



**COMPSYCH®**  
GuidanceResources® Worldwide

## Setting a New Routine



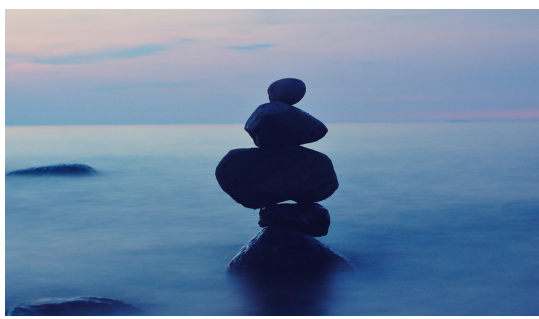
### State of Kansas Employees and Families,

In transitioning back to school, parents and students alike are experiencing various stressors related to change in their current schedule and environment. If you and/or your family are feeling pulled in too many directions at once, or if there never seems to be enough time to accomplish everything on your “to-do” list, it is important to take time to assess and re-establish your routine.

Often we find that the demands of work/school and personal time are pulling us in opposite directions. Finding a way to manage these multiple facets of life can help you and your family to be happier and more productive at both.

Tips in Balancing Your Schedule:

- Set priorities
- Stay flexible
- Appreciate your own efforts
- Get organized



## Set Your Priorities

Consider what is really important to you and what you value most in life. Once you identify your priorities, it will be easier for you to make decisions about how to best allocate your time.

Focus on the big picture instead of on the small details, and keep in mind that you may still need to make sacrifices along the way. Use your values to set realistic goals for you and your family.

## Stay Flexible

When juggling different roles and commitments, plans can change very quickly. Staying flexible and keeping a sense of humor can ease the stress associated with changing demands.

In addition, in recognizing your personal resistance to change, you can learn more about what is causing this. In turn, making it more possible to accept change, develop new habits and step out of your comfort zone.

## Appreciate Your Effort

Appreciate your own efforts and strengths. Take some time to acknowledge everything that you do and share your personal and families accomplishments with others.

It is important to reward you and your family occasionally and allow for some down time.

## Get Organized

Aim to organize your home as a family. List out your duties in order of priority and complete one at a time. This can make you feel more organized and in control, leading to a sense of greater accomplishment. Allow for breaks, as needed to avoid burnout in the task and have better time efficiently.

Keep a family schedule and calendar in a prominent place in your home to more easily track activities.

# Back to School Resources

## Back to School Toolkit

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This digital toolkit offers the latest back-to-school guidance.

Keep in mind that your GuidanceResources program is available to you and your employees 24 hours a day, seven days a week to assist with virtually any issue.

# Resiliency Resources

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Stress and anxiety are normal reactions to change.

These materials explain how to keep those emotions in check..

[Access Here >](#)

## EAP Assistance

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Get assistance from the EAP to setup your family for success

Call the toll-free State of Kansas dedicated EAP at **1-888-275-1205, Option 1** to request information on available child-care, before and after-school programs, locate school supply fairs, and/or scheduling counseling for your child or family.

[Begin Here >](#)

## Past Webinar Recordings

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The COVID-19 pandemic has presented a range of challenges and stressors in our personal and professional lives.

ComPsych trainers have designed a series of webinars to offer guidance and best practices to help you navigate the unique situations of our current environment.

[Watch Now >](#)

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### *Contact Us Today!*

**Toll Free:**  
1-888-275-1205, Option 1  
TTY: 1-800-697-0353

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