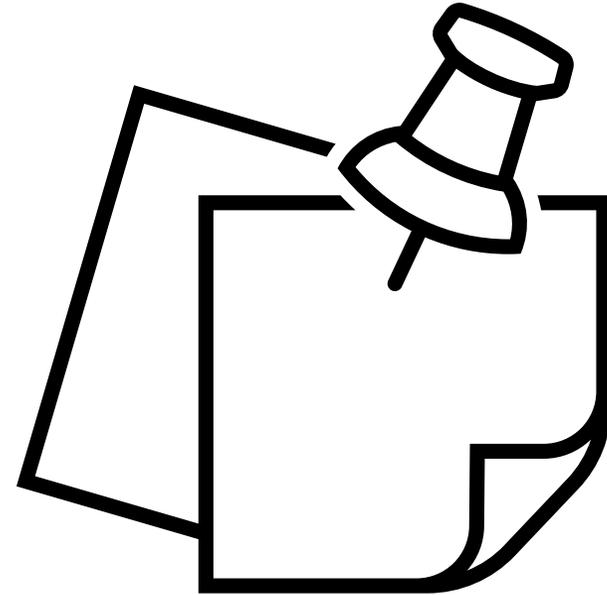


# Employee Assistance Program Mental Wellbeing Toolkit

*This toolkit should not be used as a substitute for assistance from a qualified mental health professional. If you need urgent medical or psychological help, please dial 9-1-1 or visit the closest emergency room.*

The Employee Assistance Program Mental Wellbeing Toolkit provides self-help tools, information, and resources to assist employees with coping and managing unhealthy emotional responses caused by reintegrating into the workplace during the COVID-19 pandemic. The toolkit also features lists of internal and external resources.

# Tip Sheets & Tools



# Managing Change in the Workplace

Dealing with change can be difficult, especially when you are faced with an organizational change within your workplace. Employees' reactions to organizational change can be very similar to experiencing a traumatic event. There may be feelings of shock, denial, guilt, anger, sadness, relief, fear, or acceptance. It is important to remember that even if you cannot control the changes taking place within your work environment, you can control how you respond to them.

## **Acknowledge the Change**

While organizational change may be difficult or unsettling, recognize that whether you choose to resist, deny or accept the reality of the change, the situation remains the same. Acknowledging the change, doesn't mean that you must like what is happening or that you can't still be a little anxious.

## **Accept Your Emotions**

It is perfectly normal and healthy to be a bit fearful, confused or unsettled by workplace changes. It is important to understand that too much worry can interfere with your ability to adapt and thrive in your work environment.

## **Be Flexible**

Approach change with an open attitude. While you may be viewing the change as a crisis, it could also be an opportunity to take on new challenges and learn new skills.

## **Recognize Your Strengths**

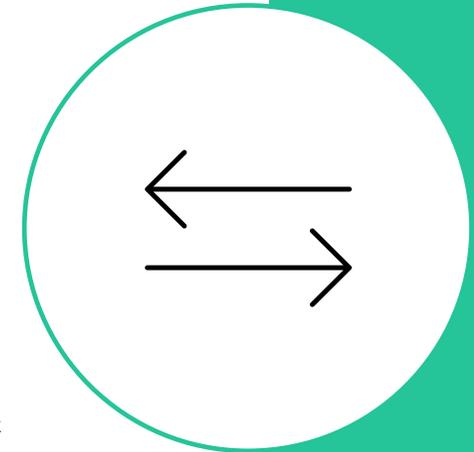
Think about a time during which you experienced a stressful event or challenge and ask yourself, "How did I manage to get through that situation?" Think about what was helpful to you during that time and what was not.

## **Manage Your Stress**

When unwanted changes occur, our bodies can react by releasing stress-related hormones that can interfere with our sleep cycle, appetite, and mood. The best way to manage stress is by engaging in activities that help calm and nurture both the body and the mind.

## **Get Help**

It is important to remember that when you are experiencing a stressful event you do not have to go through it alone. Sharing your feelings with someone you trust—such as a friend, family member, colleague, or mental health professional—can provide you with a healthy outlet for your emotions.



# Coping with Uncertainty

It is common to experience a wide range of emotions during times of uncertainty.

These quick tips can help reduce emotional discomfort associated with uncertainty:

- Practice self compassion
- Focus on what you can control
- Limit exposure to emotionally charged media, content and people
- Safely, connect with people, places or things that bring you joy
- Engage in positive self-care practices such as physical activity, relaxation techniques, sleep hygiene and healthy eating

Anger is a normal human emotion. If left unmanaged, anger can manifest in unhealthy ways. Like any other skill, managing anger takes practice.

# How to Manage Your Anger

These approaches can help manage negative anger responses:

- Have self awareness. Acknowledge that you are angry.
- Take responsibility for your anger by processing the “what” and “why”
- If someone has made you angry, do not respond with anger. Allow some time to pass. Choose a time to talk that is good for both you and the other person to discuss the issue calmly.
- Allow for grace and mercy. Try to put yourself in the other person’s shoes.
- Do not add “fuel to the fire”. Avoid blaming, attacking, or bringing up other grievances.
- Use “I” statements to communicate how you feel: “I get angry when \_\_\_\_\_.”
- Avoid negative thought patterns. Do not ruminate in anger. Use positive self-talk: “I’m angry but I can get on with my life or job.”
- Challenge yourself by asking if the situation can be changed or avoided in the future. If the answer is “yes,” think about how that can be accomplished. If the answer is “No,” work toward acceptance. Remember, you can’t control other people’s behavior, but you can control how you respond.
- Use relaxation techniques such as deep breathing exercises.
- Identify healthier ways to express your anger such as physical activity, listening to music, dancing or laughing.
- Practice healthy anger management techniques or responses with a neutral person. Get together with a friend and take turns role-playing.
- Know your limits and triggers. Seek mental health support if your anger continues to be a significant problem for you.

# How to Recognize and Cope with Depression

## Frequently Asked Questions

Everyone occasionally feels sad or blue, but these feelings are usually short-lived and pass within a couple of days.

Depression is a mood disorder that causes persistent feelings of sadness and disinterest.

Depression can interfere with your daily life and cause emotional distress for both you and those who care about you.

**What are the signs and symptoms of depression?** People who have depression do not all experience the same symptoms. The severity, frequency, and duration of symptoms vary depending on the individual. However, some common signs and symptoms of depression include: persistent sad, anxious, or “empty” feelings; feelings of hopelessness or pessimism; feelings of guilt, worthlessness, or helplessness; irritability, restlessness; loss of interest in activities or hobbies once pleasurable, including sex; fatigue and decreased energy; difficulty concentrating, remembering details, and making decisions; insomnia, early-morning wakefulness, or excessive sleeping; overeating, or appetite loss; thoughts of suicide, suicide attempts; aches or pains, headaches, cramps, or digestive problems that do not ease even with treatment. Major depressive disorder, or major depression, is characterized by a combination of symptoms that interfere with a person’s ability to work, sleep, study, eat, and enjoy once-pleasurable activities. Major depression is disabling and prevents a person from functioning normally.

**What causes depression?** Most likely, depression is caused by a combination of genetic, biological, environmental, and psychological factors. Some types of depression tend to run in families. However, depression can occur in people without family histories of depression too. Scientists are studying certain genes that may make some people more prone to depression. Some genetics research indicates that risk for depression results from the influence of several genes acting together with environmental or other factors. In addition, trauma, loss of a loved one, a difficult relationship, or any stressful situation may trigger a depressive episode. Other depressive episodes may occur with or without an obvious trigger.

**If you are thinking about harming yourself, tell someone who can help immediately. Call 911 or go to the closest hospital emergency room to get immediate help or ask a friend or family member to help you do these things. Call the toll-free, 24-hour hotline of the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255).**

Material adapted from Depression, National Institute of Mental Health (NIMH), <http://www.nimh.nih.gov>

# How to Recognize and Cope with Depression

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Depression can interfere with your daily life and cause emotional distress for both you and those who care about you.

**What should I do if I have depression?** If you have depression, you may feel exhausted, helpless, and hopeless and it may be extremely difficult to take any action to help yourself. However, it is important to recognize that these feelings are part of the depression, and that treatment can help you feel better. Try to see a professional as soon as possible since research has shown that the longer one waits to be assessed, the greater the impairment can be down the road. Keep in mind that your mood will improve gradually, not immediately. Do not expect to suddenly “snap out of” your depression but be patient with yourself as you are undergoing treatment and celebrate your goals as you reach them, no matter how small they may seem to you.

**How can I take care of myself if I’m depressed?** There are several things you can do to take care of yourself, both physically and emotionally. Engage in physical activity or exercise and/or participating in activities that you used to enjoy. If you are feeling overwhelmed by large projects, break them up into smaller tasks and just do what you can. Try to spend time with other people and confide in a trusted friend or relative. Also, try not to isolate yourself—allow others let others help and support you. Postpone important decisions, such as getting married or divorced or changing jobs, until you feel better. Discuss decisions with others who know you well and have a more objective view of your situation. Set realistic goals for yourself and continue to educate yourself about healthy ways to manage depression.

**Where can I go to get help for my depression?** Several different mental health resources offer support services for individuals seeking help for depression. These include: mental health specialists (such as psychiatrists, psychologists, social workers, or mental health counselors); health maintenance organizations; community mental health centers; hospital psychiatry departments and outpatient clinics; mental health programs at universities or medical schools; state hospital outpatient clinics; family services, social agencies, or clergy; peer support groups; private clinics and facilities; employee assistance programs; and local medical and/or psychiatric societies. You may contact any of these resources directly or ask your primary care doctor for a referral to a specialist or agency who can help you.

**If you are thinking about harming yourself, tell someone who can help immediately. Call 911 or go to the closest hospital emergency room to get immediate help or ask a friend or family member to help you do these things. Call the toll-free, 24-hour hotline of the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255).**

Material adapted from Depression, National Institute of Mental Health (NIMH), <http://www.nimh.nih.gov>

# Stress Management Tips

Ask for help

Connect with those who bring you joy

Engage in physical activity

Feel what you need to feel

Implement boundaries "No." is a complete sentence

Know your stress triggers

Manage negative thinking patterns

Practice compassion with yourself and others

Take care of your body, mind and spirit

Use healthy coping skills

What are your top 5 ways to destress?

1.

2.

3.

4.

5.

# Give Me 5

## Stress Management Worksheet

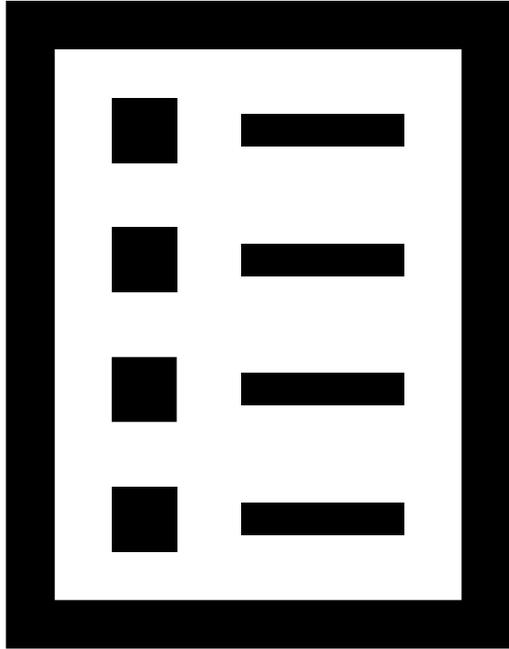
# Tips for Work Life Balance Integration

- Be present
- Recognize when you are feeling unbalanced
- Set limits and boundaries with technology
- Prioritize and simplify
- Resist the urge to avoid or postpone
- Establish priorities and goals
- Take time off to recharge
- Manage negative thinking habits
- Surround yourself with positivity
- Utilize supportive resources

## Tips for Building Resilience

Everyone will face difficulties at some point in life. How we deal with those difficulties is what sets us apart. Resilience can be described as the ability to persevere when faced with adversity, crisis or other significant stressors. Resilient individuals view life difficulties as challenges, and they do not allow these challenges to restrict them. Everyone has the capacity to be resilient. Every day provides an opportunity to build resilience.

Accept	<b>Accept change</b> Understand that change is a part of life and remain flexible.
Be	<b>Be proactive</b> Make plans by setting realistic goals and acting on those goals.
Embrace	<b>Embrace positive thinking</b> Optimistic thinking can be tough when things are not going as planned. Optimism does not mean ignoring your problems. It means understanding that setbacks are temporary, and you can handle these setbacks.
Find	<b>Find your community</b> Establish and foster a strong community of supportive individuals. Connecting with supportive people helps you remember that you are not alone.
Focus	<b>Focus on what you can control</b> You can't control the storm, but you can control how you cope during the storm.
Practice	<b>Practice mindfulness</b> Mindfulness improves our ability to handle negative emotions by increasing our awareness of how we recognize and respond to life circumstances.
Speak	<b>Speak with a professional</b> EAP has licensed mental health professionals available to assist employees. If you would like to talk with someone confidentially, please contact EAP 214-648-5330.
Take	<b>Take care of your body</b> Engaging in positive lifestyle choices such as exercise, healthy eating and good sleep hygiene strengthens your body's ability to deal with life stressors.



# Resources

# UTSW Resources

[Employee Assistance Program](#)

[Employee Relations](#)

[Human Resources](#)

[Business Resource Groups](#)

[COVID-19 Wellness Resources](#)

Chaplain Services

[Employee Advisory Council](#)

[Office of Advanced Practice Providers](#)

[Office of Faculty Wellness](#)

[MDLIVE Behavioral Telehealth](#)

[NOMAD](#)

[Psychiatry Stress Management Hotline](#)

[Student Wellness](#)

[University Police](#)

[UTSW Wellness](#)

# Parenting & Caregiving Resources

[UTSW Employee Assistance Program](#)

[UTSW Childcare Toolkit](#)

[Alzheimer's Association](#)

[American Psychological Association](#)

[Child Welfare Information Gateway](#)

[Chinese-American Family Alliance for Mental Health \(CAFAMH\)](#)

[Family Caregiver Alliance](#)

[Financial Assistance and Support Services for People with Disabilities](#)

[Grief and Loss Center](#)

[Kids Health](#)

[One Tough Job](#)

[Love & Logic](#)

[National Parent Helpline](#)

[Supporting Someone Close to You](#)

[The Trevor Project](#)

[The National Alliance for Caregiving](#)

# National & Community Resources

## Hotlines

### 2-1-1 Texas

Crisis Text Line 741741

LGBT National Hotline 888-843-4564

NAMI Helpline 800-950-NAMI (6264)

SAMHSA Disaster Helpline 800-985-5990

SAMHSA Treatment Referral and Routing Service 800-662- 4357

Spanish Crisis Lifeline 888-628-9454

Substance Abuse Hotline 800-985-5990

Suicide and Crisis Center of North Texas 214-828-1000

National Suicide Prevention Lifeline 800-273-8255

Texas Youth Helpline 800-989-6884

VA Medical Center Veterans Crisis Line 800-273-8255 (press 1)

## Websites

[American Association of Suicidology \(www.suicidology.org\)](http://www.suicidology.org)

[American Foundation for Suicide Prevention \(AFSP\)](#)

[Alcoholics Anonymous](#)

[Anxiety and Depression Association of America](#)

[Asian Mental Health Collective](#)

[BIPOC Mental Health](#)

[Black Mental Wellness](#)

[Center for Disease Control](#)

[Depression and Bipolar Support Alliance](#)

[Find a Helpline Worldwide](#)

[Indian Health Service](#)

[Geriatric Mental Health Foundation](#)

[Mental Health America of Greater Dallas](#)

[Mental Health Literacy](#)

[Mental Health America's Resources for Latinx/Hispanic Communities](#)

[Melanin and Mental Health](#)

[Mental Health Talks India](#)

[National Alliance on Mental Illness: Texas](#)

[National Asian American Pacific Islander Mental Health Association \(NAAPIMHA\)](#)

[National Center for Post-Traumatic Stress Disorder](#)

[National Institute on Alcohol Abuse and Alcoholism](#)

[National Institute on Drug Abuse](#)

[National Eating Disorders Association](#)

[One Sky Center](#)

[The Arc](#)

[The Association of Gay and Lesbian Psychiatrists](#)

[Texas Suicide Prevention](#)

[Therapy for Latinx](#)

[Trans Lifeline](#)

*These links are provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by EAP or UTSW.*

Employee Assistance Program 214-648-5330

# Mental Health Smartphone Apps

*These links are provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by EAP or UTSW*

*\*User responsible for all associated costs.*

Mental health apps can be great tools to improve your mental wellbeing. Apps should not be used as a substitute for professional mental health treatment or support.

How to choose the right App for you?

[PsyberGuide](#) is a non-profit project that reviews mental health apps based on the app's Credibility, User Experience, and Transparency of Privacy Practices. It is funded by One Mind, a leading non-profit organization in brain health research. Its stated goal is "to provide accurate and reliable information free of preference, bias, or endorsement."

[CBT Guide to Depression Self-help: Mood Log, Diary](#) Cognitive Behavioral Therapy *\*Android only*

[Declutter The Mind](#) Guided Meditation

[Mood Mission](#) Coping Skills

[Mindshift CBT](#) Anxiety

[Happify](#) Stress and Worry

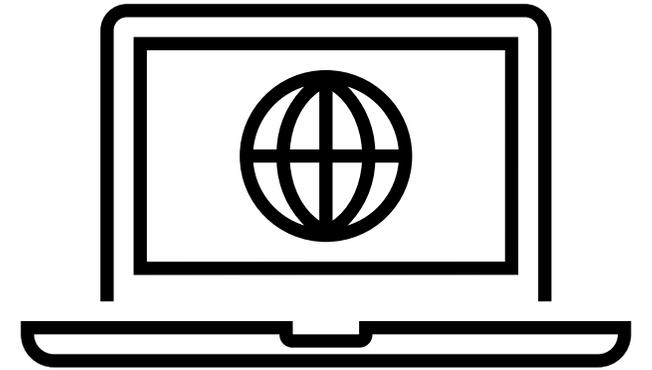
[Department of Veteran Affairs PTSD Coach](#) Post Traumatic Stress Disorder

[Relax Melodies](#) Sleep Health

[Shine](#) Black, Indigenous, and People of Color Mental Health

[365 Gratitude Journal – Self-Care](#) Gratitude

# Video Library



# Lived Experience Stories

[Strength Over Silence Stories Of Courage, Culture And Community](#)

[Rosemary Ketchum: Inhabiting the Space that Wasn't Built for You](#)

[From Secrets to Strength](#)

[Getting Better Together With Gabourey Sidibe](#)

[NAMI Frontline Wellness](#)

[Nurse Practitioners Are Human, Too](#)

[Krishna Louis: What I Wish People Knew About Anxiety](#)

[Some Shifts End With You Not Being Okay](#)

[Stories from Frontline Workers](#)

[Discovering My Superpower A.J. Mendez- Strength Over Silence](#)

[Living an Abundant Life, A Story of Faith and Mental Illness](#)

[Financial Health vs. Mental Health, with Mohammed Faisal](#)

[The Safe Place](#)

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Employee Assistance Program 214-648-5330

# Awareness and Education

[An Introduction to Mindfulness](#)

[Brené Brown on Empathy](#)

[Celebrating Caregivers, Taking Self Care and Being Able to Ask for Help](#)

[Frontline Wellness](#)

[Music Based Mindfulness with Kamica King](#)

[NAMI Ask an Expert: Dr. Christine Crawford Impact of NAMI](#)

[Racism and Trauma on Black Mental Health](#)

[The Rise Of Alcohol Use During COVID-19: An Epidemic In Plain Sight](#)

[The Southeast and East Asian Mental Health Experience](#)

[6 Mental Health Tips during COVID19 for 2021 \(and beyond\)](#)

[10 Common Warning Signs of a Mental Health Condition in Teens and Young Adults](#)

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