

## Upcoming eLearning Webinars

2/20/18 – Self-Care: Remaining Resilient

3/20/18 – Your Routine Financial Check-up

4/17/18 – Maintaining Respect and Civility in the Workplace

The webinar is uploaded on the date of the webinar and is then available on demand. The webinar can be found on the website under 'Online Seminars' in the 'Centers' section.

## Information Overload

Information overload occurs when we try to deal with more information than we can effectively process. This eLearning will help you manage devices and applications to eliminate distraction and create more focus.

eLearning courses can be found on the program website under 'Centers', 'eLearning'. Each course offers a visual presentation, brief online quiz and a printable certificate of completion.

## 5 Proven Tips to Be Happier at Work

We spend the majority of our lives working, so it makes sense to choose a job that brings us some level of happiness. However, over 50% of Americans claim they feel unhappy at work.

If you are looking to feel happier at work, here are five proven changes that you can make to your daily routine that will have profound benefits.

### 1. Change your mornings.

If you start your mornings by frantically running around trying to get organized for the day ahead, you could be setting yourself up for a day of stress. How you start your mornings is crucial when it comes to feeling good, so pay attention to your routine and find ways to make some positive changes.

### 2. Maintain a work-life balance.

While some jobs demand longer hours than others, there may be

ways to work around this, such as requesting to work from home.

Currently, more than 24% of Americans work from home, which cuts out commuting time and slashes costs. Furthermore, spending time with your family and friends on the weekend can help you recharge for the week ahead.

### 3. Don't sweat the small stuff.

Each day brings a new set of hurdles to overcome. Instead of getting frustrated by these, learn to enjoy the ride and take things as they come. Being present allows you to focus on problem solving rather than the problem itself.

### 4. Acknowledge progress.

Acknowledging yourself and your team for the progress you make throughout the day can boost happiness levels in the

workplace. When you acknowledge good work, it helps to boost feelings of confidence and self-assurance. Track your progress with a checklist, ticking off all the items you complete, to feel more satisfied with your accomplishments.

### 5. Learn new skills.

Taking the time to learn new skills and take on new tasks at work can improve feelings of satisfaction and happiness. It can also keep you motivated and inspired.

Source: <https://www.forbes.com/sites/deeppatel/2017/07/23/5-proven-tips-to-be-happier-at-work/#312d17921580>

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## The Psychology of Spring Cleaning

For many of us the onset of spring is a reminder to start our annual spring overhauls – decluttering, organizing and cleaning. While spring cleaning has the obvious benefits of an organized closet and a sparkling countertop, it has more importantly been associated with improved mood, decreased stress and heightened creativity.

**How does clutter increase stress?** Clutter distracts us and overwhelms our senses with extraneous stimuli – toppling piles and unsightly messes as well as associated smells and noises. A disorganized space is also associated with less physical activity, while organization and order have been associated with choosing to eat more healthily and being more generous.

**Why don't more of us declutter?** Even though many office dwellers believe a clean space will improve their performance, there are certain barriers to getting rid of the junk. The time and energy it takes to decide what you want and to make a plan are often saved for more crucial tasks. Furthermore, many of us would rather spend our few minutes of downtime relaxing.

**Spring cleaning doesn't have to drain your time and energy.** Take comfort in knowing that your home and desk do not have to be pristine for optimal living and working. The key is finding what environment is most efficient and productive for you. Studies have also shown that littered environments encourage more littering; once you make your space tidier, you won't want to ruin your hard work. Several psychologists and cleaning experts report that they see clients who take charge of cleaning and organizing also take charge of their general health.

Source: <https://www.psychologytoday.com/blog/the-new-you/201504/the-psychology-spring-cleaning>