

## Supporting a Partner with Anxiety



If you are in a relationship with someone who suffers from anxiety, feeling helpless is a common experience you share. Still, your support is extremely valuable. To offer support, don't dismiss their anxiety, worries, or fears. Don't try to shorten the episode. Do ask how you can help, and offer reassurance—"This will pass," "I'm here for you," etc. Nearly 60% of people who suffer from anxiety haven't explored getting treatment for it, so encouraging medical

evaluation may be a key step if social and occupational functioning suffer. Do not allow the stigma of a mental health diagnosis to inhibit getting help. Most people with anxiety disorders don't suffer continuously, so intermittent symptoms can lead you to delay treatment. Learn more from [aada.org](http://aada.org), the Anxiety and Depression Association of America, or [www.anxietycanada.com](http://www.anxietycanada.com).

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## Presenteeism: Working While Sick

Presenteeism is what happens when workers who are ill, injured, or otherwise physically or mentally unwell feel obligated to show up and put their best face forward. Some workers have a mistaken belief that dedicated employees put everything else on the back burner to prioritize their jobs. When you engage in presenteeism, you are less likely to perform your duties well and are at risk for making costly, even deadly mistakes. If you feel pressured, in a jam, or caught in life circumstances that compel you to work even if you are ill, talk to your employee assistance program or other mental health counselor. You'll team with a professional to examine all the issues. Whether it is how to communicate needs to your supervisor, negotiate, delegate, find resources, think through options, or explore whatever works, it is likely that answers exist so you remain or become the productive and fully present employee you and employer want you to be.

## The EAP Can Do That

Mental health might come to mind when you think about your employee assistance program, but this is only scratching the surface. There are numerous ways EAPs can help, so never dismiss the program as an avenue to resolve a problem you face. Ways EAPs help that are often overlooked: 1) Acting as a sounding board when you face a tough decision. 2) Help for deciding whether you need a professional counselor or a completely different type of resource. 3) Problem solving about how to help a friend who won't get help or admit they have a problem. 4) Guidance on handling a personality clash with a coworker or boss. 5) Help to rule out whether you are depressed, burnt out, or experiencing signs of any other condition.

## Time Management: Finding Time Nuggets

Most of us have the same goal with time—to get more stuff done with the amount we have. To maximize the value of your time, first accept that you can't gain more time, but you can manage it better. You are already managing your time; it's just that you may not be maximizing the returns. Start by tracking what you do for four or five hours in a typical business day. That's long enough to gain significant insight. Note what you have been doing every 15 minutes. Use a kitchen timer to stick with the process. Did you discover any time nuggets? These are blocks of time that typically get burned up by nonproductive activity. If you were idle for a few minutes, did you feel a draw to your email or social media? Decide how you can exploit these blocks by using a to-do list, in which you record plans, steps to your goals, and dozens of tasks that take mere minutes but you never seem to get to throughout the year. Reach for this list when the urge to defocus strikes. Instead of social media or another email check, head for your list. Evaluate your progress after three days.

## How to Feel More Secure about Your Job

Feeling insecure about the ability to do your job, making a positive impression, and how you are perceived by others? To feel centered and more confident: 1) Set goals for the day, week, and near future. You will be motivated by feeling directed. 2) Define the steps to how these goals will be achieved. This maintains the motivation you generated. 3) Engage. Feeling insecure can cause you to withdraw or delay communication with others, so be proactive with your team or others with whom you mutually depend to achieve results. 4) Talk to a professional counselor/EAP, and feel the relief that comes with sharing stress and processing fears. 5) Track your successes.