



EAP Newsletter – March 2026

How to Improve Your Productivity

The secret to being productive every day is in your ability to determine how your time breaks down, set goals that best utilize the time you have available, and know when you need to step back and take a break before burnout sets in.

- **Recognize the value of long-term and short-term planning.**

It takes a variety of time, energy, and motivation to meet certain goals. Never expect to tackle all your work in one day and expect it to be the best quality you can produce. By using short-term and long-term planning, you can break larger projects into manageable tasks and help move yourself closer to your goals each and every day.

- **Prioritize your tasks.**

If you don't know where to begin, how do you know begin the process of planning to reach your goals? Set out your long-term and short-term goals and prioritize them into a manageable list of tasks. Make sure your short-term goals are challenging enough to keep the momentum moving forward and keep the long-term goals within reach.

- **Focus on getting organized.**

Organization is crucial to your success. Already by creating plans and prioritizing your tasks, you're well on your way to becoming more organized. Avoid clutter, keep your work together, and avoid getting bogged down in the needless details that slow your progress.

- **Make a point to manage your time.**

It's always better to tackle the difficult tasks while your energy is at its peak. Save the easier tasks for when you start to feel fatigued. Learn to take short breaks to give yourself a chance to recharge and keep an eye out for the warning signs of burnout. Find ways to multi-task so that you can take care of multiple needs at the same time.

- **Make the most of your leisure time.**

Don't forget to have fun. You need time for recreation – to recreate yourself – so that you can tackle your responsibilities with a renewed vigor. If you work hard, play hard. But recognize that too much fun can become a distraction. Balance your work and your play times for a life of success.

Time Management for Balance



So much of your life may revolve around staying connected and plugged into the online world. It can be difficult to find a happy medium and ensure you aren't spending too much time logged on. Here are some strategies to help you manage your online and offline time effectively and find balance.

Track Your Screen Time

Most smartphones have a feature you can turn on to track your daily screen time. You might be surprised just how much time you're spending on your phone each day.

Set New Habits

Consider what online habits you could cut out in order to achieve more balance in your life. Try replacing these habits with new ones, such as taking your time to eat meals mindfully with no distractions or going for a walk instead of scrolling. Challenge yourself to spend less time online and go outside more or explore new hobbies.

Schedule Time Offline

Purposefully schedule some offline time. Go for a walk outside or schedule a coffee date with a friend. When you are out and about in the world doing something offline, try to be wholly present. Avoid looking at your phone, which can be a distraction that takes away from our enjoyment of the moment.

Breaks

If you take online classes, work from home, or spend most of your day at a keyboard, it's important to take breaks. You could incorporate counter stretches to help offset a forward posture, such as gentle backbends, and stretch your wrists and hands too. Also, make sure to look away from your screen every so often to give your eyes a break.

Limit Online Time at Night

Try to minimize the time you spend online at night, especially two to three hours before bed, or wear blue-light blocking glasses. Exposure to blue light is known to suppress melatonin and affect our circadian rhythm, which can affect overall sleep habits and the quality of sleep.