

# Stress FUNdamentals

## Managing the work-life mix

Week 5



## Employer Guide

Workplace stress is the top reason that people experience anxiety, worry and frustration. Unfortunately, stressed-out employees may turn to “relaxants,” such as smoking, drinking or food binges to help them cope. Stress at work also follows people home and can affect all aspects of life. Add to that the increasing demands of family care and jam-packed personal schedules, and you can see that work-life balance can easily get out of whack.

Tune in to your employees’ work-life challenges and offer them understanding and options to help ease the stress. Week 5 of **Stress FUNdamentals** can help with practical stress tamers to put your employees’ lives back into balance.

### Week 5 handouts

**Everything in its place ... at work and home** – Get organized and find more free time.

**Go from feeling taxed to relaxed** – Learn to set boundaries between work and personal time.

**Switch to the slow lane with success** – Use these ideas to slow down, gain perspective and rejuvenate.

**A mother lode of strategies for working moms** – Balance your career with motherhood and keep stress under control.

**Care for the elder caregiver** – Find helpful advice about caring for aging relatives and yourself, too.



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# Steps for Success

## Distribute Week 5 handouts

Be an advocate for work-life balance and encourage your employees to read this week's information to help them cope with life's demands. Be available to answer questions about how they can better manage their workload and personal time.

## Do your part

If your company offers them, make your employees aware of flexible options for handling personal situations while fulfilling their work responsibilities. For example, let an employee work from home when they need to care for a sick child, or allow a worker to come in earlier if they need to leave early to take care of a personal matter.

## Keep interruptions to a minimum

Sometimes, breaking someone's concentration can be a stressful distraction. Encourage employees to finish the task they're doing, and then take a break to talk to you. Otherwise, you'll disrupt their concentration. Model this behavior and request that your staff do the same with you.

## Walk off stress

Walking is a great way to reduce stress. Suggest that your staff participate in a walking program, such as the Blue Cross and Blue Shield of Texas *Walking FUNDamentals* program. Your employees can form a walking group and take a brisk walk at lunch or during breaks to bust stress and boost their productivity.

## Promote online resources

Encourage employees to visit the Personal Health Manager from Blue Access® for Members, where they can seek support and guidance from the *Ask A Life Coach* feature. They'll be able to e-mail questions about life's challenges and receive responses within 24 hours.

Your employees are now in the homestretch and will wrap up **Stress FUNDamentals** next week by learning how to take stress out of the holiday season.