

# EAP MONTHLY UPDATE

## DECEMBER 2021

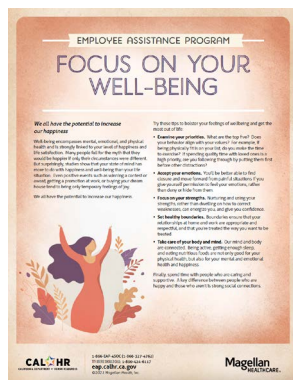
## Welcome to the EAP Monthly Update!

Do you find yourself feeling frantic and overwhelmed during the holiday season? For many people, it's challenging enough to find balance in their lives, never mind adding in holiday events, shopping, decorating, and more. But with planning and positive thinking, you can simplify and make this holiday season less stressful by letting go of perfection and taking care of yourself. Look this month for tips on boosting your feelings of happiness and well-being at [eap.calhr.ca.gov](http://eap.calhr.ca.gov).

### MONTHLY ARTICLE:

#### Focus on Your Well-being

Well-being encompasses your physical and mental health, a sense of purpose and satisfaction with life, and your ability to cope with adversity. If you're feeling unfulfilled and want more out of life, there are many ways to improve your well-being and discover your purpose. Are you living your own dreams or someone else's? It's important to be aware of your values and priorities, professionally and personally, and live your life being true to them.



Read the article on "Focusing on Your Well-being" in the What's Trending section at [eap.calhr.ca.gov](http://eap.calhr.ca.gov).

### EAP FEATURED BENEFIT:

#### Appointment Assist

Are you struggling with a marital or family issue, a financial concern, or something else impacting your quality of life? When you decide it's time to see a counselor, we want to make it as easy as possible for you to connect with one of our licensed professionals. Typically, a provider will respond to your request for an appointment within a day or two, but there may be times when appointment availability is a challenge. If that happens, please call us and ask for Appointment Assist. We'll contact providers directly to find the first available time and ensure your needs are met.



Learn more at [magellanascend.com/media/3802/eap-core-flyer-appointment-assist-cl.pdf](http://magellanascend.com/media/3802/eap-core-flyer-appointment-assist-cl.pdf).

## National Stress-Free Family Holidays Month

Do you usually feel rushed and stressed during the holiday season? National Stress-Free Family Holidays Month is a call to find more peace and joy during the holidays by taking the pressure off yourself to do too much. Lower your expectations and restore inner calm.



Visit the MYMH web page to learn more:  
[MagellanHealth.com/MYMH](https://MagellanHealth.com/MYMH)

## MIND YOUR MENTAL HEALTH

### December is National Stress-Free Family Holidays Month

This year, try de-emphasizing the hustle, bustle and material excesses that can accompany the winter holidays.

1. Establish a realistic set of expectations and create an achievable set of goals for your holidays.
2. Don't try to recreate hallowed holidays of the past. Try celebrating the holidays in new ways.
3. Make lists and share tasks among friends and family. Ask for lots of help with decorating, gift wrapping and food preparation.
4. Set a holiday budget and stick to it. When 2022 arrives, you'll be glad you spent cautiously.
5. Take care of yourself throughout the holidays. Follow a routine sleeping, eating and exercise schedule. Limit alcohol intake and late hours.
6. If you're feeling lonely or otherwise disconnected, try volunteering some time to help others.
7. Schedule some stress relief activities just for you. Take a warm bath, listen to music, read a book or take long walks.

Mind Your Mental Health (MYMH) helps raise awareness about mental health issues to help you and your friends, family, and coworkers learn practical ways to support your own mental health and gain an understanding of how to help others.

## MANAGER ARTICLE AND TIPS

### Emotional Intelligence Can Make You a Better Leader

Emotional intelligence—the ability to understand and manage your own emotions, as well as recognize and influence the emotions of others—often is referred to as a “soft” skill. However, some claim that this skill is one of the hardest to master and utilize. Its four core competencies are essential for those aspiring to high-performance leadership.

- **Self-awareness** is your ability to not only understand your strengths and weaknesses, but to recognize your emotions and the effect they have on your team's performance.
- **Self-management** is the ability to regulate your emotions, particularly under stress, and maintain a positive outlook despite setbacks.
- **Social awareness** is the ability to understand the perspectives of others, which enables leaders to communicate more effectively.
- **Relationship management** is a leader's ability to influence, coach and mentor others, plus resolve conflicts.

## DECEMBER LIVE WEBINARS

### **Manager Webinar – Emotional Intelligence Demystified: The Competitive Edge for Leaders**

**Wednesday, December 1, 2021 , 2021 | 11:00 a.m. – 12:00 p.m.**

**Description:** Emotional intelligence is a key component of effective leadership. In this webinar you'll review the key principles and competencies of emotional intelligence, understand the importance of soft skills in leadership and essential differences between management and leadership, learn tips and tools for cultivating emotional intelligence, and create a plan for strengthening your muscle as an emotionally intelligent leader.

*Register here:* <http://magellanhealth.adobeconnect.com/eipjcrxjqt1j/event/registration.html>.

### **Employee Webinar – Increasing Your Movement for Better Emotional and Physical Health**

**Wednesday, December 8, 2021 | 11:00 a.m. – 12:00 p.m.**

**Description:** Did you know that exercise can enhance your mood, decrease blood pressure, reduce stress, boost your energy level, and help you sleep better? In this webinar you'll learn about the benefits of movement for mental and physical health, and how to get started. When you change your perspective, exercise becomes an activity you'll enjoy!

*Register here:* <http://magellanhealth.adobeconnect.com/emy21mwwap96/event/registration.html>.

*These webinars are free and supervisor approval is required to participate. Space is limited. To register, visit the EAP website at [eap.calhr.ca.gov](http://eap.calhr.ca.gov). In the Explore Services carousel, click on the "Webinars and Workshops" icon. On this page, scroll down and click on "Learn More" in the 2021 Live Webinars section and then click on the title of the webinar you would like to attend.*

*Webinars are recorded and are available on the website approximately two to three weeks after a live event. To view past webinars, go to [eap.calhr.ca.gov](http://eap.calhr.ca.gov). Click on the "Learning Center" header. Scroll down on the Learning Center page. On the left side of the page, click on "Webinars." Click on "View More" to select the individual webinar recording and access the slideshow and any handouts shared during the webinar.*