

## Life can pull you in many directions. Find your balance.

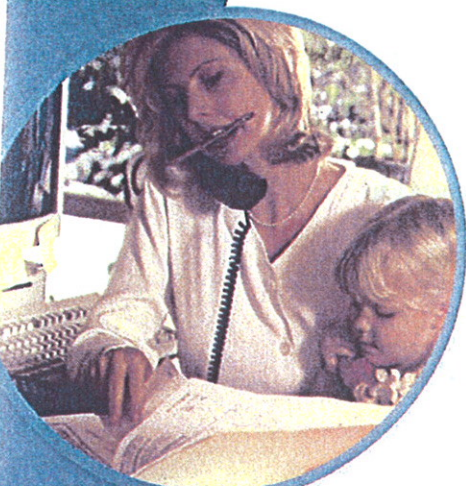
When you have questions, concerns or emotional issues surrounding either your personal or work life, there are resources that can help you. Through your employer's work-life balance employee assistance program (EAP), you have unlimited access to consultants by telephone, resources and tools online and up to three face-to-face visits with counselors for help with a short-term problem.\*

Your well-being, productiveness and happiness depend on balancing your life at home and your life at work. It's difficult to be on task in the office or on the job if you're worried about problems at home; and you can't devote sufficient time to yourself and your family if you're feeling overwhelmed by the demands of your job.

### Help for personal challenges, big and small

Personal problems can occur unexpectedly, and unnecessary worrying can affect your health and your professional life. Ease the stress of any uncomfortable situation by calling and speaking with Master's level consultants when you or your family members need confidential\*\* information to:

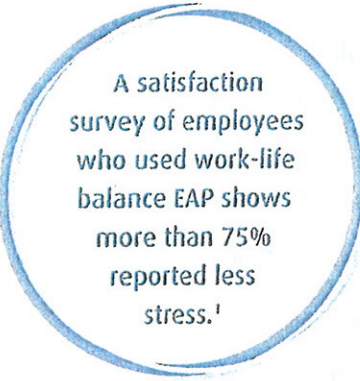
- Locate childcare and eldercare services and obtain matches to the appropriate provider based on your (or your family's) preferences and criteria (the consultant will even confirm space availability).
- Speak with financial experts by phone regarding issues such as budgeting, controlling debt, teaching children to manage money, investing for college and preparing for retirement.
- Work through complex, sensitive issues such as personal or work relationships, depression and substance abuse.
- Get advice on how to deal with a conflict between you and a co-worker.
- Get a referral to a local attorney for a free, 30-minute in-person or telephonic legal consultation. You'll have access to an attorney for state-specific legal information and services. (If you decide to retain the attorney, you may be eligible to receive a 25% discount on additional services.)





**You also have unlimited website access at [www.lifebalance.net](http://www.lifebalance.net) where you can:**

- read books, life articles and guides;
- view videos and listen to audio files online;
- subscribe to customized e-mail newsletters;
- find information on parenting, retirement, finances, education and more;
- use health management online calculators and other tools to help you with topics such as losing weight or starting a new exercise program;
- access links to other informative websites;
- use school, camp, eldercare and childcare locators;
- use financial calculators, retirement planners, worksheets and more.



A satisfaction survey of employees who used work-life balance EAP shows more than 75% reported less stress.<sup>1</sup>

**Guidance for work-related conflicts**

If you're a manager and recognize issues with your staff such as an employee who's feeling overwhelmed by his or her workload, you have unlimited access to guidance from a team of Master's-level consultation experts. Call the toll-free work-life balance EAP number to:

- have a confidential sounding board and objective view;
- work on communication and problem-solving skills; and
- learn techniques to stay productive and motivated.

Supervisors or those who are working to become supervisors can visit the website at [www.lifebalance.net](http://www.lifebalance.net) to get information on managing people using resources such as:

- e-mail management newsletters;
- recommended reading lists on management;
- self-assessment tools to be a better manager;
- monthly management quick tips.

Your human resources department can give you a wallet card with contact details. You can also visit [www.unum.com/worklifebalance](http://www.unum.com/worklifebalance) for more information.

**Balance is only a call or click away:**

1-800-854-1446, English

1-877-858-2147, Spanish

1-800-999-3004, TTY/TDD

[www.lifebalance.net](http://www.lifebalance.net)

(user ID and password: lifebalance)

<sup>1</sup>In California and Nevada, employees and their family members may confer with a local consultant up to three times in a six month time period.

The consultants must abide by federal regulations regarding duty to warn of harm to self or others. In these instances the consultant may be mandated to report a situation to the appropriate authority.

<sup>1</sup> Performance dashboard survey, Unum Group LTD and Life, Ceridian Corporation, March 2007.

Work-life balance employee assistance program services are provided by Ceridian Corporation. These services are available with selected Unum insurance offerings. Exclusions, limitations and prior notice requirements may apply, and service features, terms and eligibility criteria are subject to change. The services are not valid after termination of coverage and may be withdrawn at any time. Please contact your Unum representative for full details.

Unum Group, 1 Fountain Square, Chattanooga, TN 37402 [www.unum.com](http://www.unum.com)

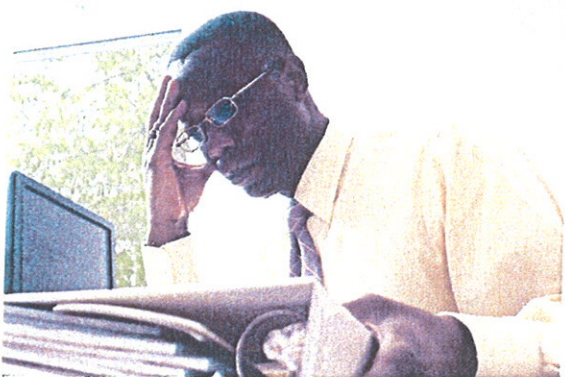
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# STRESS LESS

**Find the source of your stress...This isn't always easy, and it is different for everyone.**



Whether you think your stress is temporary, an integral part of your work or home life or caused by outside events or people, it is affecting you now. Until you accept responsibility for the role you play in creating or maintaining it, your stress level will remain outside your control.

## Unhealthy ways of coping with stress

Smoking

Drinking too much

Overeating or undereating

Zoning out for hours in front of the TV or computer

Withdrawing from friends, family, and activities

Using pills or drugs to relax

Sleeping too much

Procrastinating

Filling up every minute of the day to avoid facing problems

Taking out your stress on others  
(lashing out, angry outbursts, physical violence)

To identify your true sources of stress, look closely at your habits, attitude, and excuses.

Do you often find yourself saying...

**"I just have a million things going on right now, it will slow down"**

**"Things are always crazy around here"**

**"I have a lot of nervous energy, that's all"**

Contact your Employee Assistance Program for more information: Unum 1-800-854-1446 (1-877-858-2147 for Spanish)

User ID and password: lifebalance

[www.lifebalance.net](http://www.lifebalance.net)

## Manage stress the healthy way

**Avoid unnecessary stress**

Learn how to say "no"

Avoid people who stress you out

**Alter the situation**

Be willing to compromise.

Express your feelings instead of bottling them up.

**Adapt to the stressor**

Look at the big picture.

Focus on the positive.

**Accept the things you can't change**

Don't try to control the uncontrollable.

Learn to forgive.

**Make time for fun and relaxation**

Keep your sense of humor.

Set aside relaxation time.

**Adopt a healthy lifestyle**

Exercise regularly.

Eat a healthy diet.

Get enough sleep.

## Stress Less Resources

<http://www.mindtools.com/smpage.html>

<http://www.webmd.com/balance/stress-management/stress-management-topic-overview>

<http://www.mayoclinic.com/health/stress-management/MY00435>

Source: [www.helpguide.org](http://www.helpguide.org)