available on the **Employee Assistance Program** website. Just log on to navigate through articles, links, interactive content, self assessments, and more!

- Regularly updated information and links
- Downloadable articles and tip sheets
- Information Centers for Legal, Financial, Wellness, Savings, Relocation, Savvy Rx, Savvy Pet Rx and TaxAct
- Skill Builder online learning



Our **LiveCONNECT** feature delivers assistance via online instant messaging. Once logged on to the website, simply click on the LiveCONNECT icon to immediately be connected to a consultant who can answer questions and offer solutions to work-life challenges.

Drugs and AlcoholBreaking free from addiction



If you, or someone close to you, has an addiction to drugs or alcohol there is help to overcome it. Breaking free from substance abuse is not easy, but you are not alone. Your **Employee Assistance Program** can provide free confidential information and support on a range of issues, including:

- Recognizing the physical and emotional signs of substance abuse
- Understanding how drug abuse can affect others
- Dealing with related substance abuse issues such as mental health problems
- Coping with a loved one's problem
- Your options if you want to stop
- Details about local services and support groups
- Selecting an In Network facility for treatment to avoid costly copays
- 24/7 program access

ALWAYS AVAILABLE. ALWAYS CONFIDENTIAL.



Employee Resource Systems, Inc.

2018

CALENDAR

EMPLOYEE ASSISTANCE PROGRAM

	Monthly Theme	Monthly Online Seminar	Online Seminar Description – Seminars can be found on your home page, or you can search for them by title
JAN	FREE YOURSELF Becoming organized and clutter-free	Everything in Its Place: Getting Organized Available on demand starting JAN 16th	When we are not organized, we waste precious time and create chaos in our lives. Minimize the stress and maximize the tranquility that comes from putting everything in its place.
FEB	BFF Being your own best friend	Self-Care: Remaining Resilient Available on demand starting FEB 20th	Learn to identify ongoing symptoms of stress and how to find a healthier approach to the demands of work and home.
MAR	STAYING ON TRACK Budgeting and personal finances	Your Routine Financial Checkup Available on demand starting MAR 20th	Examine your finances from a variety of perspectives, and review and prioritize all of your debts as you explore your assets.
APR	KEEP IT KIND Creating positive interactions	Maintaining Respect and Civility in the Workplace Available on demand starting APR 17th	Identify methods to assertively address inappropriate conduct within the workplace to promote a healthy work environment.
MAY	LIFE 101 Basic skills of adulthood	DIY: Apps and Guides for Household Management Available on demand starting MAY 15th	Get a helpful overview of key household management items, as well as links to guides and apps to help you keep track of it all.
JUN	RISE UP! Reducing sedentary behavior	Improve Your Health with Proper Ergonomics and Frequent Movement Available on demand starting JUN 19th	Research has found that a sedentary lifestyle is just as or more harmful than smoking. But we can impact this by incorporating frequent movement into our lives!
JUL	GROCERY RUN Making sense of nutritional information	Eating Your Way to Wellness Available on demand starting JUL 17th	This session focuses on the USDA's MyPlate with tips and resources on how to eat your way to better and long-lasting health.
AUG	AGES & STAGES The new developmental milestones	Technology and Keeping Your Kids Safe Available on demand starting AUG 21st	The seminar touches on the risks facing children online. You'll learn helpful tips, from where to locate the computer in the home to available parental computer monitoring programs.
SEP	GPS! Charting a course to reach your goals	Creating a Personal Development Plan Available on demand starting SEP 18th	Participate in this session to understand effective goal setting and identify potential obstacles that can create barriers to reaching your goals.
OCT	BOUNCE BACK Recovering from stressful situations	A Personal Guide to Building Resiliency and Coping With Change Available on demand starting OCT 16th	It's not what happens to us but how we respond to what is happening to us. This seminar will empower you to become more resilient.
NOV	TALKING TOGETHER Family conversations about aging	Caring for Aging Relatives Available on demand starting NOV 20th	Older relatives may require more care than family or neighbors can provide. This seminar is a helpful first step to determine what kind of care is needed.
DEC	JUST ASK Asking for what you need	Say What You Mean the Right Way: Healthy Forms of Communication Available on demand starting DEC 18th	There are many ways to communicate how you feel to the people in your life. Explore how you can use communication to strengthen your relationships.

CALL OR
GO ONLINE

TOLL-FREE: 800-292-2780
WEBSITE: www.ers-eap.com

USERNAME: **garrett**
PASSWORD: **eap**



What is an Employee/ Member Assistance Program (EAP/MAP)?

The EAP/MAP is a free and confidential assistance program that provides supportive counseling, information and resources for employees and their families.

Why offer this service?

Studies have shown that by helping employees to address their personal troubles, companies are able to reduce problems such as absenteeism, extra costs, lost wages and decreased productivity. It's a win-win situation for everyone!

Who provides this service?

The EAP/MAP is administered by Employee Resource Systems (ERS), a Chicago-based company with a national network of counselors—available to provide in-person or telephone support.

Who can use this service?

The EAP/MAP is available to all employees and their immediate family members, including a spouse (or significant other), children and older adult parents.

Is the Employee/Member Assistance Program confidential?

Yes, this service is confidential. Everyone at the EAP/MAP is legally and ethically bound to maintain the confidentiality of all of its clients. Exception exist for any threat-to-safety situations such as child abuse.

Continued on back

ERS

Employee Resource Systems, Inc.

The Employee/Member Assistance Program

For confidential help call: **800-292-2780**

www.ers-eap.com

When should I call the Employee/Member Assistance Program?

The EAP/MA typically deals with challenges such as:

- Family conflict
- Marital or relationship issues
- Stress
- Depression
- Anger management
- Grief & loss issues
- Parenting concerns
- Alcohol and other drug abuse
- Eating disorders
- Legal concerns
- Financial concerns

How do I get started?

The first step is to call the EAP/MA at 800-292-2780. You will be connected with an EAP/MA counselor on the phone who will talk with you and then schedule an appointment. In urgent cases, counselors will quickly assess the situation and provide crisis intervention and a safety plan when appropriate.

How much does it cost?

There are no charges for use of the Employee/Member Assistance Program. Employees and their families are eligible to receive up to a certain number of free in-person counseling sessions per problem or issue. The number of sessions is determined by the model of service your employer has purchased. Some issues can be resolved within those sessions; however, referrals will be provided for long-term counseling or treatment through your insurance benefits.

ERS

Employee Resource Systems, Inc.

The Employee/Member Assistance Program

- Family/Relationship
- Substance Abuse
- Psychological
- Financial/Budget
- Job Performance
- Legal

For confidential help call: **1-800-292-2780**
www.ers-eap.com

7 Easy Stress Management Tips

Andrea Harkleroad, LCSW

A new year, a new set of resolutions, right? Instead of resolving to lose weight or work out more, why not make stress management your resolution? By making the reduction of stress your priority, you may end up feeling happier and healthier overall! And believe it or not, there may actually be some helpful tips out there that you've not yet tried as researchers continue to test new theories and explore new methods of achieving equilibrium and a state of calm.

1 Talk to yourself in the 3rd person.

Yes, it may have your co-workers staring at you with worried expressions on their faces, but this technique has been found by researchers at Michigan State University to actually be helpful in lessening the impact of intense, negative emotions. So if, for example, you find yourself consumed by anger about something and your name is John, rather than ruminating about the situation, try saying something like "John feels really angry right now. Why is John angry?" Researchers noted that the psychological distance provided with this technique can help to regulate emotions to some degree.

2 "You can do it!!!"

The corny pep talks that you always see in movies actually DO work. So before your next project or presentation, try telling yourself that you will not only succeed in whatever it is that you intend to do, but that you will... (pause and cue the inspirational music) *do better than you have ever done before!* Researchers from the BBC Lab in the UK, in a massive study using over 44,000 subjects, found that while using positive imagery before an online test had positive results, nothing was quite as effective as the positive self-talk. As long as the self-talk focused upon the positive and not upon avoiding mistakes i.e. "Don't screw up!", subjects were able to improve their results overall with short motivational self-talks just before performance.

3 Feeling frantic, as if you're just "spinning your wheels"?

Most people who run around in a state of panic do so because they are only attending to the immediate crises when they should also be focusing upon bigger issues which have much better pay-offs. This is where it's crucial to do some prioritization around the issues that you have to take care of personally vs. those tasks can you delegate to others. When you look at your "to-do" list, which of those tasks will have a more gratifying pay-off in terms of your career and your goals in life? Those tasks may be longer to accomplish, but if you take time to work a little on them every day/week, that incremental progress will help you to feel like you are moving in the right direction, not just "spinning your wheels" by attending to the crisis of the hour/day.

4 Schedule buffer zones into your day.

If you're someone who is always running from meeting to meeting, late for the next one, then it's a good idea to consider the simple concept of allotting extra unscheduled time in your day in between meetings and the other obligations. This will give you some breathing room to take notes regarding the meeting you just finished and get ready for the next task or, if there is an unexpected crisis, then you'll have built in some time to handle it before your next obligation. It's helpful to give yourself some time to mentally "switch gears" as you move from project to project. You might find that the result is that you're less forgetful and less anxious about always being late.

5 Sleep enough, eat well and exercise.

These three habits are the foundation for good physical and mental health. We all know that the lack of sleep, a poor diet and no exercise will eventually lead to some unpleasant consequences when it comes to our health. And yet so many of us who complain about stress often ask questions like, "Who has the time to work out, sleep a full 7 to 9 hours, etc?" however, these stress management tips are probably the most crucial and effective tips of all. The quantity and quality of your sleep affects your energy level which affects your mood, your self-esteem and so on.

Researchers have noted that those who exercise, typically sleep better and report feeling better emotionally as well, but those who exercise *regularly* may be able

to keep depression *at bay*. One 2017 study looked at over 22,500 participants in Norway, and found that those who engaged in some deliberate form of exercise were less likely to develop depression. The interesting part was that it didn't matter what form that exercise took and that it could be as little as one hour a week! Researchers theorized that it was the social aspects of getting out and being active that made all of the difference.

Avoid turning to the high fat, high sugar, over-processed foods which can dramatically affect blood sugar levels or using caffeine, sugary snacks or chips every time you need a boost. We all deserve the occasional tasty snack treats... just not on a daily basis.

Quarterly Quote

"Do not anticipate trouble or worry about what may never happen. Keep in the sunlight."

—Benjamin Franklin

Continued on back

Interested in submitting a question or comment?
Send an e-mail to aharkleroad@ers-eap.com.
Your feedback is greatly appreciated!



7 Easy Stress Management Tips, Continued

6 Try filtering for more positive options.

Many of us may have a running monologue which predicts doom and gloom wherever we go, whatever we do. "Well, this is going to be a disaster!" Or, "Oh no! The boss just dropped in on the one day that you're leading the meeting! This does not look good." If you've had a lot of stress in your life, it's easy to fall into the rut of scanning for the next big bad thing heading your way.

Be careful though, that you aren't looking ONLY for the pitfalls in life. We can become so accustomed to expecting disastrous outcomes that we essentially overlook the good things in life, or the opportunities we have to change things for the better. Research suggests that more good things happen every day than

bad things! Unfortunately, we are culturally geared to focus upon the negative. Make a practice to notice the good things, like finding a great parking spot, savoring an excellent cup of coffee or greeting an old friend with a warm smile. By focusing upon the positive, we can lift our spirits. And bring awareness to that inner monologue and change the "script" running in your head to something more positive and less catastrophic

7 Go get a massage!

Massage helps in several ways. It can boost your immune system; help loosen tight muscles and prevent injury; and of course, it's a great stress-reliever. If you're not comfortable with the idea of full body massage, try just getting a chair massage which focuses upon your neck and shoulder muscles. Since this

Continued below

ERS Press

A Publication of
Employee Resource Systems, Inc.
An Employee Assistance Program

29 East Madison Street, Suite 1600
Chicago, Illinois 60602

Feeling anxious or worried?
Call the Employee/Member
Assistance Program (EAP/MAP)
for free and confidential
support and resources.
1-800-292-2780

is where most people carry their tension, it makes sense to focus upon those areas anyway!

There will always be plenty of reasons why you don't have time to follow these self-care tips; however, with the arrival of the new year, why not try some reflection and evaluation? Take an hour...or maybe even a day two and just assess how you feel physically, mentally and emotionally. Are you feeling drained, stressed and run-down? It might be helpful to talk with someone like an EAP counselor, who is outside of your circle of family or friends, who can help you decide to shift your habits in a healthier direction.

Andrea Harkleroad, LCSW is the Contributing Editor for the ERS Press and also the Director of Operations for Employee Resource Systems. She has been with ERS since 1996.

For free and confidential support and resources call the Employee/Member/Student/Family Assistance Program (800) 292-2780 www.ers-eap.com

