

## EAP Newsletter – August 2025

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### Journaling for Mental Health

When you were a teenager, you might have kept a diary hidden under your mattress. It was a place to confess your struggles and fears without judgment or punishment. It likely felt good to get all of those thoughts and feelings out of your head and down on paper. The world seemed clearer.

You may have stopped using a diary once you reached adulthood. But the concept and its benefits still apply. Now it's called journaling. It's simply writing down your thoughts and feelings to understand them more clearly. And if you struggle with stress, depression, or anxiety, keeping a journal can be a great idea. It can help you gain control of your emotions and improve your mental health.

#### Journaling benefits

One of the ways to deal with any overwhelming emotion is to find a healthy way to express yourself. This makes a journal a helpful tool in managing your mental health. Journaling can help you:

- Manage anxiety
- Reduce stress
- Cope with depression

Journaling helps control your symptoms and improve your mood by:

- Helping you prioritize problems, fears, and concerns
- Tracking any symptoms day-to-day so that you can recognize triggers and learn ways to better control them
- Providing an opportunity for positive self-talk and identifying negative thoughts and behaviors

When you have a problem and you're stressed, keeping a journal can help you identify what's causing that stress or anxiety. Once you've identified your stressors, you can work on a plan to resolve the problems and reduce your stress.

Keep in mind that journaling is just one aspect of a healthy lifestyle for better managing stress, anxiety, and mental health conditions. To get the most benefits, be sure you also:

- Relax and meditate each day.



- Eat a healthy, balanced diet.
- Exercise regularly—get in some activity every day.
- Treat yourself to plenty of sleep each night.
- Stay away from alcohol and drugs.

Use your journal to make sure you follow these guidelines daily.

### **How to journal**

Try these tips to help you get started with journaling:

- **Try to write every day.** Set aside a few minutes every day to write. This will help you to write in your journal regularly.
- **Make it easy.** Keep a pen and paper handy at all times. Then when you want to write down your thoughts, you can. You can also keep a journal on your smartphone.
- **Write or draw whatever feels right.** Your journal doesn't need to follow any certain structure. It's your own private place to discuss and create whatever you want to express your feelings. Let the words and ideas flow freely. Don't worry about spelling mistakes or what other people might think.
- **Use your journal as you see fit.** You don't have to share your journal with anyone. If you do want to share some of your thoughts with trusted friends and loved ones, you could show them parts of your journal.

Keeping a journal helps you create order when your world feels like it's in chaos. You get to know yourself by revealing your most private fears, thoughts, and feelings. Look at your writing time as personal relaxation time. It's a time when you can de-stress and wind down. Write in a place that's relaxing and soothing, maybe with a cup of tea. Look forward to your journaling time. And know that you're doing something good for your mind and body.

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# Navigating Team Dynamics in the Workplace

Communication is the cornerstone for building positive relationships in just about every setting. In the workforce, you will come across people with various communication styles and preferences, depending on their unique background. Here are some aspects of your communication style to be mindful of to help promote effective interactions with your team.

## **Be respectful.**

When you are pleasant to others, they will often reciprocate. The same goes for if you are impatient or rude to someone, they often mirror that behavior back to you. When interacting with others, try to keep a positive demeanor. Good manners go a long way.

## **Be an active listener.**

When conversing with others, give them your full attention when they're speaking rather than thinking about what you're going to say next. You can show you are listening by repeating back some of what they said or asking questions.

## **Giving and receiving constructive feedback.**

Be open to receiving feedback. Give others a chance to give their opinions before responding and avoid getting defensive. When you are the one giving feedback, make sure to keep it constructive. It can be helpful to acknowledge something positive in a team member's performance first before mentioning an aspect that could be improved.

## **Learn to compromise.**

Compromising is a significant aspect of conflict resolution. You might think your way is the best way; however, there is always more than one way of doing something. Let go of having to be right and consider the other person's point of view. Try to meet others halfway.

## **Be mindful of non-verbal communication.**

As the adage goes, it's not what you say but how you say it. There are many aspects of non-verbal communication, including eye contact, facial expressions, and gestures. These things affect your interactions with others and can make a difference in how your message is received.

Effective communication can promote effective conflict resolution and increase productivity, as well as contributing to overall team dynamics. By remaining flexible and receptive to diverse communication styles, you can promote inclusivity and promote positive workplace morale.