

# The Continuum Edge

## RESOURCES FOR EVERYONE

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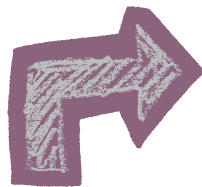
August 2026



### THREE SENTENCES THAT CAN HELP SAVE A WORKPLACE RELATIONSHIP

Workplace conflict is often not about practical issues or performance but about how people treat each other. An example is a co-worker who makes a negative remark that causes you to feel hurt or offended. You are stuck with that gnawing reaction and festering anger.

Here's the trick for stopping resentment before it takes root. It's called the "three-part assertion." It's a decades-old technique taught in couples counseling, parent education and other venues. The rule for its use is to wait a day to cool down and then follow these steps before two days is up.



#### MEET WITH YOUR CO-WORKER AND SHARE:

- What you observed and/or heard
- How it "landed"
- What you would like instead

**HERE'S AN EXAMPLE:** "In the meeting yesterday, when I didn't know the answer, you said with everyone present that you were surprised = that's what you observed. It made me feel embarrassed and a little undermined in front of the team = that's how it landed. Going forward, I'd appreciate it if feedback like that came to me privately = that's what you'd like."

This three-part formula works in many contexts at home and at work. It's specific. It lets you own your experience. It doesn't take much time. You stay calm. And it has real impact to create change.

### STRESS TIP: WHEN EVERY PRIORITY IS A PRIORITY

Competing demands become stressful when everything feels equally urgent. When several people want something at once, it's easy to feel overwhelmed by juggling every request simultaneously. The results are frustration, distraction, and a growing sense of falling

behind. A better approach is to stop managing all demands at once. Instead, identify the next most important task and focus on that alone. Remaining tasks aren't ignored — they're queued for later. This simple shift reduces mental clutter and restores a sense of control.

You may not be able to reduce your workload, but you can reduce the feeling of being overwhelmed by it. When priorities compete, remember that not everything can be first. Clarity helps you regain focus, make better decisions, and move forward one task at a time.

## SEE ME ABOUT YOUR PERFORMANCE

A classic cause of workplace anxiety: a note from the boss that says, “Talk to me about your performance.” This heart-stopper needs a simple strategy — go prepared and turn it into an opportunity to demonstrate professionalism and self-awareness. Beforehand, take a breath and honestly review your recent work. Identify positives, negatives, and any issues that may have affected your performance. Take the attitude that this is a positive intelligence-gathering event, even if feedback is negative or feels unfair. At the meeting, take notes and listen more than you talk.

Don’t become defensive but instead ask for clarification of anything unclear. Be clear on what’s expected going forward. Everything you hear is data — learn from it and use it to your advantage. Afterward, follow through immediately on changes without being reminded. It will be noticed. Check in regularly to show progress and get feedback. Don’t wonder what your boss is thinking — ask. Still rattled? Process the experience with an EAP professional, not co-workers. Continuum EAP offers confidentiality, stress management, objectivity, and a plan going forward.



## CREATE BETTER WORK-LIFE BALANCE WITH MICRO-MOMENTS

Surprisingly, better work-life balance is less about finding more hours in the day than it is about making better use of the minutes you already have. Many employees assume they need vacations, elaborate family activities, or large blocks of free time to feel connected to loved ones. Not true! Small daily interactions often have the greatest impact. A 10-minute conversation over coffee, a short walk with a spouse, a thoughtful text, or completing a chore together can relieve the guilt of not doing “enough.”

The key is being intentional — finding opportunities and making them happen. Look for naturally occurring moments when paths cross and you’ll quickly spot connection opportunities. Consistency is key. You’re going to discover how easy meaningful contact actually is rather than waiting for the perfect moment to make a big event happen. To learn more, search online for “*micro-moments in relationships*.”

## STARTING TO EXERCISE WHEN YOU ARE OUT OF SHAPE

If you haven't exercised in a long time — or ever — starting fresh can feel overwhelming. Motivation fades when the gap between where you are and where you want to be feels too large.

**HERE'S THE HACK:** Make your first goal just 10 minutes of easy daily effort, which research shows is enough to gain health benefits. Get to the point where you're putting on exercise shoes with little mental effort.

**FACT:** You're making health gains if you can get this far. Once momentum exists, reward yourself and set rewards for additional mini-milestones — now you have real leverage for change. See your physician for approval first.

**HINT:** Research shows sharing your goal with others will nearly double your chances of success.