



Leaving your work brain at work

Do you have trouble leaving thoughts and worries about work behind you when you come home at the end of the day? If so, you're not alone!

We're not robots. We can't just flip a switch to turn off our "work brains" and turn on our "home brains." But you can work on setting up boundaries to give yourself needed down time at home. Here are some ideas:¹

- **Have an end of day ritual at your job.** In the last fifteen minutes of work, clean up your desk or space. Make a list of your work tasks for tomorrow. Organizing yourself like this can help close out the day. It can help create a calmer feeling as you get ready to leave work behind. You may relax more knowing you've made a plan for tomorrow.
- **Begin to transition as soon as you start out for home.** Travel time can be precious if you use it to wind down. If you take a train or bus, listen to your iPod™, read a book or magazine or just close your eyes and try deep, slow breathing. If you drive, put on some music or just enjoy the silence. You may have cooking and tired kids awaiting you at home. Still, you can help yourself prepare by relaxing during your transition time.
- **Disconnect once you leave work.** If you're attached to work by cell phone, BlackBerry™ or email, turn off your device(s). If you're a doctor or your job requires 24/7 availability, then you may have no choice in the matter. But if you don't need to be reachable, power down and unplug.
- **Know your boundaries.** These steps are about setting boundaries though it's not a foolproof plan. Some days you'll still have to work late or bring work home because of deadlines. But keep in mind that you can make choices on many other days to keep your at-work and out-of-work lives in balance.

Getting help

Confidential support, information and resource referrals are available for a variety of concerns — both work and personal. Call for assistance for you, your household members or your adult children under age 26, whether they live at home or not. Call or visit us online today!



¹Information taken from www.tlc.howstuffworks.com

Contact your EAP for 24/7 access
for you and your eligible family members:

1-888-825-3509

www.HorizonCareLink.com

Username: firstdata

Password: myeap