



Office of
Employee Relations
Work-Life Services

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FrontLine Employee

Wellness, Productivity, and You!

Mechanics of Making Deadlines

Don't allow the quality of your work to suffer by missing deadlines. Meeting deadlines is an acquired skill with two influences—motivational and mechanical. **Motivational:** Agree on the deadline with your co-worker. Next, commit to the deadline. Then, acknowledge the direct *and indirect consequences* of not meeting the deadline. Make an accountability pact—allow your co-worker to contact you at any time about progress. **Mechanical:** Know how much time each part of your project will take. Divide it into mini deadlines. Adopt an early completion point (your buffer). Success will reinforce your on-time habit, and a positive reputation will follow



Stress Tips from the Field: Reducing “Mental Noise”

Mental noise is the constant low-grade clutter of deadlines to remember, unfinished conversations, worries, and half-done to-dos. It's also called “cognitive load,” and it adds up, quietly draining energy on a normal day. When cognitive load stays high, your brain has fewer mental resources available for problem-solving, creativity, memory, concentration, and emotional self-control, making everyday tasks feel more difficult than they really are. To quiet it, try a brain dump: Get every task and worry out of your head and onto paper, where it stops demanding attention. Challenge yourself to limit how many things you try to mentally track and juggle. Build short mental reset pauses into your day—set a timer to help make it happen, even for just a minute or two. Notice the relief.



Know Your Positive Personal Attributes

Employers not only want employees with the right skills and abilities, but also, they want positive personal attributes. Could you describe your positive attributes? The ability to discuss them shows your personal insight and adds energy to any job interview, making you stand out in ways that many other applicants do not. Examples of personal attributes are the following: flexible and adaptable, ability to work unsupervised, taking initiative, getting along well with others, willing and eager to learn, communicating effectively, thoughtful and reflective about issues/problems, able to be self-critical, seeking unique ways around problems, asking questions, and tolerating uncertainty well.



What Counseling Is Really Like

Many people have never been to professional counseling, not because they aren't interested or don't need it, but because they're anxious about what it involves—usually due to a mental image shaped by television dramas. You don't have to dredge up your childhood, have a “big problem,” or confront painful issues you aren't ready to discuss. And you won't be analyzed with a stream of psychological labels or diagnostic terms. Counseling usually feels more like a focused conversation. You do most of the talking, and the professional listens while helping you decide on goals and strategies for success. For many people, counseling feels like the most honest and productive conversation they've had in a long time, leaving them relieved, hopeful, motivated, and genuinely heard.



Tips for Managing a Heavy Workload

Many surveys show the primary cause of job stress is a heavy workload. If reducing your workload is not possible, set boundaries between work and personal life by first gauging the amount of work and then scheduling the time necessary to complete it. Also schedule personal, family, or leisure time around these hours. Stick rigorously to this schedule.

Here's why: Work tasks naturally consume all the time allocated or perceived to be available to complete them. (This is known as Parkinson's Law.) By rigorous scheduling, you leverage this principle to complete the work but still have a personal life—and all the benefits you derive from it!



National Wellness Month: Surprisingly Small Habits with Big Health Payoffs

Some health habits are small and easy to implement yet have huge payoffs. Create habits from any of the following and start improving your health tomorrow. 1) Take a 10-minute walk after meals to blunt blood sugar spikes and support heart health—research shows it beats a 30-minute walk taken later. 2) Sleep with regularity, not just duration. Consistent sleep and wake times are as important as getting enough hours and can improve mood, metabolism, and focus. 3) If you sit during the day, set a timer to stand and walk for 1–2 minutes every hour. It's not the standing but the movement that counts—enough to offset the negative effects of prolonged sitting. 4) Drink a glass of water before your morning coffee. Mild dehydration upon waking is normal but can stimulate hunger or fatigue; water helps hydrate while curbing appetite, potentially aiding weight management. 5) Take a couple of minutes daily to jot down what's going well in your life. This isn't journaling—it's training mental reflexes, building an automatic habit of looking for the positive when adverse events occur. None of this requires much willpower or extra time. Contact your EAP coordinator for more tips on building healthier daily routines!



Avoid Shortcuts to Prevent Workplace Injuries

On-the-job shortcuts are one of the most common causes of workplace injuries. A shortcut places a priority on speed over safety. Employees who take shortcuts believe they are aware and savvy enough to avoid injury in exchange for saving time, hassling with safety gear, meeting quotas, or some other advantage. Insurance companies, which calculate risk, protect businesses, and make a profit when fewer claims are paid, will tell you that the increased risk from an “unsafe work practice” is about 600 percent higher than doing it safely. When you bypass a safety step, you automatically enter a world of probability called the “Law of Large Numbers.” Also called the “law of averages” or “gambler's fallacy,” it states that you may escape injury once or twice, but your chance of injury becomes nearly certain as time passes.



School's in Session: Bullying Prevention

Don't wait for a bullying incident before teaching your child how to respond. Research shows some children say nothing about being bullied and simply tolerate it, sometimes with long-term consequences. Talk to your child ahead of time in age-appropriate terms about what bullying looks like, why it happens, and what to do if it happens. Some experts worry that discussing bullying too early creates anxiety, so pacing the conversation to match your child's age is wise. A gentle discussion is far better than the alternative: a child with no plan who blames themselves and stays silent. The goal isn't to alarm your child. It's to make sure they know that, before they need it, telling you is always okay. This same principle applies to teaching kids to speak up early about inappropriate behavior in dating relationships. Silence protects the problem, not the victim. Learn more at [StopBullying.gov](https://www.stopbullying.gov) (search “children”).

