

## Services

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The Employee Assistance Program (EAP) is a service offered to employees and family members to help address and cope with stressors and/or personal problems. The EAP Coordinator assists with clarifying problems, exploring solutions, and selecting the best course of action.

All services are confidential and time with the EAP coordinator is of no cost to the employee. When necessary, individuals may be referred to an appropriate resource for additional assistance in resolving their problem. Follow-up is provided to make sure the needs have been met. For further information, contact the EAP Coordinator for a free and confidential consultation.



Scan Me!

## Employee Assistance Program

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City Hall  
200 E. Wells St.  
Suite 706  
Milwaukee, WI. 53202  
EAP Coordinator: Cris Zamora  
  
Phone: 414-286-3145  
Email: [czamora@milwaukee.gov](mailto:czamora@milwaukee.gov)  
Website: [www.milwaukee.gov/der/eap](http://www.milwaukee.gov/der/eap)

## Employee Assistance Program

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## Stress—On the Job



Tel: 414-286-3145

# "...One in Four People Say That They've Missed Work Due to Stress..."

## Common Sources of Stress

For many of us, stress is at an all-time high level. Some common sources of stress include financial worries, concerns about job security, heavy workloads and responsibility, job burnout, personality conflicts at work, the demands of work and family, troubled relationships, as well as care giving for a sick loved one or an aging parent.

## How Stress Affects Us at Work

We all know that stress affects us at work. In fact, one in four people say they've missed work due to work-related stress. When we are under chronic stress, we often have trouble meeting deadlines, concentrating and making decisions. Our productivity and performance decrease as our stress levels increase. We also may become easily irritated and overwhelmed, and have relationship problems with coworkers. Many people who are over-stressed at work are unable to leave their job-related issues behind at night or they feel immobilized on the job. Stress can also mean more headaches, backaches, and colds—and more sick days.

## Strategies for Managing Stress

Whether the stress originates at work or at home—or a little of both—we take it with us wherever we go. The good news is that we now know that caring for our minds as well as our bodies can keep us healthier, happier and more productive in all aspects of life. Here are some strategies you can use to better manage stress. These tips may seem like common sense, but few of us apply them to our daily lives. They will help if you use them.

- **Treat your body right**—Eating right and exercising can increase your tolerance to stress.
- **Set realistic goals**—Do what is possible and carry on.
- **Set and re-set your priorities**—Take care of important and difficult tasks first, and eliminate unessential tasks.
- **Take five**—Take advantage of your breaks to relax and clear your head.
- **Learn to relax**—Simply being quite or meditating for 10 minutes reduces stress.
- **Go easy on criticism**—No one is perfect. Striving to be the best all the time will lead to undue worry.
- **Be flexible**—Make allowances for other people's opinions and be prepared to compromise.
- **Manage your anger**—Take a moment before losing control. Allow time for you both to cool down before trying to solve a problem.
- **Talk it out with a loved one**—This helps get perspective and vents negative feelings.
- **Be honest with coworkers**—Make it plain you feel you're in a bind. Chances are others feel the same. Don't just complain—make

practical suggestions for improvement.

- **Watch your thoughts**—Don't "sugar coat" reality but know that staying with negative thoughts for too long or often will negatively impact your mood.

## When to Seek Help

If you experience some or all of these signs of stress, and they persist, it may be time to seek help. Asking for help is not a sign of weakness—taking care of yourself is a sign of strength.

- Feeling constantly overwhelmed
- Strained relationships
- Poor work performance
- Overly emotional
- "Little things" set you off often
- Insomnia
- Fatigue
- Headaches and backaches
- Rise in blood pressure

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