

Weekly Wellness Tip

Ten Ways to Simplify Your Life

Listed below are ten quick tips to help you become more organized at work and at home. Following these tips may lead to less stress and frustration, and more free time.

1. Get organized at home. Sell, donate, recycle, or throw out everything in your home that you don't use on a regular basis. Start with one room or a small area, such as a closet, and tackle that first.
2. When you open your mail each day, immediately discard junk mail. Toss old newspapers and magazines into the recycle bin.
3. Plan meals for a week or two and make a complete list for grocery shopping.
4. Cook and freeze double batches so that you have enough food for two meals.
5. Pack lunches and lay out clothes for yourself and your child the night before. Older children can do this on their own.
6. Keep your workspace supplied with the things you need to do your job. Make sure you have paper, ink, writing utensils, important manuals, or anything else you need before you start your shift. If you don't have your own workspace, carry a folder or stock a drawer with everything you need to work.
7. Clean out files, drawers, and shelves regularly. Throw out old papers, notes, and anything else you don't use or need. Do this at work and at home.
8. Keep a single calendar at home. Write down birthdays, appointments, chores, activities, and family, school, and work events. Even include specific times when you'll clean out your closets and other areas of your home.
9. Cut back on commitments. When things get too hectic, cut back on some of the nonessential activities you and your family are involved in. Allow yourself to say "no."
10. Look at your daily routines and what changes you could make to save time. For example, instead of running errands several times a week, you could make a list of everything you need to do and run all your errands at once. Or you could do some of your holiday shopping on your vacation, so the holiday season won't feel so frantic.

Source: LifeWorks

Employee Assistance Program

All employees have access to our free, confidential Employee Assistance Program (EAP). Phone calls are unlimited and can be made 24 hours a day, 7 days a week. Additionally, if an in-person referral is made through the EAP, the first three visits are covered at 100%. To access the EAP, call 888.887.4114 (UnitedHealthcare members) or 800.854.1446 (all employees).