



A Better Morning Routine May Change Your Day

Take charge of your mornings in order to reduce stress, avoid rushing, and starting the day feeling behind. For starters, plan to wake up at a consistent time. At night, lay out your clothes and write a short to-do list for tomorrow. Add one small chore you might otherwise ignore that takes ten minutes or less to complete. Why? Completing a simple chore—decluttering or tidying up a kitchen—helps you build a habit loop.

The visual completion of a chore prompts a small, gratifying dopamine boost. This is how your brain responds to small wins. The feeling of accomplishing something early in the morning helps you anticipate other successes in your day. This feeling that you're in control of the direction of your day is likely to stay with you. Your mental clarity will carry into the office. Instead of being on edge, reactive, and easily triggered, you will be more solution-focused and harmonious with coworkers and customers because you will be calmer and more patient.

Beginning your day as described is about "intention," and this primes your brain for focus and productivity. Try it for a week. See if you notice the positive domino effects that a morning routine and small chore bring.

Embrace Digital Wellness

Digital wellness involves intentionally setting limits on when, where, and how technology is used to protect your mental, emotional, and physical well-being. "Digital mental health" is a rapidly growing field of study. It examines how virtual reality, smartphones, apps, social media, artificial intelligence, and 3D interaction affect wellness. Can placing personal boundaries on digital engagement help protect your well-being?

Could it improve relationships and productivity, reduce stress, lessen anxiety, and improve sleep?

Research has shown that technology boundaries reduce screen fatigue, improve focus, increase productivity, and boost real-world relationships. They provide for rest and more time for hobbies and mindful engagement.

Start with a simple digital boundary to observe its positive effects. For example, take a walk in nature without a smartphone. Create a "technology-free zone" in your home. See if you feel calmer, more focused, and more connected to the world around you in healthier ways.



Overcome Workplace Distractions with the Two-Minute Rule

If you must work amid environmental noise and other distractions, try the “two-minute rule” to maintain productivity and reduce frustration.

Credited to David Allen in “Getting Things Done,” the rule suggests never delaying a task that takes less than two minutes. In noisy or distracting workplaces, it can be adapted to help focus when attention is limited. With determination, two minutes of concentrated effort are achievable.



Start by deciding which task must be done now, then break it into two-minute segments. Fully focus on each segment, completing it before taking a brief mental break to reset. This approach creates continual small wins, builds momentum, and helps you tolerate interruptions. Over time, these small bursts of focused work improve productivity, reduce stress, and make a disruptive environment more manageable.

The Silent Struggle of High-Functioning Depression

Some individuals with major depressive disorder may not seek help because they don't recognize their symptoms and seem to function well socially and at work. They may appear happy and cheerful outwardly yet struggle internally with persistent sadness, low self-worth, anxiety, inadequacy, and despair.

Does this sound like you? People with atypical or “high-functioning” depression might avoid seeking support or fail to recognize their condition, often attributing symptoms to other personal challenges rather than a diagnosable disorder. Discuss your experiences with the EAP. Don't let this condition cloud your thinking or keep you from getting help. Don't struggle in silence. The EAP offers a free, confidential screening. Complete an assessment of your needs, and take the next step toward support and treatment.

Unlocking Workplace Potential: How Life Coaching Helps You Thrive at Work

In today's fast-paced work environment, staying focused, motivated, and balanced can be tough. Life coaching gives professionals the tools and mindset to perform at their best and thrive in their careers. A coach helps you clarify goals, overcome obstacles, and create strategies for growth. Whether you're navigating change, aiming for a promotion, or facing burnout, coaching provides support and accountability to keep you moving forward.

By building self-awareness, confidence, and communication skills, coaching fuels both personal and professional growth. It's not just about solving problems — it's about breaking through limitations, unlocking potential, and making progress toward a more fulfilling work life. Companies increasingly see the link between personal development and performance. Investing in life coaching means cultivating a more focused, resilient, and purpose-driven version of yourself.

Ready to take the next step? Contact your EAP to learn how coaching can support your goals.

