



# Organizing for greater success

Your Employee Assistance Program (EAP) can show you how to create a plan and work toward following it

Knowing how to best manage time and tasks can help lower stress you may have in your life.<sup>1</sup> Your Employee Assistance Program (EAP) can help by teaching you tips to become more organized at work and in life.

Log on to our website to check out this month's features:

- Planning in times of uncertainty
- Organizing skills
- How to be more organized
- Fear of success
- Podcast: Check, challenge, and change your thoughts



Visit [anthemEAP.com](https://www.anthemEAP.com) or call 1-800-999-7222 for confidential help from a team of EAP experts at no extra cost.<sup>2</sup>

*¡Lee los artículos en español! Simplemente visita [anthemEAP.com](https://www.anthemEAP.com) y selecciona español.*

<sup>1</sup> Mayo Clinic, *Stress management overview* (Accessed December 2020); [mayoclinic.org](https://www.mayoclinic.org).  
<sup>2</sup> In accordance with federal and state law, and professional ethical standards, all information you provide is confidential.

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