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| S:\All Staff Info\Logos\CHS Logo notype.jpg | The Employee Enhancement Newsletter Helpful Resources from Your Employee Assistance Program, sponsored by Catholic Human Services. |
| September Quarterly Newsletter |  |
| In This Issue  Taking Time for Yourself  Fast Facts  Questions that can be used to Guide an Effective Discussion  Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)  We are committed to Employees, Building a Collaborative Environment, Promoting Dialogue & Implementing Solutions  Contact Us  Catholic Human Services EAP Program  (231) 947-8387  We welcome your inquiries.  The EAP provides counseling, information and referrals for employees and their immediate family members. This program is ideal for people experiencing personal distress or simply seeking to improve health and well-being.   * It’s free. * It’s confidential * It’s short-term, solution focused counseling.   WE WELCOME YOUR INQUIRES  231-947-8387 | It’s been over a year since our lives turned upside down because of COVID. And the recent Delta Variant has presented another dilemma, stress and anxiety regarding opening up our businesses. A common question many ask is when will there be a sense of normalcy? While some things seem to moving to normalcy, not everything is quite there yet. While many adults are vaccinated, youth/children are not. And finding ways to adapting to the new way of living is important and protecting our young populations.  There are a handful of roles that each of us juggle. If you are a parent, student, employee, caretaker or someone feeling overwhelmed over the last year, the idea of taking time for yourself may seem unimaginable. Sometimes it can be difficult to even take basic care of ourselves. Here are some small things that can be done to make self-care and taking time for yourselves a little bit easier.  **TIPS FOR TAKING CARE OF YOURSELF.**  **Accept yourself as you are.** Try not to compare your life and what it looks like right now to anyone else’s. Comparing yourself to others, makes it easy to feel inadequate, which makes it hard to even take the first step. Instead, focus on accepting the person that you are and where you are in life right now.  **Focus on the basics.** One of the most important things you can do is focus on steps to ensure you are living a healthy lifestyle. Showering and brushing your teeth every day, eating nutrient rich food, moving your body and getting adequate sleep are all building blocks of good self-care.  **Find what makes you happy.** If you are caught up in taking care of all of your responsibilities you may not even really know what kind of self-care you need. What works for some may not work for you. Take time to think about what things you can do to make yourself happy or accomplished and include them in your self-care routine that makes the most sense for you, your schedule and your health overall.  **Practice mindfulness.** Take a few slow, deep breaths, focus on your senses, and try to be fully present in what ever you are doing. Not only does mindfulness reduce stress, it also has the power to help you slow down and really take care of yourself.  **Make small goals.** Taking time for yourself doesn’t just happen. Try to be patient with yourself. Set small goals that you want to accomplish for yourself. Focus on small, daily tasks like wanting to take a 15-minute walk each day or journaling for 10 minutes each night, rather than a complete overhaul of your life all at once.  **Set some boundaries.** Sometimes the only way to be able to make time for self-care is to lessen the amount of time or energy that you are giving away to other people. Having a conversation with people that set boundaries around your time, your emotions, your things, your other relationships, your health and your opinions can give you an opportunity to devote more time and effort to yourself.  **Remember that you are not alone.** Everyone struggles to take time for themselves, so try not to get down on yourself for not having everything imperfectly balanced all the time. As circumstances change, you’ll have time to rethink your routines and how you use your time. There will always be people that understand where you’re coming from and are willing to help. Ask your friends and family for help when you need to take some time for you and your mental health.  FAST FACTS:   * Self-care is proven to reduce stress and anxiety levels while increasing self-compassion. * Of people who took a depression screen at mhascreening.org in 2020, 73% felt tired or said that they had very little energy at least half of the time or nearly every day.   [This Photo](http://tribework.blogspot.com/2011/10/love-of-compassion.html) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/)  **QUESTIONS THAT CAN BE USED TO GUIDE AN EFFECTIVE DISCUSSION**   * Where are we now? * Where do we need to be? * How will we get there? * What do we need to do? * How can I help?   Every person plays a key role in a team environment. An attitude of cooperation rather than criticism will create a team spirit that can do anything.  **LIFE CAN BE HARD.**  **YOUR MENTAL HEALTH DOESN’T HAVE TO SUFFER.**  **GET INFORMATION AND TOOLS THAT CAN HELP.**  **CALL EAP – 231-947-8387** |
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