

# EAP

Employee Assistance Program

March 2024

The slogan:

If your mind continues racing with “work” stuff after you are done for the day, you are in good company. Many of us do this and it is often hard to separate work and life. This is becoming more common in the remote workforce. If you have struggled with this work-life balance, try creating a “transition ritual”. This can be a symbolic approach to ending your day that prompts a mental shift from your professional responsibilities to your personal life.

For example, at each day's end, routinely turn off lights, straighten your desk, close the laptop, write tomorrow's to-do list, and/or take a short walk. You may soon experience a faster and healthier mental separation between work and leisure, so you gain the full benefits of your time off. If you are working remotely do not return to your workspace until it is time to work again.

You have good ideas! Rather than having your idea only heard, get it considered! This goal requires some work to get there. The following tips will improve the possibility of your success.

- 1) Don't share your ideas too soon. Take time to gather information about the problem you are trying to solve or research new ideas in depth.
- 2) Identify specifics such as: the how, when, why, who, what, where, and causes of the problem. If you are developing a new idea, be thorough with identifying the path of genesis, procedures, results and potential problems including resolution suggestions.
- 3) Document your thoughts and research findings to be sure you are covering all the necessary elements for problem resolution or a new idea process prior to presentation.
- 4) Identify any potential questions regarding your ideas and be ready to address them.