

**Fw: ESI April Newsletter: How to Say "No" to Stress Overload, Do You Know the Signs of Alcohol Misuse?, Improve Your Work Skills!, and much more!**

Janet Warden <jwarden@rhcsd.org>

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**To:** Janet Warden <jwarden@rhcsd.org>

**Subject:** ESI April Newsletter: How to Say "No" to Stress Overload, Do You Know the Signs of Alcohol Misuse?, Improve Your Work Skills!, and much more!

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## EAP April Newsletter

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# How to Say “No” to Stress Overload

When you have more requests than you have time or bandwidth, you run the risk of stress overload or burnout. To avoid this, you need to be skilled at the art of saying no. It's an important part of self-care, but most of us hate to say “no,” particularly when the asker is a boss, a loved one, or an authority figure. It's human nature to want to be polite, helpful, and cooperative. We don't want to disappoint people. We don't want people to think less of us. We want to avoid conflict and guilt.

## Here are strategies to help you get better at saying a guilt-free “no”:

1. Practice. Start with saying no to small things and work your way up.
2. Listen and be sure you understand the request. Ask for details to make an informed decision and show you take the request seriously.
3. Say “no” right away if you are sure, but if not, buy yourself time: "Let me check my schedule"; "Let me check with my boss/spouse"; "Ask me again on Monday. “
4. Assess the request in terms of your commitments and priorities. Who is making the request? When is it due?
5. Be direct, simple, respectful, and timely when you say no. Avoid vagueness or leaving doors open for negotiation.
6. Don't overly apologize or overly explain your “no.”
7. Thank the person for thinking of you/including you. It's just polite and softens the “no.”
8. Be prepared for attempts to persuade/negotiate - stick to your decision. Plan whether you could or would agree if certain conditions were met.

## For more on getting good at saying no, consider these EAP tools:

1. Call your EAP Coach/Counselor to ask for help getting better at saying no. Just call 800-252-4555 24/7/ 365.
2. Log in to the member site at [www.theEAP.com/Educators-EAP](http://www.theEAP.com/Educators-EAP) and visit the training center for: **Communication Toolkit: The Art of Saying No | Course Code: SVL\_1020337**
3. Search for resources on these related topics: Assertiveness, time management, setting priorities, establishing boundaries.

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# Do You Know the Signs of Alcohol Misuse?

Explore April is Alcohol Awareness Month, but we get questions about alcohol use/misuse year-round: Is there a cure for a hangover? Does alcohol affect men and women differently? How much alcohol is in a standard drink? And one of the most common questions we are asked: How do I know if I or a loved one has an alcohol problem? Ask yourself if alcohol:

1. Interferes with or disrupts your work, family, or relationships?
2. Has a negative effect on your physical, mental, or emotional health?
3. Poses a safety, health, or financial risk?
4. Causes anxiety, discomfort, irritability, or illness when stopped?
5. Results in arguments?
6. Pose difficulties when limiting or stopping?
7. Continues even in the face of negative consequences?

If you answered yes to any of these questions, you might want to seek help! Your EAP has counselors and coaches you can speak with, or you can login at [www.theEAP.com/Educators-EAP](http://www.theEAP.com/Educators-EAP) to take self-assessments and explore more about alcohol and substance misuse.



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## Improve Your Work Skills!

Refresh your work skills this month! Explore thousands of online E-Learning courses. Click “Member Login” at [www.theEAP.com/Educators-EAP](http://www.theEAP.com/Educators-EAP), and when you are signed in, click on the comprehensive training library in the “Training Center.” Here are a few suggestions:

- **NEW! The Science of Happiness at Work: When Things Don't Go Your Way**  
Course ID: **SVL\_1021702**  
Learners will walk away from this lesson with actionable ways to build resiliency and self-compassion from this 7-minute video.
- **Email Matters: Handling Irate Customers | Course ID: SVL\_017148**  
This 4-minute video shows how to properly handle and defuse upset and irate customers via email.

- **NEW! Excel Basics | Course ID: SVL\_1021866**

In this 27-minute video, you'll get an introduction to Microsoft Excel 2019, covering the basics of a worksheet, entering data, formatting cells, using the sum and average functions, using charts, and how to save, filter and sort a worksheet.

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## ESI EAP's Featured April Webinar

**Making Time for Work and Family** - Every month, a webinar and related resources are featured at the top of the member site. Simply log in to [www.theEAP.com/Educators-EAP](http://www.theEAP.com/Educators-EAP) during the month of April to explore the resources and take the webinar at your convenience.

### Hey, Moms, this is for you:

The [National Maternal Mental Health Hotline](#) is available in English, Spanish & 60 languages on request. Their counselors provide 24-hour free support, resources & referrals to Moms who need it. 1-833-9-HELP4MOMS

## More April Events:

1. [Financial Literacy Month](#)
2. [National Child Abuse Prevention Month](#)
3. [National Stress Awareness Month](#)
4. [National Minority Health Month](#)
5. [Sexual Assault Awareness & Prevention Month](#)

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*To find more topics like this, we have many newsletters on a variety of subjects at the link below.*

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