

Live better with EAP!

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LIGHTHOUSE

Support for managers



May 2023



THE MANAGER AND THE MASK... OXYGEN MASK

As a manager, you take care of many important things. You conduct development interviews, give feedback, ensure that your team is motivated, resolve conflicts and keep an eye on important goals. When your employee has a problem, you listen to them, support them, think of possible solutions. Your attention is focused on others... **Do you remember to take care of yourself?**

YOU WANT TO CARE FOR OTHERS? TAKE CARE OF YOURSELF FIRST!

The first rule of aeroplane safety is: In the event of a drop in pressure, **we put the oxygen mask on ourselves first**. Only then do we try to help others. Why? If you lose consciousness, you won't help anyone anymore.

Take a look at yourself...

What signals should get your attention?

- Sleep problems
- Being overwhelmed by the number of tasks and responsibilities
- Operating less efficiently than before
- Getting irritated easily
- Constant fatigue
- Difficulty in motivating yourself to act
- Frustration and resentment
- Feeling a flurry of thoughts
- Avoiding conversations with specific colleagues/subordinates
- Difficulty keeping a distance
- Changes to existing lifestyles
- The feeling that you never really rest

These signals let you know it is **time** to take care of yourself!



EAP E-MAIL



EAP HELPLINE

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What should you do if you notice them in yourself?

1. Take care of the basics: **sleep, regular meals, drinking water and physical activity**. What are the smallest changes you can make to take care of these basics?
2. Remember to take **regular breaks and rest**. Maybe you used to do something good for yourself that you haven't had time for recently?
3. Use **the STOP method**, i.e.:
 - a. Stop.
 - b. Consciously breathe in and then breathe out. And again – breathe in and breathe out.
 - c. Time for observation. What appears in your thoughts? What do you feel in your body? What emotions do you recognise?
 - d. Go further. You can go back to what you were doing before or you can start doing something else. You have gained an awareness of what is happening to you. What do you need in this situation? How can you help yourself?
4. Remember that you will do more with **self-compassion** than self-blame.
5. Talk to an EAP24 specialist.

Remember that you can benefit from managerial support as part of the EAP24 Program.

- Need support in dealing with problems with people, with your team, with colleagues – contact EAP24
- Want a neutral view of your problem – talk to a psychologist
- Need a conversation to sort out your various thoughts – talk to a specialist
- You feel you are alone in your leadership role – benefit from support. Often a conversation (with a psychologist) calms emotions and brings relief.
- Your employee is struggling with problems in their private life and you would like to support them, encourage them to use the EAP24 professional assistance.

Contact **EAP24** and benefit from psychological and/or managerial support.



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