



**Becoming organized and
clutter-free**

Studies have shown that people who live with
less clutter are more productive and experience
less stress. A clean home or workplace allows
you to concentrate on what is important, not on
the distracting stuff around you. Your Employee
Assistance Program can help you make a few simple changes to free yourself and get organized.

**ONLINE SEMINAR**

Everything in Its Place: Getting Organized

When we are not organized, we waste precious
time and create chaos in our lives. Minimize the
stress and maximize the tranquility that comes
from putting everything in its place.

**Available on Demand Starting Jan. 16th:**

**www.mygroup.com**

USERNAME: **username**

PASSWORD: **password**

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

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

EMPLOYEE **Assistance** PROGRAM

**JAN. 2018**