

## Feature Article

### Less Is More: How to Simplify Your Life

Life today is complicated. Most Americans are pulled in multiple directions every day by commitments to their families, workplaces and communities. Many people have responded to the pressures of modern life by seeking ways to consciously simplify their routines and attitudes at home and work.

"The goal of living a more simple life isn't to arrive at a static point in your life but to become skilled at balancing your personal relationships, workplace issues, finances and other demands," says Heather G. Mitchener, coauthor of *The 50 Best Ways to Simplify Your Life*.



#### Being in the moment

One way to simplify your life is to practice mindfulness, to slow down and recognize and appreciate the simple things in life. To be mindful instead of mindless, stay in the moment and be conscious of what you're doing. Don't think ahead or look back.

"When we look ahead constantly, we not only rush through the less pleasant tasks, we also tend to hurry through the things we love to do, because we're always thinking or worrying about what we have to do next," says Ms. Mitchener.

A good way to practice being in the moment is to follow your breath, a technique that doesn't require any special training or self-consciousness. To breathe mindfully, take notice of your breaths and try to make them as calm and even as possible. Your breaths should be long and slow and should come from your diaphragm rather than your upper chest. Pay attention to each breath, letting thoughts fall away.

#### Slow down

If you feel like you have too much information in your life, stop subscriptions to magazines, newspapers or e-mail newsletters you rarely have time to read. Leave the radio and TV off unless you're really listening to something that matters to you. Turn off your cell phone unless you're making a call or waiting for one that's important.

To reduce the amount of "stuff" in your home, ask yourself these questions before you buy something: Do I really need it? How often will I wear or use it? Where will I store it? Is there a reason why I must buy it?

#### Get organized

Begin by sizing up the problem areas in your home or workplace and making a plan of attack. If you're easily discouraged, start with a small, confined area, such as a single drawer. Otherwise, target an area that gives you the most grief. Your goal should be to clear out clutter that causes you to waste time -- a hall closet that has become a catchall for everything from clothes to sports equipment.

Learn to focus at work. Multitasking can be an asset, but often the lack of focus it requires means you actually get less done in a day, or less done well. To increase your focus and break free from distractions:

- Begin each day by setting priorities on what you want to accomplish.
- Check e-mail at set times, rather than letting each new message interrupt you.
- Set aside a time to retrieve voice mail and return calls.
- Keep a calendar of your deadlines and obligations.



## This Month's Webinar: Clear Your Clutter: A Comprehensive Guide

Is your kitchen table covered in unopened mail? Is your bedroom floor covered in clothing? Is your basement a total disaster? Living with clutter is exhausting. Learning how to approach clearing the clutter can feel daunting. This webinar will offer specific, strategic ways to approach clearing it and staying organized! We'll go room-by-room to help you have an organized and restful home

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

## Monthly Highlights



### 100+ Common Legal Forms

Did you know you have access to more than 100 common legal forms? From a simple will to an identity theft worksheet, we have you covered.

Visit the Legal Forms Tile all the legal resources available.



### Signs of Alcohol Addiction

Did you know April is Alcohol Awareness Month? Check your alcohol use with this quick assessment. Visit the Assessments Tile While you're there, check out some of the other resources and information regarding alcohol and other substance use issues.

Visit [www.MyImpactSolution.com](http://www.MyImpactSolution.com)  
Forgot your login information?  
Give us a call at 800-227-6007.

## Eldercare Spotlight

### Managing Caregiver Stress

Though caregiving may bring you many positive opportunities to spend time with and provide support for an older loved one, you may also regularly encounter stressful situations and struggle to find that elusive work-life balance. There are many techniques for managing stress, and each individual will find relief in different ways. To help minimize feelings of stress, you might consider:



- Carving out 30 minutes a day to take part in something that refreshes or reenergizes you
- Allowing family and friends to help
- Connecting with resources in the community both for you and your loved one
- Talking with an EAP Eldercare Consultant to explore other ways you can achieve the work/life balance you need to thrive while meeting the needs of your elderly loved one
- Exploring services and resources found in the Eldercare Support Tile on your EAP website to help you care for older loved ones

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

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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 & WORK/LIFE PROGRAM

## Bringing Baby Home — Resources for New Parents



Visit your IMPACT EAP website and click on Children and Adolescents in the **HEALTH TILE** for information on Newborns & Infants such as:

- Breast Feeding Fact Sheet
- Babies' Warning Signs
- Common Baby Rashes
- What Every Parent Should Know About Vaccinations
- Top Ten Things to do to get Baby to Sleep
- The Safe Nursery

Click on the **EMOTIONAL WELLBEING TILE** for information on:

- Depression, Anxiety and Managing Stress
- Postpartum Depression Causes & Symptoms

Click on the **LOCATORS TILE** to help you find information on adoption agencies and qualified childcare providers in your community

***Did you know...*** Your IMPACT EAP offers professional counseling as well as extensive resources, articles, FAQ's, and other helpful tools for new parents on parental leave?

The addition of a baby to a family brings joy, wonder, and delight. It also brings changes, some anticipated like diapers and bottles, and some completely unexpected. New parents are faced with dramatic changes in schedules, sleep patterns, and routines along with a multitude of new stressors that profoundly effect their relationship. Generalized anxiety, sleep disturbances that impact mood, and postpartum depression due to hormonal changes can be challenging to manage. Your IMPACT EAP is here to help offering confidential professional counseling as well as extensive resources, articles, FAQ's, videos, and other tools to help you through the early stages of parenthood and beyond.