Reducing Shared Space Headaches

Sharing work space with a coworker and striving to be productive while also avoiding grating on each other’s nerves can be wearisome. Coping demands self-awareness and practicing common courtesies. **Four rules for working in close quarters can help.**

- Accept that conflicts will naturally arise periodically. This will help prevent your overreaction to them.
- Conflicts are opportunities to know your coworker better and become closer when they are resolved.
- Minimize frequency of conflict by not allowing irritations to compound. Discuss the small stuff.
- Maintain good hygiene, orderliness, and boundaries. This is the “trilogy” of shared-space harmony. These boundaries aren’t about physical location, but anything touching on sounds, smells, privacy, or matters associated with resource sharing, compromise, and negotiation.

Remember, we’re all in this together!

“Problems are only opportunities in work clothes.”

~ Henry Kaiser, American Industrialist (1882-1967)

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EAP Wellness Calendars Are Now Available!

Another year is winding down. That means it’s time to start handing out the annual EAP wellness calendars! This colorful calendar offers an array of tips for your health and well-being that will help you throughout 2015 and beyond. **To request a copy be sent to you via campus mail, call the EAP Office 442-5483 or click on the “Special Promotions” icon on the EAP website’s home page.** [http://www.albany.edu/eap/](http://www.albany.edu/eap/)

**One per employee while the supply lasts.**

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October is Domestic Violence Awareness Month. Every day, week, and month throughout the year it’s important to stay aware of this type of violence and remember that there is help and support available. **For information on domestic violence, contact UAlbany EAP and/or access the New York State Office for the Prevention of Domestic Violence website: [http://www.opdv.ny.gov/](http://www.opdv.ny.gov/).**

**Or, call the NYS Hotline: 1-800-942-6906,** for English & Español/Multi-language Accessibility.

**Deaf or Hard of Hearing:** Dial 7-1-1
In the Workplace...

Secrets to Gaining Influence at Work

You have an impressive résumé and tons of experience—why aren’t you being sought at work for your expertise? The answer is initiative. Initiative takers are seen as leaders, and your résumé is secondary to how you are perceived by your actions in the workplace. Initiative takers naturally expand their own influence and value by being willing to take on new things. When they do this appropriately without elbowing or appearing overzealous, managers and peers seek them for their opinions and solutions. Speed your ascent to becoming the perceived “resident expert” by taking more initiative.

Would You Make a Good Boss?

Don’t shy away from becoming a supervisor because you don’t possess every required skill. Are you good at explaining things to new coworkers or those learning something new? Do you have good ideas and a way of expressing them in a convincing manner? Do you stay unruffled by politics and frustrations of a bureaucracy? Are you motivated to learn new skills that give you the business acumen necessary to be effective in a managerial role (technology, finance, etc.)? If you believe in your organization’s purpose and don’t fear accountability, and you naturally engage with others and communicate well, then seize your next opportunity to become a supervisor!

All in the Family...

Depression in College: What Parents Should Know

Most young people heading off to college are eager to experience all that it offers, but some will also experience clinical depression, a treatable mental illness that affects over 10 million adults, including about 9% being between the ages of 18 and 25. Spotting the disorder early can make for more successful treatment. If you’re a parent, be aware of any family history of depression that increases the risk. Guard against misconceptions about depression, such as symptoms of loneliness, stress, being disorganized, disappointment with classes, or the breakup of a former high school romance. All are stresses and cause sadness, but are not root contributors to major clinical depression.

To intervene sooner, be aware of any period of two weeks or longer during which there is either depressed mood or loss of interest or pleasure in school, and undesirable changes in sleep patterns, eating, energy level, concentration, and self-image. As UAlbany employees, you know that mental health counseling is available on college campuses. Depression is a key complaint. Don’t allow stigma to delay a referral to effective, professional help for your college-aged child.

Resource for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Suicide Prevention: Three Myths You Should Know

Approximately 100 people commit suicide per day in the United States. Dispelling myths about suicide is job No. 1 for prevention. Here are three myths you should know:

**Myth 1**: If you ask someone if they are having suicidal thoughts, you might prompt them to commit suicide. **Fact**: Asking about suicidal thoughts is the first step toward help.

**Myth 2**: Life is precious, so being suicidal means you’re psychotic or out of touch with reality. **Fact**: Suicidal persons are in a state of “being overwhelmed” or in pain that is caused by depression, grief, despair, trauma, or other life circumstances. Typically, suicidal persons can state the reasons they feel suicidal.

**Myth 3**: Persons who talk about taking their lives by suicide are trying to manipulate others. **Fact**: Suicidal persons want the pain to stop, and most who do commit suicide said or did something prior to doing so that indicated their need for help.

Knowing the facts and not perpetuating the myths will help suicide prevention efforts. For additional information, contact UAlbany EAP Coordinator Brenda Seckerson to access the confidential information, assessment and referral service. bseckerson@albany.edu 442-5483

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**Walk with Ease**

New York State EAP and the NYS Department of Health have teamed up to offer an exciting new program called Walk With Ease, a 6-week program developed by the Arthritis Foundation and supported by UAlbany’s Center for Excellence in Aging and Community Wellness. This self-guided program is suitable for the beginner, the physically fit, and everyone in-between who is interested in improving his or her overall health. Walk as much or as little as you like at times that are convenient for you. When you register for the program, you will receive the *Walk With Ease Guide and Workbook* to help you prepare to walk and to stay motivated to continue to walk. The guide and workbook help you set goals and rewards as well as track your progress.

Fall is the perfect time of year to start walking. Why not take advantage of the beautiful weather and begin by walking during the workday at lunch or on a break? To learn whether this program is right for you and to sign up to get started, go to: www.ceacw.org/wwe/registration

If you would like to schedule an appointment for an Assessment & Referral session with EAP Coordinator Brenda Seckerson, CALL 442-5483 or EMAIL bseckerson@albany.edu www.albany.edu/eap

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If you are finding it difficult to be as productive as you used to be, perhaps a stressor in your life is impacting your ability to feel your best at work and/or at home. The Employee Assistance Program’s **Assessment & Referral Service** might be the answer. Take advantage of this free voluntary confidential employee benefit. Support, information, and referrals are available to assist you in finding a way to address your concerns.

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**We may encounter many defeats but we must not be defeated.**

~Maya Angelou, Author and Poet (1928-2014)
Flu Shot Clinic Set for UAlbany

Are you ready for flu season? The University Health Center has coordinated its annual flu shot clinic. Provided by MAXIM Healthcare Services, the clinic is open to faculty and staff, too! The vaccination fee is $25.00 with the following NYSHIP/RF health insurances* being accepted. *Note: It is suggested that you confirm coverage for this flu shot clinic with your insurance carrier.

- CDPHP
- MVP Health Plan
- Empire Blue Cross

For more information, contact the University Health Center 442-5454

EAP-sponsored events and services are open to UAlbany & Research Foundation faculty, staff, family members, UAS employees, retirees and GSEU members.

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program - CSEA/ C82/GSEU/MC/NYSCOPBA/PEF/UUP. Contact Info: 1 Airline Drive, Albany, NY 12235. 518.486.9769

EAP website: http://www.albany.edu/eap

Disclaimer: Material presented in this newsletter is intended for educational or informational purposes only. It is not intended to replace the advice of your qualified health professional.

To register for EAP Lunchtime Wellness Programs, go to the EAP website Event Sign-up page: http://www.albany.edu/eap/event_sign-up.htm

Article submitted by Kathy Gurney, EAP Committee Member, CSEA Representative