



# Organizing for greater success

Your Employee Assistance Program (EAP) can show you how to create a plan and work toward following it

Knowing how to best manage time and tasks can help lower stress you may have in your life.<sup>1</sup> Your Employee Assistance Program (EAP) can help by teaching you tips to become more organized at work and in life.

Log on to our website to check out this month's features:

- Planning in times of uncertainty
- Organizing skills
- How to be more organized
- Fear of success
- Podcast: Check, challenge, and change your thoughts



Visit [anthemEAP.com](https://anthemEAP.com) Login: Commonwealth of Virginia or call 1-855-223-9277 for confidential help from a team of EAP experts at no extra cost.<sup>2</sup>

*¡Lee los artículos en español! Simplemente visita [anthemEAP.com](https://anthemEAP.com) Login: Commonwealth of Virginia y selecciona español.*

<sup>1</sup> Mayo Clinic, *Stress management overview* (Accessed December 2020); [mayoclinic.org](https://mayoclinic.org).

<sup>2</sup> In accordance with federal and state law, and professional ethical standards, all information you provide is confidential.

This document is for general informational purposes. Check with your employer for specific information on the services available to you.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by Compare Health Services Insurance Corporation (Compare) or Wisconsin Collaborative Insurance Corporation (WCIC). Compare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.