November 2025

UTEAP

FrontLine Employee

UT Employee Assistance Program • (800) 346-3549

Productivity Tip:
Use the "Rule of Three"



The "Rule of Three" is a simple productivity strategy where you focus on only three main tasks or goals each day to maximize success. This strategy helps reduce overwhelm while increasing true progress. At the start of your day, choose three priorities. This narrows your focus, prevents mental fatigue from scattered to-do lists, and keeps you from being pushed and pulled by interruptions. Whether you finish all three or struggle to complete any, daily practice trains your mind to prioritize naturally, tune out distractions, and focus on high-value tasks. Small wins become frequent, you feel more in control of your days, and productivity grows dramatically. In fact, you'll achieve more than you expect consistently with less stress. That's the power of the Rule of Three. Source: J.D. Meier, "Getting Results the Agile Way"

Seven Signs Your Away College Student May Be Struggling



How is your child doing in college? If they're away, it can be hard to know. Being away can be exciting but also isolating, overwhelming, and emotionally challenging. Watch for these signs: 1) Less communication—prolonged or sudden withdrawal may signal stress or homesickness; 2) Mood changes—irritability, sadness, or anxiety; 3) Academic concerns—mentions of falling behind or struggling; 4) Neglecting daily routines—skipped meals, poor sleep, or declining self-care; 5) Loss of interest—less talk about friends, activities, or hobbies; 6) Risky behaviors— excessive drinking, drugs, or unsafe choices; 7) Expressions of hopelessness—feeling overwhelmed or trapped. If you notice these, reach out with empathy, encourage campus or professional counseling, and maintain supportive communication. Consult with the employee assistance program (EAP) for guidance and resources.

Learn more: mcleanhospital.org/essential/college-mh

"Bossology" Tip:
Bring a Solution with the Problem



One of the most common complaints among supervisors is employees who bring problems—but not solutions. Far fewer employees take the initiative to recommend ways to correct the issues they raise. This gap is your opportunity to elevate your professionalism and strengthen your credibility. You may feel frustrated by a recurring issue, a difficult condition, or a workplace dilemma, but you add to your boss's stress when your response is limited to complaints. When you identify a problem, go to the next step. Think through potential solutions. Ask any supervisor; they notice employees who not only recognize what's wrong but also envision what can make it right. Even if your idea isn't perfect, your initiative demonstrates critical thinking, maturity, and your leadership potential.

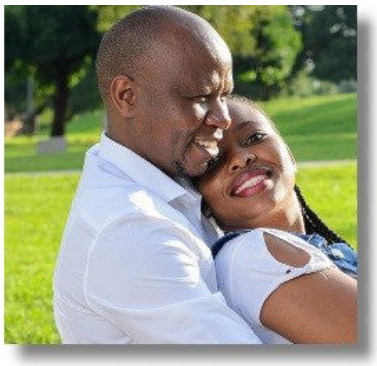
Handle Workplace Conflict with the 24-Hour Rule



If conflict is normal, it makes sense to use personal strategies to help you stay above the fray. Here's one to try: The 24-Hour Rule. When a coworker's comment or email triggers you, resist the urge to react. Wait 24 hours before responding. Step away, take a walk, and focus on something else—put time between you and the spat. During this pause, emotions cool and rational thinking returns. What felt urgent yesterday often seems manageable today. This delay prevents impulsive reactions that damage relationships or escalate tension. The 24-Hour Rule isn't about avoiding conflict—it's about managing it with clarity rather than emotion. The payoff is peace of mind and a reputation for calm and thoughtful professionalism.

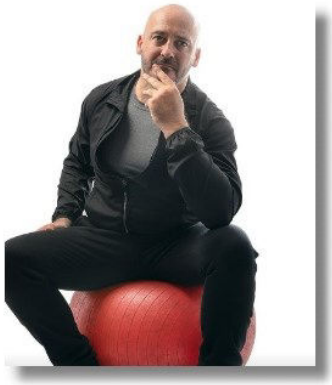
Information in *FrontLine Employee* is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health or legal professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact a qualified professional. Add "http://" to source links to follow. Link titles are always case sensitive.

Seeking Couples Counseling Help Doesn't Mean Failure



Many couples view counseling or marital therapy as a last resort, but it's one of the healthiest steps to strengthen a relationship. The truth is, even happy couples benefit from counseling. Counseling can be enjoyable, helping couples rediscover each other, improve communication, and celebrate what works. Research from the American Association for Marriage and Family Therapy shows that 60%–80% of couples experience measurable improvement after counseling, and 70%–90% could benefit from structured enrichment experiences. Options range from seminars to weeklong retreats, all providing a safe space to understand emotional needs, resolve small issues before they grow, and learn ways to build trust and deepen connection. Counseling is not about proving a partner wrong. Entering counseling with that goal as a key motivator usually leads to frustration, whereas focusing on understanding, communication, and shared growth creates lasting positive change. Like regular checkups for your health, relationship check-ins preserve emotional wellness. Seeking help early can prevent resentment, reduce stress, and increase satisfaction. Strong, healthy relationships benefit not just you and your partner, but also your overall well-being at home and work. Talk to your EAP about marital and couples' resources or search for reputable couples growth workshops and intensives to explore opportunities for strengthening your partnership.

"Movember" Is for Men's Health



Movember is an annual health awareness campaign held in November that focuses on men's emotional and physical health—and on raising awareness about issues men often avoid like prostate and testicular cancer screening, and mental health. It began in Australia and involved growing a mustache ("mo") as a campaign idea, but its message is universal: Break the stigma of prevention screening and early treatment. Reaching out for professional help isn't easy, especially when you've learned to stay tough and keep things private. But mental health challenges can affect anyone, even the strongest. (Even Navy SEALs have access to mental health resources—and are encouraged to use them.) Many men recognize they need help but talk themselves out of it. "I should handle this alone." "People will find out." "It's not that bad yet." Delaying help can make things worse and limit options later. Stress, conflict, burnout, relationship issues—handling these alone isn't strength. Real guts is knowing when to make the call and get free, confidential help that keeps you in the game.

Stress Tips from the Field:

Stress-Proof Your Day



"Stress-proofing" your day ensures that you stay focused on what's within your control and maintain a positive mindset. No matter the stress—setbacks, workload, office frustrations—start by noticing small wins, such as completed tasks, a positive conversation, kudos from a supervisor. Let these successes define your attitude. Look for the hidden gain in challenges. "What can I learn from this?" or "How can I turn this into an opportunity?" This is called "reframing the pain" and it works. Turning these tactics into new reflexes to respond to stress will lead you to enjoy your job more. When small positives happen, express internal gratitude. This behavior strengthens resilience and naturally reduces negative reactions to normal stress. A last word about perfection: Seek to do outstanding work, not perfectionism. The two are different—the latter undermines your energy, focus, creativity, and positivity.

Best-Bet, Time-Tested, Holiday Stress Tips



The holidays are coming. And yes, they can bring joy, but they can also bring stress from finances, family conflicts, overcommitment, and, of course, emotional triggers with family visitors. What are the top stress strategies that stand the test of time, and do you use them?
1) Set boundaries early—decide what you can realistically commit to and communicate limits on gifts, expenditures, meals, and visits. 2) Plan pauses—come to a complete stop periodically to reflect, journal, or reach out for support when feelings of loneliness, grief, or tension arise. 3) Simplify and delegate—share meal prep, shopping, decorating, cleaning, and entertainment planning duties. These three strategies are the go-to tactics for reducing fatigue, preventing overwhelm, and finding more enjoyment in nearly all holiday celebrations.