

EAP & PAP Newsletter

February 2025

Let's Get Connected!



February is here, and with it comes Valentine's Day! While you might think that this holiday is just about romantic love and boxes of chocolate—it isn't. It's a reminder of

the power of connection. Whether it's with a partner, family, friends, or colleagues—healthy relationships play an important role in our mental and emotional well-being.

One of the foundations of any strong relationship is open and honest communication. For that to happen, we need to be able to express ourselves, and receive that expression in return. Whether it's a close family member or a colleague at work, taking the time to truly listen can go a long way in building trust and understanding.

This month, we encourage you to reflect on how you nurture your connections with those around you. If you'd like some suggestions, take a look at our list of ways to build connection!



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Intake Specialist & Office Administrator

WAYS OF BUILDING CONNECTION

ACTIVE LISTENING

If someone is talking to you, give them your full attention. Remove distractions (i.e. put your phone away), and show the person you're engaged by asking thoughtful follow-up questions.

SHOW EMPATHY

Acknowledge and validate the emotions of others (i.e. "I can see why you'd feel that way") to make them feel understood and supported.

EXPRESS APPRECIATION

Regularly acknowledge the efforts and good qualities of others. Give them a compliment or send them a message to thank them for what they do.

BE CONSISTENT & RELIABLE

Build trust by showing up when you say you will and following through on your commitments to others.

OFFER HELP OR SUPPORT

Be there for others when they need it, such as when they need help with a project, or need emotional support.

Small gestures can go a long way.

TALK TO SOMEONE

If you are struggling to build connections and would like some support, call your EAP to speak with a counselor on ways you can improve your situation.



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Counselors are available across Hawaii.

Legal/Financial/Eldercare/ID Theft/Mediation Consultation is also available.



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THE ART OF SETTING BOUNDARIES

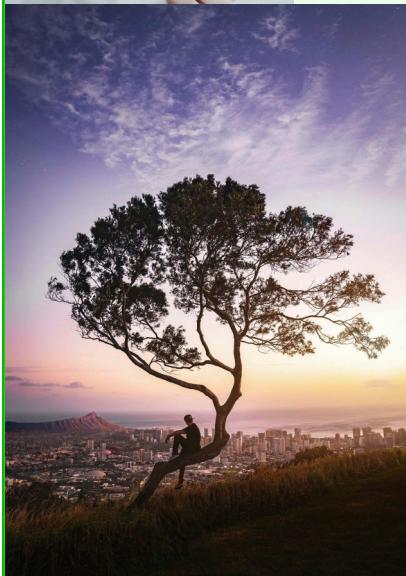
Boundaries are essential to protect your time, energy, resources, and well-being. Without boundaries, it becomes easy to feel drained, overwhelmed, or taken advantage of. Here are a few ways to set boundaries in different areas of your life:

SETTING BOUNDARIES AT WORK

Know Your Limits: Recognize when you're overcommitted or feeling drained. Don't be afraid to decline extra or voluntary tasks that are beyond your capacity or would compromise your well-being.

Define Work Hours: Set specific start and end times for your workday and stick to them. Allow yourself to disconnect from work during off hours to recharge.

Communicate Clearly: Let colleagues and supervisors know when you're unavailable or need time to focus. Respectfully communicate your limits when needed. If you need guidance on how to do so, call your EAP for some free and confidential counseling.



SETTING BOUNDARIES AT HOME

Prioritize Your Needs: It's okay to say "no" to additional responsibilities or commitments that might overwhelm you, even if they involve family/friends.

Create Alone time: Whether it's a quiet walk, a hobby, or some time to read/write, find time in your day to recharge on your own.

Support Your Personal Space: Create physical or mental space to ensure that you have time for yourself to decompress and reflect. This could be your car, in the shower, at a park, the beach, or anywhere that gives you the ability to recharge.

Articles On Our Website

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



CUBICLE ETIQUETTE: 16 TIPS FOR BEING A BETTER WORK NEIGHBOR

If you work in a cubicle environment, you want to be a part of a professional work environment that's positive...

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LONG-TERM CARE PLANNING

There are many issues to think about in caring for your aging parents or infirmed loved ones...

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OVERCOMING LONELINESS

Despite the fact that people are connected more than ever through technology, more of us are experiencing loneliness...

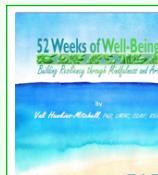
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EMOTIONAL INTELLIGENCE FOR CO-WORKERS

You may believe that your ability to be successful on the job is linked primarily to your IQ, but in...

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SIGN UP FOR 52 WEEKS OF WELL-BEING

You can sign up to receive weekly emailed tips for a year that help you build your resiliency. Written by our own Dr. Vali Hawkins-Mitchell...

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www.EAPacific.com

Or your PAP website at www.HawaiiPAP.com

Please note that work/life services (legal, financial, eldercare, ID theft, mediation) are available to most, but not all, EAP customers. Call us if you have a question.

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.



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