

# Just in case...



# Find balance

April 2020 Newsletter



## Featured Article:

**Quick tips for balancing life** | Balance comes from respecting your limits and caring for yourself. [Learn four quick tips that may help...](#)



## Monthly Awareness:

**Managing during difficult financial times** | It's common to feel out of control during a tough time. [Read about some coping skills here...](#)



## Let's Talk video:

**De-stress at your desk** | We all get overwhelmed — learn how to have a few minutes of mindfulness without leaving your desk. [Get some ideas here...](#)



## Podcast:

**Managing relationships during our current times** | Relationships can be stressful. But what about when you're on quarantine with your partner? [Listen to this month's podcast which will include tips and information from a couples' therapist...](#)



## Infographic:

**Take a pause** | We live in a world where being "busy" has always been a badge of honor. [Read more about how to pump the brakes...](#)

**Getting help** | Get confidential support, information and referrals for work or personal concerns. We can help you, your household members or your adult children under 26, even if they live away from home. Call or visit us online today!

# Resources for Living®



# Quick tips for balancing life

## Balancing work and life isn't easy

It's called "balancing" because worklife demands shift and change. Keeping all the balls in the air constantly is very stressful. So try these steps.

### **1. Don't try to make everyone happy all the time.**

Many of us do this but it creates lots of anxiety. Plus it rarely works.

### **2. Learn to say "no" (or "later") when "yes" is unrealistic.**

Prioritize tasks rather than pretending you can do everything at once.

**3. Don't expect perfection.** Do you feel you're never doing enough? Recognize that doing your best is great. Perfection is a fantasy.

### **4. Remember, you're the center of your balancing act.**

You need care. You need breaks. Take care of you before worklife imbalance burns you out.

Balance comes from respecting your limits and caring for yourself. And you know what? You deserve it.

[Return to Index](#)

## **The EAP is administered by Resources For Living, LLC.**

All EAP calls are confidential, except as required by law. Information is not a substitute for diagnosis or treatment by a professional. Contact a professional with any questions about specific needs.

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# Managing during difficult financial times

Today's financial climate might have you worried about your future.

## **It can be helpful to remember that:**

- Financial ups and downs have been the reality for many nations throughout history
- A long-range financial plan may help you
- Taking care of yourself and your attitude can help

## **Weathering the storm**

It's common to feel out of control during a tough time. The loss of a job, home and/or savings can scare you and leave you feeling overwhelmed. Here are some tips that may help:

**Avoid blame.** No one has a crystal ball. Holding onto anger at yourself or others because of financial losses can get in the way of moving forward.

**Focus on meeting immediate needs.** You have real needs right now, including food, shelter and clothing. Next come your monthly bills. Focus on trying to meet your immediate needs. Also, contact your local town hall to find out about any extra resources available right now.

**If you're laid off...** File for unemployment benefits immediately. Contact your former employer about your healthcare options.

**Remind yourself often of all the good things in your life.** These might include family, friends, pets, hobbies, activities and your health. Stay in touch with the supportive people in your life. All of this can help you get through these tough times.

Money concerns and changes in finances can create stress. We're here for you 24/7.

[Return to Index](#)

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# Your guide on how to take a pause

We live in a world where being “busy” is a badge of honor. But the go, go, go can lead to burnout. So it’s important to pump on brakes every now and then.



TIP  
**ONE**

## BREATHE

Notice how the air flows in and out.

TIP  
**TWO**

## LISTEN

Let the sounds come to you.  
What do you hear?



TIP  
**THREE**

## WATCH

your thoughts without judging them.

TIP  
**FOUR**

## GO OUTSIDE

Take a walk without your phone.



TIP  
**FIVE**

## PRACTICE GRATITUDE

Acknowledge the good in your life.

[Return to Index](#)

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