



**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**