

LET US HELP

Toll-Free: 1-877-313-4455

Website: [eap.wa.gov/worklife](https://helpwhereyouare.com/CompanyLogin/1669/DESWA)

Your Work/Life Access Code (to logon): <ASD>

The letters "eap" are below a radiating sun which contains a person with upraised arms

Staying organized can reduce your stress and improve your productivity. Think about spending a few minutes each day tidying your space, creating a to-do list, or updating your calendar. A clear plan guides you to feel more in control.

ALWAYS AVAILABLE | FREE | CONFIDENTIAL

**YOUR EMPLOYEE SUPPORT PROGRAM**

**Organize Your Brain**

APRIL 2025

**JANUARY 2024**