



Office of
Employee Relations
Work-Life Services

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www.oer.ny.gov/eap

FrontLine Employee

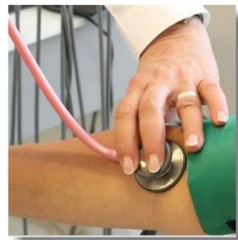
Wellness, Productivity, and You!

Productivity Tip: Use the “Rule of Three”

The “Rule of Three” is a simple productivity strategy where you focus on only three main tasks or goals each day to maximize success. This strategy helps reduce feeling overwhelmed while increasing true progress. At the start of your day, choose three priorities. This narrows your focus, prevents mental fatigue from scattered to-do lists and keeps you from being pushed and pulled by interruptions. Whether you finish all three or struggle to complete any, daily practice trains your mind to prioritize naturally, tune out distractions, and focus on high-value tasks. Small wins become frequent, you feel more in control of your days, and productivity grows dramatically. In fact, you will achieve more than you expect consistently with less stress. That is the power of the Rule of Three.



Don't Skip Your Health Checkups



So, are you feeling well and without any apparent health problems? Great, but are you postponing preventive health care, screenings, and examinations because you don't seem to have any cause for concern. Please don't do it. Delays in identifying and treating some medical conditions can make identification and treatment more difficult. Many detectable health conditions, like high blood pressure, diabetes, vision problems, and cancer, can be cured when they are spotted early, and you may not notice any symptoms in the early stages. Use this month as your reason for making preventive health care a routine part of your life so that you can enjoy your life longer.

Seven Signs Your Away College Student May Be Struggling

How is your child doing in college?

If they're away, it can be hard to know. Being away can be exciting but also isolating, overwhelming, and emotionally challenging. Watch for these signs: 1) Less

communication—prolonged or sudden withdrawal may signal stress or homesickness; 2) Mood changes—irritability, sadness, or anxiety; 3) Academic concerns—mentions of falling behind or struggling; 4) Neglecting daily routines—skipped meals, poor sleep, or declining self-care; 5) Loss of interest—less talk about friends, activities, or hobbies; 6) Risky behaviors—excessive drinking, drugs, or unsafe choices; 7) Expressions of hopelessness—feeling overwhelmed or trapped. If you notice these, reach out with empathy, encourage campus or professional counseling, and maintain supportive communication. Consult with the Employee Assistance Program (EAP) for guidance and resources.

Learn more: mcleanhospital.org/essential/college-mh



Handle Workplace Conflict with the 24-Hour Rule

If conflict occurs, it makes sense to use personal strategies to help. Here's one scenario and strategy to try: The 24-Hour Rule. If a co-worker's comment or email triggers you, resist the urge to react. If you can, wait 24 hours before responding. Step away, take a walk, and focus on something else—put time between you and the issue. During this pause, emotions cool and rational thinking returns. What felt urgent yesterday often seems manageable today. This delay prevents impulsive reactions that damage relationships or escalate tension. The 24-Hour Rule isn't about avoiding conflict—it's about managing it with clarity rather than emotion. The payoff is peace of mind and a reputation for calm and thoughtful professionalism.



Seeking Couples Counseling Help Doesn't Mean Failure

Many couples view counseling or marital therapy as a last resort, but it's one of the healthiest steps to strengthen a relationship. The truth is that even happy couples benefit from counseling. Counseling can be enjoyable, helping couples rediscover each other, improve communication, and celebrate what works.



Research from the American Association for Marriage and Family Therapy shows that 60%–80% of couples experience measurable improvement after counseling, and 70%–90% could benefit from structured enrichment experiences. Options range from seminars to weeklong retreats, all providing a safe space to understand emotional needs, resolve small issues before they grow, and learn ways to build trust and deepen connection. Counseling is not about proving a partner wrong. Entering counseling with that goal as a key motivator usually leads to frustration, whereas focusing on understanding, communication, and shared growth creates lasting positive change. Like regular checkups for your health, relationship check-ins preserve emotional wellness. Seeking help early can prevent resentment, reduce stress, and increase satisfaction. Strong, healthy relationships benefit not just you and your partner, but also your overall well-being at home and work. Talk to your EAP coordinator about marital and couples' resources or search for reputable couples' growth workshops and intensives to explore opportunities for strengthening your partnership.

“Movember” Is for Men's Health

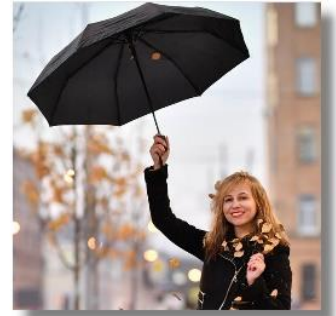
Movember is an annual health awareness campaign held in November that focuses on men's emotional and physical health—and on raising awareness about issues men may avoid, like prostate and testicular cancer screening, and mental health. It began in Australia and involved growing mustaches as a campaign idea, but its message is universal: Break the stigma around preventive screening and early treatment. Reaching out for professional help isn't easy, especially when you may have learned to stay tough and keep things private. But mental health challenges can affect anyone, even the strongest. Many men recognize they need help but talk themselves out of it. They may say, “I should handle this alone.” “People will find out.” “It's not that bad yet.” Delaying help can make things worse and limit options later. Stress, conflict, burnout, and relationship issues—handling these alone isn't a strength. Real guts is knowing when to make the call and get free, confidential help that keeps you in the game. Contact EAP for help.



Stress Tips from the Field: Stress-Proof Your Day

“Stress-proofing”

your day ensures that you stay focused on what's within your control and maintain a positive mindset. No matter the stress—setbacks, workload, office frustrations—start by noticing small wins, such as completed tasks, a positive conversation, kudos from a supervisor. Let these successes define your attitude. Look for the hidden gain in challenges. “What can I learn from this?” or “How can I turn this into an opportunity?” This is called “reframing the pain” and it works. Turning these tactics into new reflexes to respond to stress will lead you to enjoy your job more. When small positives happen, express internal gratitude. This behavior strengthens resilience and naturally reduces negative reactions to normal stress. A last word about perfection: Seek to do outstanding work, not perfectionism. The two are different—the latter undermines your energy, focus, creativity, and positivity.



Best-Bet, Time-Tested, Holiday Stress Tips

The holidays are coming. And yes, they can bring joy, but they can also bring stress from finances, family conflicts, overcommitment, and, of course, emotional triggers with family visitors. What are the top stress strategies that stand the test of time, and do you use them? 1) Set boundaries early—decide what you can realistically commit to and communicate limits on gifts, expenditures, meals, and visits. 2) Plan pauses —come to a complete stop periodically to reflect, journal, or reach out for support when feelings of loneliness, grief, or tension arise. 3) Simplify and delegate—share meal prep, shopping, decorating, cleaning, and entertainment planning duties. These three strategies are the go-to tactics for reducing fatigue, preventing being overwhelmed, and finding more enjoyment in nearly all holiday celebrations.

