

## Feature Article

### Work Right: How to Improve Your Productivity

It's Monday morning. Your desk is cluttered, your to-do list is two pages long and you have 25 new voice-mail messages. Maximizing your efficiency with proven productivity skills can help you clear the decks and get on with your work.



"The key to becoming more productive and efficient is to establish 'do-it-now' work habits," says Kerry Gleeson, founder of the Institute for Business Technology in Boca Raton, Fla., and author of "The Personal Efficiency Program." "Dealing with something the first time you touch it can help you clear out your backlog, improve your concentration, process your work in a timely fashion and overcome procrastination, which eats up more time in the workplace than practically anything else."

These additional suggestions from Mr. Gleeson can help you further improve your productivity:

#### Use a calendar system to plan a week at a time

Planning on a weekly basis increases your chances of scheduling and doing your work successfully. "When it comes to planning your workload, planning by the day is too short a time frame and by the month is too long - by the week is just right for most people," Mr. Gleeson says.

#### Commit to a daily action plan

Each morning, devote 10 minutes to creating a daily action plan, then track your progress through the workday. To simplify your daily planning, work backward from the larger picture created by your weekly plan. Derive your daily to-do lists from a list of tasks designed to move you closer to a larger goal.

#### Stop shuffling through the piles of paper on your desk

When you pick up a piece of paper, deal with it by acting on it, passing it on to someone, filing it or pitching it.

#### Determine which assignments need to be done right away

Breaking down projects into specific tasks and entering those tasks on your to-do list over a week's time can keep you from being overwhelmed by a large project.

#### Make follow-up and follow-through part of the work process

Follow up with staff members on their ongoing projects; follow through by keeping your boss informed of your progress and problems with major projects.

#### Analyze your time

Create a time log to keep track of what you do and how long it takes. "You'll be amazed at how much time you spend on certain items and how little you spend on others," Mr. Gleeson says. "Use your analysis to delegate tasks and eliminate interruptions that waste your time."

#### Batch routine tasks

Return phone calls and respond to memos and e-mail messages once or twice a day. "If you perform a series of these tasks in batches or blocks of time, you'll complete them in 25 percent less time," Mr. Gleeson says.

#### Put routine tasks on your weekly calendar and your daily to-do list

Doing so allows you to do them, then move on. Schedule time each week for planning your workload and keeping your desk and work area organized.

#### Think in terms of work cycles

Each task has a beginning, middle and end. The beginning involves preparing and setting up for the task. The middle is the act of doing it. The end involves completing it, then returning files, supplies, reference materials and anything else you used to where they belong. Cleaning up as you go will help you maintain order and prepare for the next item on your agenda.

#### Work smarter by streamlining routine tasks

"You should spend as much time coming up with ways to do your tasks more efficiently as you do performing them," Mr. Gleeson says. "Low-value, time-consuming tasks can clog your ability to produce if you waste time completing them."



## This Month's Webinar: Mastering the Business of Work Etiquette

From basic manners to cultural differences and more, it's very difficult to succeed without a certain awareness of etiquette in the workplace and what we don't know can hurt us. During this lively session, we will identify common pitfalls and show you how to avoid them. We will also review strategies to help you shine and leave a lasting impression.

Watch this webinar any time throughout the month of August when you log in to IMPACT on the Web at [www.MyImpactSolution.com](http://www.MyImpactSolution.com).

### Monthly Highlights

### Eldercare Spotlight



#### The Anatomy of a Simple Will and Why You Might Need One

Everyone should have a will. Even people of modest means should at least have a simple will, for two reasons: to name an executor to wrap up their affairs, and to specify "who gets what" from their property, to avoid family squabbles. Visit the Legal Tile for more information on developing a will.



#### Making the Most of Family Moments

The time you spend with your children each day doesn't have to be scripted or scheduled. In fact, if you set aside only specific times as "family time," it puts a lot of pressure on both you and your kids. Visit the Personal Growth Tile tips on having quality time with the kids

Visit [www.MyImpactSolution.com](http://www.MyImpactSolution.com)

Forgot your login information?  
Give us a call at 800-227-6007.

#### Has Work Become Your Respite? The Reality of Working Caregivers

Approximately 73 percent of employees are responsible for some type of caregiving, and one in six workers are caregivers for an older adult. Caregivers are not just middle-aged Americans: 6.2 million millennials make up 24 percent of unpaid caregivers, and one study shows that 14 percent have left the paid workforce, unable to balance work and caregiving.



The financial impact is staggering. Services provided by unpaid caregivers are valued at \$430 billion annually, about the size of the annual Medicaid budget. Caregivers aged 50 or over lose, on average, \$300,000 in wages, pensions, retirement funds and benefits over their lifetimes. 70 percent of caregivers experience work-related problems, such as decreased hours, tied to caregiving.

So, where does this leave you? You might:

- Contact IMPACT Solutions to access eldercare support and resources
- Help create a workplace culture that supports working caregivers.
- Celebrate the caregivers on your team and transform the corporate culture into a truly caring company.

If you would like more information on how your EAP can be of assistance, give us a call today at 800-227-6007.

**Contributed By: Benjamin Rose Institute on Aging**

Information in IMPACT on Wellness is for general information purposes only and is not intended to replace the counsel or advice of a qualified health professional.

You can contact IMPACT Solutions for professional counseling and guidance 24 hours a day at 800-227-6007.

# IMPACT SOLUTIONS EMPLOYEE ASSISTANCE PROGRAM

## Telemental Health Services



### Convenient and Flexible

Sessions can be held anywhere at times that are convenient for you

### Less Time Consuming

No travel - Less time away from work, school or family

### More options

Provider network can expand beyond your local area

### Clinically Effective

Studies have shown that telemental health is as effective as in-person care

### Appropriate for the following concerns:

Anxiety	Parenting
Career Guidance	Personal Improvement
Depression	Stress Management
Eating Disorders	Time Management
Grief	Relationship Issues
LGBT Issues	Work Concerns
Mindfulness	Work/Life Balance

## Did you know...IMPACT Solutions offers telemental health services?

### FAQs about Telemental Health Counseling

**What technology do I need?** All you need is a computer, tablet or smart phone with a camera and internet access.

**Is my information secure?** Our providers use HIPAA compliant tools insuring your information is secure. Since telemental health sessions can be held wherever you choose, it is important for you consider whether there is adequate privacy within your surroundings.

**Are there any issues where this modality may not be appropriate?** For safety reasons there are a few concerns where counseling via telemental health may not be appropriate. Some of those issues include severe depression, substance abuse, anger management, and when an individual is reporting suicidal or homicidal thoughts. Our triage counselors are skilled in assessing whether telemental health is an appropriate format for you.

## Online Learning



### FEATURES AVAILABLE

- **Online Training Center**  
Access to a library of courses on Communication, Personal Development, Leadership, Work/Life Balance, Child & Eldercare Planning, Interpersonal Skill Development, and more...
- **Monthly Webinars**  
Live webinars featured each month by a field expert on a variety of subjects. Archived webinars stored in your Webinar Center for future viewing.
- **Easy Registration**  
In order to view content, you may need to create an individual account by clicking on "My Advantage" in the top right corner on our home page. This allows you to store personal information such as your history, favorite content, courses, certificates, and assessments.

*Did you know...* your IMPACT EAP offers a robust Training Center and features monthly Webinars on a wide range of workplace and personal development topics?

A new opportunity to learn is only a click away on your IMPACT Work/Life Website. Want help with skills that will assist you in the workplace, manage negative and challenging people, avoid burnout, develop resilience to stress, or become more informed about decisions concerning child and eldercare? Simply log in and explore the wealth of learning options available to you. IMPACT offers a robust Training Center where you can learn at your pace. Most programs include a downloadable certificate of completion for your reference. We also offer monthly webinars with expert advice on a wide range of topics that are also archived for future viewing. Log in today to take advantage of this free and helpful benefit. Have questions regarding the "My Advantage" registration page, give us a call at 800-227-6007.