

Now Available Online

Visit the Holiday Toolkit for resources to help you navigate through common stressors this holiday season.

To find this toolkit, visit www.halcyoneap.com type in 'holiday toolkit' in the 'What's on Your Mind?' search bar. Next, click on the 'Resource' tab to access the toolkit.

Tips to Avoiding Burnout During the Holidays

From planning the perfect celebration to crafting a gift budget, the holiday season can be a killer for workplace productivity. To help combat holiday stressors, try out these tricks to help you be productive during the slow holiday season:

1. Rest up

One of the best ways to combat burnout, no matter the time of year, is rest. Make sure to get the recommended 8 hours of sleep and avoid the negative side effects of being tired and keep your productivity up.

2. Prioritize

One of the easiest ways to stress yourself out over the holidays is having too many things to do or forgetting something important. To help, try utilizing lists to help organize both your work and personal life. Plan out the important things you know you need to tackle and put those at the top of your list.

3. Stay in 'Work' Mode

With vacation time being a typical occurrence around the holidays, it can be easy to 'check out' in the days leading up to your PTO. What's worse, the time you spent 'checking out' means there are going to be more and more things you need to do once that vacation time is over. Avoid coming back to the office with a load of work.

4. "Spring Clean"

If you do find yourself struggling with tip #3, try to take advantage of that 'checkout' time. Rearrange your desk, label files, catch up on emails and more. Completing tasks like this can help you avoid unnecessary stress while also helping you stay more organized in the long-haul.

5. Budget Yourself

Financial stress is arguably the biggest contributor to holiday burnout. The best way to get

ahead of this potential stress is to make a budget. Setting spending limits for yourself and designating a day or a weekend for shopping can help ease some of that stress.

6. Have Realistic Expectations

Everyone wants the perfect holiday, but chances are that won't always be the case. But that's okay! Allowing yourself the flexibility to be okay when things don't go according to plan can help ease unnecessary stress. Someone knocked over the tree on Christmas Eve? Change it up and hang the ornaments all over the house for a unique look! You saved the decorations and may even start a new holiday tradition.

Sources: Biospace and Psychology Today

For the services available through the Halcyon EAP, call 1-888-HAL-4800 (425-4800) or visit www.halcyoneap.com

Avoiding Holiday Burnout

With the busy holiday season around the corner, this flash course can help you learn more about burnout, its effects on your wellbeing and tips on how to fight it.

To watch this webinar, visit www.halcyoneap.com then type in 'burnout' in the 'What's on Your Mind?' search bar. Next, click the 'Training' tab to watch the video.

Why It's Important to Take a Break at Work

Most of us spend our days at our desk, staring at computer screens. While we know it's not good for us to sit at our desks all day or work continuously without a break, many of us still do it. Breaks, even just five minutes at a time, are one of the best things you can do physically and mentally during your workday. This is especially true during the holiday season when your stress is usually already elevated.

Here are some benefits of stepping away from your workspace throughout the day:

1. Refreshes our attention span and concentration. The attention span for adults is anywhere from 15 to 40 minutes. Stepping away from your desk several times throughout the day allows our brain to regroup and get back on track.
2. It lowers our body mass index. According to the Center for Disease Control, getting up and moving around for even 5 minutes every hour can help lower your BMI. Every little bit of movement helps.
3. Lowers the risk of on-the-job accidents. Exhaustion and fatigue are one of the top 10 causes of on-the-job accidents. According to the CDC, regular breaks prevent such mishaps and keep these accidents to a minimum.
4. Keeps our eyes happy and healthy. If you're constantly staring at a computer screen, you run the risk of suffering from computer vision syndrome. This can result in blurred vision, headaches, eye strain, and even pain in the neck and shoulders. Taking your eyes away from your computer every 2 hours for 15 minutes will help keep your eyes, head, and neck feeling good.
5. Reduces stress. For many of us, work is our #1 source of stress. Allowing ourselves to step away, recharge and relax can drastically lower stress levels. Breaks are simply the best way to prevent burnout.

Source: www.wellbeing.place