



A little organization can mean a lot less stress

Your Employee Assistance Program (EAP) can help you get there

Look around the room. Is there space to move around or is it filled with things that box you in? The clutter in the spaces you use at home or your office can reflect your state of mind. There may be some things you can't control in your life but you can control how you organize the stuff around you. Having a clutter-free home or workspace can lead to less pressure on your mind and spirit, and can allow you to see things clearly and from different perspectives. It's all about making sure your living and working spaces don't turn into storage spaces. Let your Employee Assistance Program (EAP) help you find ways to make a few simple changes that can improve your overall quality of life.

Log on to our website this month to read these feature articles:

- Getting organized
- How to get organized
- Time management basics: Part 1
- Time management basics: Part 2
- Delegating to whittle down your to-do list



Visit our website or call for free, confidential help from our team of EAP experts.*

anthemEAP.com
Login: County of Kern
1-844-416-6386

*In accordance with federal and state law, and professional ethical standards, all information you provide is confidential.

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