

**WHATEVER YOU NEED, WE ARE HERE TO HELP.***Just call or log on to get started.*

**TOLL-FREE: 800-633-3353**

**WEBSITE:** [**www.mygroup.com**](http://www.mygroup.com) **> My Portal Login > Work-Life USERNAME: Organization specific**

**PASSWORD: guest**

**Are you having challenges keeping it all organized?**

Feeling daunted by your to-do list and planning? Would it be helpful to have tips on how to stay organized and set priorities?

We can help you with that by offering helpful organizational tips and tools to better prioritize your to-do lists.

**Organizing Your Errands**

**YOUR EMPLOYEE ASSISTANCE PROGRAM**

Available any time, any day, your Employee Assistance Program is a free, confidential benefit to help you balance your work, family, and personal life.

**AUGUST 2020**

