



Disconnecting from Work

"Acknowledge that you are human. Recognize that rest is not a sign of weakness and give yourself the ability to recharge."

—Dike Drummond, MD

ROADBLOCKS TO DISCONNECTING

- Experiencing a heavy workload
- Fear of:
 - ➔ missing something important
 - ➔ being perceived as lazy
 - ➔ not being considered for promotion
- Guilt about disappointing team
- Peer pressure
- Work culture
- Tethered to devices (technology)
- Attention residue: thoughts remain at work prohibiting engagement at home

"The problem wasn't the work I did in my office. It was the hours I spent ruminating about work when I was home. I closed the door to my office every night, but the door in my head remained wide-open and the stress just flooded in."

— Guy Winch, psychologist

RE-FRAME THE THOUGHT: A NEW PERSPECTIVE

- Write down the ruminations.
- Ask: Can I let this go until tomorrow?
- Give yourself permission to let it go.
- Ask: Am I sure? Is my story accurate?
- Choose an action to take next time.
- Don't believe everything you think.

Contact

801.442.3509 or **800.832.7733** | EAP@imail.org

Free confidential counseling services and 24/7 crisis hotline.


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FOUR KEY ACTIVITIES from the *Journal of Occupational Health Psychology* that will help you **unplug** and **disconnect** after work:

***Detach
from Work
Tech***

Design your environment to be less tech-centric.

Create friction. Make it hard to reengage with work, log out of computer, walk away, delete email apps from phone, separate work tech from home tech.

Relaxation

Schedule alone time to let your brain heal.

Schedule time for solitude, which allows you to process complex thoughts and solve problems.

Mastery

Engage in “mastery experiences” which you enjoy and challenge you. These are hobbies and pastimes and help improve productivity, focus and creativity.

***Control
How You End
Your Day***

Focus on tasks completed.

Write your to-do list for tomorrow.

Close your browser tabs and clean up your desktop.

Visualize your day tomorrow.

THE ART OF LIVING

“Enjoying small things on a daily basis—such as good bread, a favorite café, lovely flowers, using a nice pen, a brisk walk home, reading a book to your child, dinner with your partner, an hour to yourself with a glass of wine—will help you remain relaxed at home and ready for the challenges of work.”

—Gill Corkindale, executive coach



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