



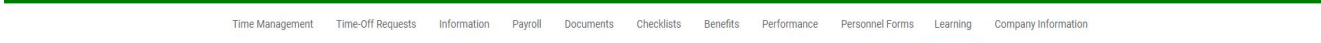
# WEEKLY UPDATE | November 30 – 2020



## Quick Tips for De-Stressing

A lot is happening. It's easy to get stressed, but it's important to take a moment for yourself. In this course you'll learn quick and easy techniques to relieve stress.

Log in your PAYCOM personal account and take a moment to watch this 2-minute video.



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### Quick Tips for De-Stressing

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A lot is happening, its easy to get stressed, but its important to take a moment for yourself. In this course youll learn quick and easy techniques to relieve stress.

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Name	Type	Length
Quick Tips for De-Stressing	Content Package	2 Minutes

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## Managing Holiday Stress

The kids are home, money's tight and you're trying to juggle the demands of work and family without letting anything slip through the cracks. Is it finally the holidays or quarantine? Holidays are supposed to be a special time when family and friends come together to celebrate, but due to COVID-19, many of us may celebrate alone, socially distanced or virtually this year. Things are different for all of us this holiday season and these changes can trigger feelings of loneliness, anxiety and stress. The EAP is here for you and your family and includes a variety of counseling and online wellbeing resources to help you feel emotionally and physically balanced during this challenging time.

### Counseling Resources

- **Confidential Counseling:** Includes free and confidential short-term counseling sessions.
- **TESS AI Chatbot:** 24/7 chatbot for emotional support and check-ins to boost wellness. Text "Hi" to 650-825-9634 to get started. Tess will ask your Employer: Please use "IBH"
- **Online Peer Support Groups:** Online support groups for addiction, depression, bipolar, parenting, LGBTQ+ and anxiety.

### Helpful Links

- How to Cope with Family Gatherings and the Pandemic
- 2 Surprising Ways to Make the Holidays Less Stressful
- Stress, Depression and the Holidays: Tips for Coping

1. **Maintain a Routine.** Even though your regular routine has been disrupted, you can still have some structure to your day. Create a realistic schedule with times set aside for important activities like work time, school time, screen time, exercise and free time. Try to maintain your normal sleep schedule. It can help you function better during the day, stabilize your mood and give a boost to your immune system.
2. **Keep Moving.** Although it might be tempting to binge-watch all of your favorite holiday movies, too much screen time and sitting can make you cranky, bored and irritable. Make time to be physically active every day, even if it's just a short socially distanced walk. It'll help reduce your stress and give you a healthy burst of endorphins to improve your mood.
3. **Schedule Downtime.** No matter what time of year, taking the time to rest and rejuvenate is always a good idea. Have an in-home movie night with your family. Take a nap. Make sure each family member has scheduled "me" time for some peace and quiet.
4. **Stay Positive.** Even if this moment seems stressful, can you find a way to make it pleasant? Connect with someone else in a positive way with a kind gesture, or try to notice what's around you with fresh eyes and an open mind. Even though the holidays are stressful, try and remember to laugh. Laughter is the best medicine and it's free.

### Access Online Wellbeing Resources

Go to [claremonteap.com](http://claremonteap.com) to access free online stress reduction tools and wellbeing resources including webinars, articles, self-directed courses, MyStressTools and more.

# Stay CONNECTED WEEKLY UPDATE



## Information Technology Department

### How to submit a HelpDesk Request.

The I. T. Department would like to remind everyone to ensure utilizing the helpdesk request process when experiencing any computer issues and requesting technical support by following the steps below:

1. Send an email to [helpdesk@childstartinc.org](mailto:helpdesk@childstartinc.org) with a brief description of the issue or problem you are experiencing.
2. If you are unable to utilize email, please call 707-252-8931 x 4357 (HELP) and leave a brief message of the issue, your name, and a number you can be reach.  
Following this process will ensure prompt attention to attempt to resolve the issues you are experiencing in the most effective way.

#### Outlook password expiration alerts.

MS Outlook prompts the user to change password periodically within 7 days of expiration. Changing the password when alerted saves time and loss of productivity and minimized the helpdesks request for password resets.



# Stay CONNECTED WEEKLY UPDATE



## Human Resources Department **IMPORTANT PAYCOM ALERT**



- 1- Don't forget to review, enroll and confirm your benefits.
- 2- Benefits open enrollment starts today November 18, 2020 and will run through December 10, 2020.

Please log into Paycom and enroll in benefits or confirm what you have. You have until December 10, 2020 to make your selections as we must transmit the information to the carriers on December 11, 2020.

- 3- If you are enrolled in benefits with Colonial Life Supplemental Insurance coverage or would like information, please visit their website <https://www.coloniallife.com/> or contact their representative [brittany.lloyd@coloniallifesales.com](mailto:brittany.lloyd@coloniallifesales.com). On or before November 30, 2020.





# Stay CONNECTED WEEKLY UPDATE

## Working from home tip: staying connected

Missing your awesome teammates? You're not alone. Working from home means we see a lot less of our colleagues than we're used to.

But staying in touch isn't impossible – it just requires some different tactics. Here are six ways you can keep connected with your team.



### 1. Inspire

Share inspirational videos or articles to give everyone a lift



### 2. Learn

Do some shared learning (professional or just for fun) or start a group book/movie review club



### 3. Visualize

Use video calls instead of emails for a stronger personal connection (and to save inbox-overload)



### 4. Chat

Maintain those office coffee chats or morning tea with teammates online



### 5. Empathize

Check in regularly to see how people are feeling and to lend a supportive ear



### 6. Share

Update your status so others can see what you're up to (whether serious or silly)



# This Week Trivia Question



▶ Who is the author of *Brown Bear, Brown Bear, What Do You See?*



▶ Submit your answers by sending an email to:

[lpineda@childstartinc.org](mailto:lpineda@childstartinc.org) By Thursday December 3rd, 2020.

**Last week's trivia Question answer:**

Who emphasized the idea of an integrated curriculum that would develop the whole child?

**Johann Heinrich Pestalozzi, (born Jan. 12, 1746, Zürich—died Feb. 17, 1827, Brugg, Switz.), Swiss educational reformer, who advocated education of the poor and emphasized teaching methods designed to strengthen the student's own abilities.**

(Source Wikipedia).

*"It's the teacher that makes the difference, not the classroom."*

*- Michael Morpurgo -*



Website: [www.childstartinc.org](http://www.childstartinc.org)



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