

# EMPLOYEE ASSISTANCE PROGRAM

# EMOTIONAL HEALTH

IF YOU NEED TO MAKE SOME CHANGES TO BALANCE YOUR LIFE, TRY THESE TIPS:

## Set Realistic Expectations

*You may not be able to have everything you want, at least not all at one time. Set realistic expectations and ease up on yourself.*

## Prioritize

*Decide what you really need to accomplish.*

## Set Realistic Goals

*Be flexible in planning your schedule. Focus on things you know you can accomplish.*

## Share Responsibilities

*Sharing responsibilities is a good strategy to try at home. If others in the household are unwilling to participate or you live alone, determine what is reasonable for you to accomplish and stick to doing just that.*

## Be Efficient

*Develop ways to work smarter at home and at work. Involve others, including children, in the process.*

## Think Positively

*Changes in your routine may be difficult at first. Solving problems, not blaming others, produces positive change. Have a sense of humor. Laughing can ease difficult situations.*

*Friends. Family. Coworkers. Pets. Social clubs. Professional organizations.* The list of demands on our time can seem endless. Many of us struggle to balance full-time jobs with full-time responsibilities at home. Meeting these demands means developing ways to maintain emotional health and balance in our lives. How can you tell if you're striking a good balance?

Achieving balance means dedicating the most time and energy possible to the parts of your life that are important to you. You can start out by asking yourself these questions:

- Is my life right now the way I want it to be?
- If not, what is wrong with it?
- Is my current situation temporary?
- What can I change to make my life more fulfilling and enjoyable?
- Are the rewards of making these changes worth the sacrifices?



**CAL HR**

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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1-866-EAP-4SOC (1-866-327-4762)

TTY USERS SHOULD CALL: 1-800-424-6117

[www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov)



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