

## Team Ivy Resources—Focusing on You

### Stay Connected and Engaged!

#### Microsoft Teams is more than just a messaging tool

Collaborate with your colleagues through video, audio, and sharing your desktop.

Use the Praise app to tell your staff and colleagues how much you appreciate them and recognize their contributions!



#### Run or attend a meeting as if you were in the same room with Zoom

Supervisor schedule 1:1 meetings with staff and take the first couple of minutes to ask them how they are doing and adjusting.

Host a virtual happy hour at the end of the day with colleagues and/or friend to check on one another.



More information about Teams, Zoom, and other IT resources can be found on the Employee Resources tab on [MyIvy](#)

### Work from Home like a champ!

Set up your workspace to be efficient and ergonomic: [Workspace Tips](#)

Utilize time management skills: [Manipulate Time with These Powerful 20 Time Management Tips](#)

Schedule breaks and make sure you get up and move around: [Exercise and Stretches](#)



### Don't Forget to Take Care of Yourself!

*These services are available at no cost to employees and their family who live in the same household.*

Find resources on all of Ivy Tech's Employee Wellbeing Programs on the website.

#### [BeLively](#)

Talk confidentially with licensed counselors about your mental and emotional wellbeing through the Employee Assistance Program.

[Humana EAP](#): User Name: ivytech, Password: eap; or call 1-866-440-6556

Use Anthem MyStrength as your online tool for self-help content, inspiration videos and coping techniques.

#### [Anthem MyStrength](#)

Talk with a qualified financial concierge team for individualized assistance who can answer any financial question.

#### [Your Money Line](#)

The following links have been added to BeLively. We hope you find them helpful in your time of need.

[Manage Stress: Strengthen Your Support Network](#)

[How to Care for Yourself While Practicing Physical Distancing](#)

[How to Support a Loved One Going Through a Tough Time During COVID-19](#)

[How to Help Someone with Anxiety or Depression During COVID-19](#)

