

# Workplace Employee

May 2020

## Testimonials

Here are some quotes from employees who recently called on Concern for a Counseling Consultation:

*"Choice of therapist: immediate access to help; great phone support and customer service."*

*"Concern was able to identify a therapist with a cultural background that was helpful to me."*

*"The confidentiality agreement was upheld with integrity. Thank you."*

*"The website was very easy and the follow-ups were quick."*



## Tips for Success

### Resilience in Uncertain Times

Fear and anxiety about COVID-19 can be stressful. While everyone reacts differently to stressful situations, here are some tips to help you manage.

#### Reduce Anxiety with Thought Challenging

Thought challenging is a simple yet powerful cognitive behavior therapy (CBT) for reducing anxiety. Here are two thought challenging techniques you can experiment with. Keep practicing and discover what works best for you.

##### The THINK Technique

**True?** Is this thought 100% true? If not, what are the facts and what is opinion?

**Helpful?** Is paying attention to the thought useful to me or others?

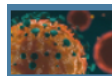
**Inspiring?** Does the thought inspire me or does it have the opposite effect?

**Necessary?** Is it important to focus on the thought? Is it necessary to act on it?

**Kind?** Is the thought kind? If not, what would be a kinder thought?

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### Check Out Concern's Coronavirus Resources



#### Coronavirus Resources

Concern is closely monitoring the COVID-19 situation. The health of employees and their dependents is our top priority. As we continue to react to the outbreak, Concern will post new tips and resources for yourself, your workforce, and the people you care about. Go to [employees.concernhealth.com](https://employees.concernhealth.com) and login with your company code.

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#### The ABCDE Technique

**Attention.** When you feel distressed, stop what you're doing and pay attention to your inner dialogue. What is your mind telling you?

**Believe?** Do not automatically believe your thoughts!

**Challenge.** Diffuse anxiety by broadening your focus. What's the bigger picture? Is the thought fact or opinion? What might you think if you were feeling calmer?

**Discount.** Acknowledge that anxiety has been dominating your thinking and let the unhelpful thoughts go.

**Explore Options.** What would be helpful to focus on right now? What options do I have available? (Source: *The Wellness Society*)

## Everyone's at Home. Now What!

Offices and schools have shut down, shelter-in-place orders are still in effect, and many people are trying to manage the complexities of working from home in a crowded space. The challenge is to remain productive (and sane), while juggling competing demands. Here are a few strategies to help make your new situation a little easier.

**Define your office space.** Try to find a quiet space, preferably one with a door. Physical boundaries can help reinforce the message that you are working. If you don't have a separate room, designate a specific area as your work zone. It could be the kitchen table or a chair in your living room. If you are the primary caregiver, sequestering yourself may not be realistic. One option might be to set up an area in your workspace so the kids can be there with you. Stock it with things like pens, paper, stickers, arts and crafts to keep them occupied.

**Create a schedule.** With multiple people in the house, it may not be possible to get work done during regular business hours. If you have a partner, consider staggering shifts. At the start of the day, decide who will keep the kids occupied at which times. Schedule physical and creative activities—for everyone. If weather permits, go outside. Or plan indoor activities like online dance classes or interactive video games.

**Take breaks.** Your new normal may mean changing your routine. Instead of working straight through on a project, break up the time to give your kids the attention they need. Don't forget to include breaks for yourself where you can relax, unplug and reset. For every hour of focused work, take at least a 10-minute break to grab a snack or indulge in a quick at-home exercise session. You may need to work in chunks, continue working after the kids have gone to bed, or wake up earlier in the morning to get uninterrupted time.

**Be upfront with your employer.** Let your employer know that there are kids at home so they are aware your work or calls may not be interruption-free. Get comfortable with your mute button to avoid sharing the sound of dogs barking in the background and kids shouting.

**Arrange virtual babysitters.** Set up online playdates for your kids with friends, family, babysitters or teachers. They can help distract your kids by reading to them, playing games, doing crafts.

**Plan activities that don't need supervision.** Create activity boxes that contain games and puzzles for toddlers and grade-school children. Child-friendly apps and favorite shows can also work. Here are [18 totally free educational resources](#) for kids of all ages (source USA Today). Online schooling will help occupy older kids. Check out "[Some Good News](#)" YouTube videos that highlight positive stories from around the world.

**Be kind to yourself.** It's not easy suddenly finding yourself juggling multiple demands do your job, be fully present, and oversee distance learning activities. Experts say the best route forward is to maintain some semblance of structure and understand this is an unprecedented situation.

Despite your best intentions, there will be days when things don't go as planned. Go easy on yourself. With a little planning, lots of discussion, and a healthy dose of flexibility, you'll find ways to navigate this new reality. But if you feel overwhelmed by stress or anxiety, it's important to reach out for help. Consider calling Concern and arrange to talk with a counselor.

Employees and eligible dependents can request Concern counseling and work/life services 24/7 by calling or visiting our website.

**Call: 800.344.4222**  
**[employees.concernhealth.com](https://employees.concernhealth.com)**