

EAP & PAP Newsletter

March 2025

Score Some Goals!



As we enter into a new month, we have the opportunity to reflect and **set some goals** for ourselves. Whether you'd like to improve your relationships, take care of your mental

health, or get back to those New Year's resolutions you may have lost track of, setting clear, achievable goals is a key step towards creating positive change. To assist you in setting some goals for this month, take a look at our section on creating **SMART goals**.

Setting goals is essential for both our personal and professional **well-being**. Goals provide us with direction, a sense of purpose, and also show us the progress we've made. Goals can also help boost our motivation and increase productivity. However, goal-setting isn't only about the big achievements—it's about the **small changes** that lead to **long-term success**. So instead of getting discouraged if you run into obstacles, go ahead and **celebrate** the progress you've made so far!



Author: **Chloe Loftis**, MS, CEAP
Intake Specialist & Office Administrator

SMART GOALS SHOULD BE:

SPECIFIC: Be very clear about what you want to achieve. Rather than saying "I want to improve my mental health" you could aim for "I will meet with an EAP counselor for three sessions" or "I will meditate 5 minutes every day."

MEASURABLE: Make sure that you can track your progress. For example, if your goal is to improve your financial health, you might aim to increase your savings by a specific amount ("I will put \$100 in savings each paycheck").

ACHIEVABLE: Set goals that can be accomplished in a reasonable timeframe. Consider your current obligations and how much time you can realistically dedicate to your goal.

RELEVANT: Your goal should align with the big picture of your life objectives. Whether it's getting further in your career or having a stronger relationship with your 'ohana, ensure your goal supports your values and priorities.

TIME-BOUND: Set a clear deadline for when you want to achieve your goal. This will help to hold you accountable and measure progress along the way.



EMPLOYEE ASSISTANCE OF THE PACIFIC, LLC

(808) 597-8222

Toll-Free (877) 597-8222

www.EAPacific.com

EMPLOYEE ASSISTANCE OF THE PACIFIC, LLC

1600 Kapiolani Blvd, Suite 1610

Honolulu, HI 96814

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WORK-LIFE BALANCE: FINDING HARMONY

In today's busy world, maintaining your personal and professional obligations can feel like an impossible task. However, having a good **work-life balance** isn't necessarily about giving equal time to work and home, but about finding **harmony** between the two. When you're able to manage your responsibilities at work while also prioritizing your well-being, you create a more fulfilling, sustainable and productive **lifestyle**. Achieving a harmonious work-life balance requires intention, self-awareness, and planning. Here are some **strategies** that may help you to create more balance in your personal and professional life:



- Define your work hours with a clear **start and end time**. Avoid working outside of those hours if possible.
- Create a **designated work space** if you work from home.
- Identify your **most** important tasks and focus on those.
- **Delegate** tasks whenever possible—you don't have to do everything yourself.
- Incorporate **short breaks** throughout your workday to recharge your mind. A 10-minute walk or some stretching can really make a difference in focus and stress levels.
- Make time for your own **self-care**, including hobbies, interests, and any activities that help you to **unwind**.
- Spend time with **family and friends** when you want to, and set boundaries when you don't. It's okay to say **no!**



Articles On Our Website

Did you know about all the resources available to you from your EAP's website? Here are a few examples:



SLEEP

What if scientists discovered a centuries-old remedy that can help you live longer, improve your memory and creativity? They have...

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MINDFUL EATING

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EAP and PAP provide short-term confidential counseling and work/life services, provided to you by your employer, that can assist in identifying and resolving issues that may be interfering with your job or personal life. Access to our experienced counselors and work/life services is available across the Islands and can be contacted by phoning or emailing our Honolulu office.

