

FrontLine Employee

WELLNESS, PRODUCTIVITY AND YOU!

1135 M ST., Suite 400, Lincoln, NE 68508 • 402.476.0186 / 800.755.7636 • 4continuum.com • easpecialist@4continuum.com



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Maintaining well-being DURING COVID-19

COVID-19 has dramatically changed our lives, creating a new way of working and living. During these times of change and uncertainty, the best way to navigate the new changes is by focusing on self-care and helping those around you while following proper health precautions. It's also an important time to bring your health and well-being to the forefront.

Self-care in the wake of the coronavirus outbreak includes focusing on things you can control (*like practicing good hygiene*) instead of those you cannot (*stopping the virus*).

Here are some simple steps to help put your well-being in focus:

GO FOR A WALK IN YOUR NEIGHBORHOOD

Participating in outdoor activities is perfectly acceptable if you maintain a distance from others of at least 6 feet. Going for a walk, visiting a local park, or even playing in the yard with your children are great ways to incorporate physical activity into your routine. Taking a break to exercise can also help reduce stress.

HAVE A VIRTUAL CLUB

If you have a weekly gathering or book club, use FaceTime or another video streaming service to connect. Maintaining these events, especially during uncertain times, will help keep a sense of normalcy.

TRY NEW HEALTHY RECIPES

With extra time being spent inside, now is a great time to focus on healthy eating. Use this time to invest in trying new healthy dishes and become more mindful of how you nurture your body. During times of uncertainty it can be natural to stress eat or crave comfort foods, but being aware of how you're eating can help maintain focus on well-being.

REDUCE STRESS

It's important to take breaks from watching, reading or listening to news stories, especially on social media. Take time to meditate, read a book, or watch a movie — anything to help you unwind and separate your mind from stressors. Consider creating a schedule that prioritizes time for your well-being and positive mental health. Even simple activities like completing a puzzle or coloring can help you to relax and positively impact your thoughts and feelings.

TALK WITH SOMEONE

If you are feeling overwhelmed, Continuum EAP can help. Talking about your concerns and receiving advice related to your specific situation can make a difference. We're all in this together.

PLUG INTO productivity peaks

Try this productivity booster: Draw a timeline and identify when you experience your high and low-energy periods during the day.

These normal cycles are based upon diet, exercise and other factors. Do you experience an energy peak about two hours after starting work? What about a slowdown after lunch? How about a small peak in the afternoon? This is valuable data.

Divide your work tasks according to these energy levels. Perform difficult tasks when energy is high and less-difficult tasks when energy is low. These are A, B and C activities.

Assign your activities to the right energy slots and you will work more efficiently and get more done!



Managing WORKPLACE CRITICISM

No one escapes occasional criticism at work. But with a few steps, you can face it like a champ, gain from it, and decrease the “ouch.”

Nearly all criticism produces tension, so remaining unflustered shows your professionalism while making the impression you want. Get this far, and other steps to success will fall in line. Remember you have control over accepting “what fits” as true about the criticism and what does not. Knowing this, view any criticism as a free gift. This will inspire an attitude that elevates your reputation.

Our positive self-evaluations often hide our ability to see fully how well we perform, but you will triumph from criticism when you welcome rather than fear it.

Grief, loss and the COVID-19 PANDEMIC

Those needing to attend or arrange funerals are facing extreme challenges because of physical distancing and travel restrictions related to COVID-19. These circumstances can make grief and loss worse.

Thoughtful and effective answers to almost every question about funerary services and COVID-19 can be found at www.rememberingalife.com, with new

content posted by the National Funeral Directors Association.

You will find the answers about communication, support, grief, overcoming long-distance challenges, funeral options, safe viewing processions, planning, leveraging technology, holding multiple small ceremonies and dozens of other issues. Continuum EAP is also available to provide supportive counseling during this difficult time.

DON'T TOUGH OUT ACUTE STRESS DISORDER

Does your job include a higher risk of witnessing violence or trauma? If you are exposed to such an event, consider meeting with a Continuum EAP professional to discuss your experience and understand symptoms of acute stress disorder. Acute stress disorder can follow any type of traumatic event.

Don't tough it out or assume “Ah, I'm OK.” Proper care for symptoms may help prevent post-traumatic stress disorder (PTSD), a mental disorder that can follow if acute stress disorder symptoms don't resolve after six months.

Acute stress disorder may include anxiety, depressed mood, sleep disturbances, nightmares, being constantly tense, being easily startled, irritability, poor concentration and more.

Source: www.ptsd.va.org