

### How do I access EAP Services?

To request a confidential in-person, phone, video or e-counselling appointment, scan the QR code phone or visit our website.

NZ 0800 327 669  
AU 1800 726 474

Intl +64 9 353 0906  
eap services.co.nz



## DO YOU HAVE A MIND FULL OF CLUTTER?

**What's worse than having a cluttered home or cluttered workspace? It's having a cluttered mind!**

A cluttered mind is **restless** and **unfocused** and can result in very little getting done. **Mental clutter** leads to **congestion** in our **inner world**. It can get in the way of being able to think clearly and focus on what really matters.

Mental clutter can include, worrying excessively about the **future**, **reflecting** about the past, and **deliberating** about your list of things to do.

If you are struggling to accomplish your goals and find yourself being sidetracked by unimportant details it is time to start placing a **higher value** on your time.

Before you start working toward improving your mental focus, you might want to begin by assessing just how strong your mental focus is.

- Do you find yourself daydreaming often when you should be working on an important task
- You find it difficult to tune out distractions
- You often lose track of what you were working on and have to start all over again.



If you relate with these statements then you probably need to work on your mental focus and declutter. **Below are some strategies and techniques that may help.**

#### Environment

Physical clutter can lead to mental clutter and forces the brain to work overtime.

Physical clutter can also signal the brain that there is always something else that needs to be done and this can lead to mental exhaustion.

#### Multi-tasking

While there is no harm in the occasional multi-tasking, constant juggling between tasks limits your attention and can lead to increased stress which can flow onto additional clutter. It might seem a great way to get a lot done quickly but it can also dramatically cut down on productivity and makes it much harder to hone in on the details that are important to complete the job or task. One task at a time means your brain can sort out what is irrelevant information and what requires more immediate action.

#### Let go of the past

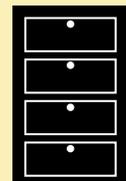
Just like our cupboards and drawers, our minds need tidying up from time to time. They may be filled with thoughts of missed opportunities or mistakes you have made. Now is the time to go through those mental drawers and empty the memories of the past that are not serving you well and are just cluttering up your current life.

#### Write it down

When you take the time to write things down this will save you storing everything in your brain. This way it will help you to keep track of work completed and work yet to be done.

You can use a variety of different ways to do this: an app, online, traditional pen and paper.

You could include your inner chat, things you are worried about, any concerns you may have about a relationship that is draining your energy and consuming your time, plans on how you are going to achieve your next goal.



### Information overload

Too much information can clog up the brain. Try and limit the amount of information that comes into your life and try and create spare space to put some quality back into your life or your wellbeing.

You could cancel the magazine subscription that you really are not getting any value from, this could be adding to cluttering up physical space. Set a limit on the amount of social media sites and browsing the internet as these account for a lot of wasted time. Decide on what information is relevant to you and disregard everything else.

### Challenge your self-doubt

Each time you prove to your brain that you are more capable and competent than you think then your brain will start to view you in a slightly different way. Consistently challenge your self-doubt and you will change the way you think and it will become the norm over time.

You need courage, not confidence to take action. Be willing to prove yourself wrong and acknowledge that your brain isn't always right. Your good habits become much more effective when you stop engaging in the habits that counteract your hard work.

### Eliminate distractions

Researchers estimate you have about 60,000 thoughts each day and many of those thoughts involve thinking the same things over and over again.

I never have enough time. I have nothing to wear. I look stupid, my house is not clean enough, and my life would better if I had more money. When you catch yourself thinking this way, take a deep breath and identify one action you are going to take right away to improve your life.

Focusing on the negatives and worrying about things you can't control wastes your time and your mental energy. By putting your energy into things you can achieve assists in the decluttering of your mind and stops you being stuck in the negative thought pattern. When you declutter your mind you will have more time and energy to devote to positive and productive things. This will help you build mental strength, accomplish more and concentrate on the things in life that truly bring you success, joy and satisfaction and become the best version of yourself.

Keep practicing to strengthen your mental focus; it is not something that will happen overnight.

Focus your mind, practice this, remember it is in your control and you are the one who can make a change in your thoughts and activities. Believe in yourself – you can do it.



## MAKING YOUR RESOLUTION STICK IN 2019

*When you make your resolutions realistic there is a greater chance that you will keep them throughout the year and achieve them. Be specific, vague goals don't generally work.*

- Talk about it and share your experiences with family and friends.
- ▶ Don't beat yourself up, remember that minor setbacks when reaching your goals are completely normal. – Don't give up.
- ▶ Start small, make resolutions that you think you can keep.
- ▶ Change one thing at a time, try not to get overwhelmed and think that you have to reassess everything.
- Encountering a setback is one of the most common reasons why people give up on their New Year's Resolutions. If you suddenly relapse into a bad habit, don't view it as a failure. The path towards your goal is not a straight one and there can often be challenges. View these as a learning opportunity.



## INTRODUCING EAP NOW!

**Gain immediate, confidential, and secure access to your Employee Assistance Programme (EAP) on your mobile device. This app is free to download and is here to help you take control of your well-being**

**My Bookings:** Request support and track in real-time your upcoming and past appointments

**My Resources:** Magazine-style tips and guides - e.g. Talking with Children about Violence, Coping with Grief after Community Violence, When Terrible things happen - What you may Experience... and more

**My EAP:** View our video, explaining your EAP programme, how it works and how it can assist

**Connect me:** Connects to both EAP and community resources 24/7/365

**F.A.Q:** Answers to common questions about your EAP programme and addresses myths on counselling and mental health

**My Check-up:** Quick check-ups for you, to track your wellbeing - currently GRIT, Financial Wellness, and Anxiety and Distress checks are available. These are robust, validated and measurable tools.

**The app is Bespoke i.e. entirely custom made to tailor fit you!**

