
The spring semester has begun. The campus is back to life, and the pace has picked up. When this happens at work, at home or in both places, do you try to go faster and faster so you can do more? This modus operandi can take its toll and lead to high stress and burnout. Managing to negotiate responsibilities at work and home is a challenge at times. As we know, a life out of balance affects our overall health and well-being. Here are some ideas from the Personal Best Publications “Balancing Act” brochure that can help you find a few precious minutes during your day. Some of these tips might make a difference for you!

⇒ When possible, do your high priority tasks at the time of day when you’re most energetic and efficient.
⇒ Group your errands together to reduce the number of trips you must make.
⇒ Learn to say “no” to things that don’t matter to you.
⇒ Speak up if you need help. Don’t expect people to read your mind.
⇒ Let people know why you’re available and when you’d rather not be interrupted.
⇒ Do one of the following with each piece of paper that comes to you: do what it requires, file it, refer it to someone else, or put it in the recycling bin.
⇒ Identify your daily time robbers, such as TV, Facebook, and unsolicited phone calls, visitors, emails/texts, or meetings you don’t really need to attend.
⇒ Make concessions. If life required perfection we’d never get anything done!
⇒ Plan, plan, and plan! Studies suggest that for every hour you spend planning you gain 3 or 4 more down the road.

If you always do what you always did— you’ll always get what you always got.

~ Unknown
Welcome to the club. A study from the Centers for Disease Control and Prevention (CDC) finds that almost one third of American adults get less than seven hours of sleep per night. Despite all the talk of “work-life balance,” for many of us the easiest thing to ditch when our schedules start bursting at the seams with family and work-related responsibilities is sleep.

Burning the Midnight Oil

Because our culture encourages a fast-paced lifestyle, it seems natural that getting more done sometimes requires giving up some time to sleep. And if the trade-off is a bit of bleary-eyed morning grumpiness, then we’ll happily take it. Here’s why that attitude is counterproductive—multiple studies show that you’re actually less productive when you aren’t getting enough sleep. In fact, sleeping more may actually help you get more done during the day.

Your Productivity Wake-up Call

According to experts, adults need between seven and nine hours of sleep per night. Skipping even an hour of needed rest can carry significant costs, including:

- Poor judgment
- Difficulty learning and retaining information
- Difficulty processing complex information
- Delayed reaction time
- Irritability & Impatience
- Negativity
- Decreased concentration
- Diminished self-control
- Poor reflexes

When you take these factors into consideration, it’s easy to see how skimping on your shut-eye is the last thing you want to do. Your best, most productive work almost always comes when you’re well rested.

Keys to a Good Night’s Rest:

- Maintain a regular sleep schedule. Instead of sleeping in on weekends to compensate for lost sleep, try going to bed an hour or two earlier at night and keeping this schedule all week long.
- Use your bed only for sleeping. This will help train your body to fall asleep quickly when you tuck in for the night. Also, keep your room dark.
- Don’t exercise too close to bedtime. The resulting endorphin release will energize you and keep you awake.
- Use “white noise” such as a fan to dampen outside noise.
- Lower the thermostat. Studies show that a cooler temperature helps create more restful sleep. Go as low as you can while still remaining comfortable.
- Avoid caffeine in the evening. Half the caffeine you consume will still be in your body six hours later.
- Don’t use alcohol to excess. Having a few drinks may help you go to sleep, but it will also disrupt your sleep cycle, leaving you tired in the morning.
- Invest in a good mattress. Mattresses stop offering the right amount of support after about ten years.
- Shut out negativity. If television news causes you stress and worry, then skip that late newscast and do something that relaxes you instead.

Beating the Busy Bug

The most common excuse people give for not getting enough sleep is that they’re too busy. Here’s the bottom line: You simply can’t live a rich, happy, and productive life when you’re stumbling around like a zombie due to lack of sleep. If the daily grind is overwhelming your schedule, it’s time to start eliminating all but your highest priorities and obligations and carving out some extra time for a good night’s rest. Start small and try going to bed ten minutes earlier each night until you’re getting a full eight hours of sleep. Once you get there, maintain this schedule for a week and take note of the difference in your mood, energy level, and productivity. Chances are, you’ll feel like a new person!

Article Resource: “Sleep, Productivity and You” http://www.workexcel.com/
Problem and Compulsive Gambling

When you or a loved one is not making a good bet

Maybe you buy a weekly lottery ticket. Perhaps you head to Saratoga a couple of times each summer to go to the track. Maybe you visit a casino once every few years. There is nothing wrong with gambling from time to time for a little fun with family and friends. However, for some individuals, gambling can be a problem—an addiction.

Gambling addiction, also known as compulsive gambling, is a progressive disorder. This psychologically uncontrollable preoccupation with the urge to gamble results in damage to one’s life on many levels—emotional health, family, work, and social relationships, and financial well-being.

Compulsive gambling affects 2-5% of the American population. And as we know, in today’s world there is a variety of places and ways in which people can gamble—not just actual places but also “virtual” places, thanks to the internet. If we think about it, culturally there has been a normalization of gambling. For many people this is not a problem, but for some it is. As with all addictions, compulsive gambling can have a detrimental impact on the family.

Who is more likely to be a problem or compulsive gambler? Typically men tend to develop a gambling addiction at a higher rate than women and at a younger age. However, today women make up more than a quarter of those diagnosed with a gambling addiction, and their symptoms seem to worsen more quickly than men’s. Additionally, there has been an increase in the number of teens and the elderly being identified as having gambling problems.

Gambling addiction has some unique characteristics. It is sometimes referred to as a “hidden addiction” because the symptoms are not as outwardly noticeable as those of alcohol and drug addictions. As long as there is money available, overdose is not possible. Unfortunately, there are fewer resources available for those affected by problem/compulsive gambling, and the prevention message is not as easily delivered or recognized like those prevention messages of alcohol and drug abuse.

There is help! First, take advantage of some of the screening tools to determine if you have a problem. Two quick questions to ask are:

1. Have you ever felt the need to bet more and more money?
2. Have you ever had to lie to people important to you about how much you gambled?

Another screening tool commonly used is the South Oaks Gambling Screening. For more information online, check out the New York Council on Problem Gambling. Contact UAlbany EAP Coordinator Brenda Seckerson to discuss your concerns and to discover the local resources available. 442-5483. bseckerson@albany.edu

Five Types of Gamblers:

Social Gambler — Gambles for entertainment and a little excitement. Dedicates small amounts of leisure time and gambling is not given excessive emphasis.

Problem Gambler — Dedicates more time, thoughts, and money towards gambling.

Pathological (Compulsive) Gambler — Uncontrollable preoccupation and urges to gamble. Gambling is the most important thing in their life.

Organized Crime Gambler — Launder illegal gambling revenue at race tracks, casinos, and through lottery wagering.

Professional Gambler — Makes a living through gambling. Bets in a controlled way, handles losses well, and does not let gambling interfere with normal activities.

If you or someone you know is concerned about gambling, complete this self-assessment test called “Your First Step to Change” and discover if it has become a problem.

http://s96539219.onlinehome.us/toolkits/FirstStepSite/main_intro.htm

Sometimes an issue at home or work can have an effect on your ability to be as productive as you need to be. You don’t have to deal with it alone. Support is available through UAlbany’s Employee Assistance Program (EAP). The mission of UAlbany EAP is to provide services to support a healthy, productive workforce. Available to all employees is the voluntary, confidential Information, Assessment, and Referral Service provided by UAlbany EAP Coordinator, Brenda Seckerson. Take advantage of this confidential assistance available as an employee benefit.

Here are just a few of the concerns or stressors that might prompt an employee to reach out to EAP for information and support:

- Family, parenting, and relationship issues
- Work stress and conflict
- Substance abuse or dependency
- Elder Care
- Psychological Concerns (e.g., depression, anxiety)
- Legal and/or financial concerns
- Grief and loss
- Therapist referrals

Early intervention is the key! Contact EAP.

To schedule an appointment for an Information, Assessment & Referral session, contact

Brenda Seckerson, UAlbany EAP Coordinator
Call 442-5483 or email bseckerson@albany.edu

Confidential support, information, and referrals are available to assist you in finding a way to address your concerns.

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

“It takes a deep commitment to change and an even deeper commitment to grow.”

~ Ralph Ellison
American Novelist & Literary Critic (1914-1994)
As we all know too well, an epidemic outbreak of the flu came in like a lion this season and is still going strong. To help prevent you from becoming another flu statistic, besides the usual suggestions such as getting a flu shot and washing your hands frequently, it might be worth your while to review this list of 10 Home Remedies for the Flu by David Freeman, excerpted from WebMD, for relief of mild to moderate symptoms before you succumb to a full-blown case of the flu:

1. **Drink up.** The flu can leave you dehydrated, especially if fever is accompanied by vomiting or diarrhea. So be sure to get enough fluids. Water is fine. So are fruit juices, soda, and electrolyte beverages. You may want to stay away from caffeinated drinks, because caffeine is a diuretic. Herbal tea with honey can soothe a sore throat. How can you be sure you’re getting enough fluid? Your urine should be pale yellow, almost colorless.

2. **Sip some soup.** For generations, caring parents have been serving chicken soup to kids with colds and flu. But was mom right? Possibly. A 2000 study published in the journal *Chest* showed that chicken soup may help relieve symptoms of upper respiratory tract infections.

3. **Be a couch potato.** The advice may be clichéd, but it’s sound: Listen to your body. If it’s telling you not to exercise, don’t. If it’s urging you to spend all day in bed, do. Don’t press on with daily responsibilities even in the face of severe cold or flu symptoms. Rest is another way of supporting the body’s ability to fight infection. And don’t skimp on nighttime sleep. Good sleep cycles help the immune system work well.

4. **Humidify.** Breathing moist air helps ease nasal congestion and sore throat pain. One effective strategy is to indulge in a steamy shower several times a day -- or just turn on the shower and sit in the bathroom for a few minutes, inhaling the steam. Another is to use a humidi

5. **Pitch a tent.** Need a quick way to open clogged airways? Bring a pot of water to a boil and remove it from the heat. Drape a towel over your head, close your eyes, and lean over the water under the “tent,” breathing deeply through your nose for 30 seconds. David Kiefer, MD, clinical instructor of family medicine at the University of Washington School of Medicine in Seattle, recommends adding a drop or two of peppermint or eucalyptus oil to the water for extra phlegm-busting power. Repeat this as often as necessary to ease congestion. People with asthma should not use this method of decongestion.

6. **Try a warm compress.** On the forehead and nose, a warm cloth is a great way to relieve headache or sinus pain.

7. **Be a sucker.** Cough drops, throat lozenges, and hard candy can be surprisingly effective at easing a cough or sore throat. Some doctors, including Kiefer, swear by lozenges containing slippery elm. Others recommend zinc lozenges to help shorten cold.

8. **Swish and spit.** Gargling with salt water helps get rid of the thick mucus that can collect at the back of the throat, especially after you’ve been lying down. It can also help ease stuffy ears by opening clogged Eustachian tubes.

9. **Try nasal irrigation.** To ease stuffiness and post-nasal drip -- and perhaps cut the risk of developing a sinus infection -- some doctors recommend nasal irrigation. You can buy a neti pot in natural foods stores and some drugstores, or opt for a saline squeeze bottle. You pour salt water into one nostril and let it run out the other, clearing out your nasal passages.

10. **Line up a caregiver.** A caregiver can’t lower your temperature or cure a sore throat, but having someone to tuck you into bed and bring you fluids is very comforting. If a friend or family member offers to help, even if it’s only to stop by and check in on you, count your blessings -- and take them up on it.

If you happen to be unlucky enough to be a victim of the flu, in addition to following the above tips, please do yourself and your co-workers a favor, and stay home if you are sick. You are likely to prolong your illness if you don’t, not to mention increase the risk of infecting others. Everyone appreciates considerate co-workers, so be one!

Tips For Your Health & Well-Being

Venting aloud or writing it down?

You’re upset, stressed out by what just happened, and need to vent! Do you head for your friend or a nearby person you know and let it all out? Is that the best route to take for your health and well-being? Maybe not according to a recent study from the University at Kent in England.

Researchers found that “angst-ridden subjects who first vented to a friend often ended up feeling worse afterwards” as reported in a Parade Magazine article (January 15, 2012). So, what is the healthier way to go? Try writing down your thoughts and feelings first before talking to your friend, co-worker, or family member. In the Parade article, Ellen K. Baker, a D.C.–based psychologist, suggests that “by putting your pen to paper before talking to your pal you can express negative feelings without worrying about being judged.”

After spending time writing in your journal and releasing some of your frustrations, share your thoughts with your friend. Ask for help in trying to find humor or the “silver lining” in the situation. What can you learn from it? What do you need to do to address your concerns? Writing first and following up with a friend afterwards is the “most effective one-two punch” for shaking off some stress!


The Power of Orange

Do you experience a “slump” at some point during your work day? Try adding the color of orange to your day and your life to give you a little pick-me-up.

♦ The color orange is an energizing one and can spark feelings of optimism.
♦ Add splashes of orange to your wardrobe or environment. Choose a scarf, piece of jewelry, or socks with a little orange in it. Use orange sticky notes or file folders to make your office bright and cheery.
♦ Savor the flavor of an orange as a snack during your day. The citrus flavor is zesty and refreshing. And, oranges are a good source of Vitamin C!

Red, orange, and yellow are “warm” colors and are more energizing than “cool” colors like blues and greens. Warm colors are attention-grabbing and can activate brain circuitry, according to research at Eiseman Center for Color Information & Training. Plus, the color of orange reminds us of the sun, feelings of warmth, and longer days with more light. This is great to tap into during these cold, winter days!

Want to Explore Journaling?

⇒ Check out the books in the EAP Lending Library on the topic of writing for your well-being. See the “Creativity” category.
⇒ Join us for the upcoming EAP “Art Break” at the University Art Museum on February 28. We’ll tour the current exhibit Day After Day: The Diaristic Impulse and discuss the various ways to journal. See page 9 of the EAP E-News for information on the “Art Break” program.

Would you like to know how you can increase the potential to feel happiness? Join us as Dr. Finlayson examines some of the factors that are likely to help us in this pursuit. A variety of resources will be included in the discussion such as: positive psychology, Eastern philosophies, mindfulness, and studies identifying what contributes to the happiness of people living in Blue Zones — where the happiest populations in the world live. We’ll also take time to develop an individualized plan for increasing our own happiness quotient. You won’t want to miss this EAP Lunchtime Wellness Program!

**Presenter:** Louise M. Finlayson, Ph.D., Licensed Clinical Psychologist

**Program Hosts:** Linda Gallagher and Kathy Gurney
EAP Committee Members, UUP and CSEA Representatives

**To Register Contact:**
Brenda Seckerson, EAP Coordinator

bseckerson@albany.edu

CALL 442-5483 OR REGISTER ONLINE
HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

**UPTOWN CAMPUS**
Friday, February 8
12:00 - 1:00 pm
Room 354, Humanities Building

**EAST CAMPUS**
Friday, March 1
12:00 - 1:00 pm
Room 110A, School of Public Health
Difficult Conversations
An Intro to Conflict Resolution

EAP Professional Development Workshop *
Open to All University/RF Employees

We often spend more time with our co-workers than we do with our families. Overcoming challenging situations with our co-workers is central to reducing stress in our lives. Condicted by a dispute resolution professional, this workshop will explore the dynamics of working relationships and how to develop strategies to manage them in healthy ways. Specific focus will be on conflict and exploring how to address difficult conversations in the workplace. Participants will discover techniques for managing difficult conversations; identify hot buttons or triggers that might cause a situation to escalate; and discuss when to seek additional assistance. Join us to enhance your communication skills and help address workplace stress.

Workshop Facilitator: Sarah Rudgers-Tysz, Esq., Executive Director of Mediation Matters

Wednesday, February 13
9:00 am – 12:00 pm
Room 375
Campus Center

*Supervisor’s Approval Required to Attend

TO REGISTER
Brenda Seckerson, EAP Coordinator

bseckerson@albany.edu

CALL 442-5483

OR REGISTER ONLINE

http://www.albany.edu/eap/event_sign-up.htm

Registration Deadline:
Monday, February 11

Space is limited so register early!
Lunchtime Art Break
and Brown Bag

Thursday, February 28 ♦ 12:00 – 1:00
♦ UNIVERSITY ART MUSEUM ♦

You’re invited to EAP’s
first brown bag “Art Break”
Bring your lunch and join
Museum Director, Janet Riker
and
UAlbany Creative Writing Instructor,
Brian Phillip Whalen
for a brief tour of the museum exhibition:

Day After Day: The Diaristic Impulse

We’ll follow the tour with an informal
collection of diaries, journals, and the
urge to chronicle one's life whether through
Facebook and Twitter posts or as a springboard
for serious writing.

Registration deadline: February 26

To register contact Brenda Seckerson, EAP Coordinator,
bseckerson@albany.edu or call 442-5483

Register online at:
http://www.albany.edu/eap/event_sign-up.htm

Employee Assistance Program-sponsored events are open to
UAlbany and Research Foundation faculty, staff, family
members, UAS employees, GSEU members, and retirees.

“Diary” by Simon Evans 2009

Art Break coordinated by: Pamela Moniz,
EAP Committee Member, M/C Representative
What's Cooking?

UAldeny has a lot of great resources available to its employees. To keep you informed about the array of dining offerings and specials available on campus, EAP is providing you with information from UAS in the monthly E-News. See “what’s cooking” in the month of February!

This information provided by Michelle Bowen, EAP Committee Member, UAS Representative.

What's Happening in Campus Dining This February?

**Campus Center Specials:**

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<tr>
<th>Special/Event</th>
<th>Location</th>
<th>Date; Time</th>
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<tbody>
<tr>
<td>Hot Chocolate Bar</td>
<td>Haagen Dazs</td>
<td>Feb 7, 21, &amp; 28, Feb. 19</td>
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<tr>
<td>½ Price Cones</td>
<td></td>
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<tr>
<td>All entrees $5</td>
<td>Blue Agave</td>
<td>Feb. 1, Feb 1-Feb 8, Feb 5 &amp; 18, Feb 11-Feb 28, Feb 28; 1:30-3:30</td>
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<td>Walking Taco FREE Churro</td>
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<td>Chorizo 2 for 1 Quesadillas</td>
<td>Rosso Verde</td>
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<tr>
<td>Chicken Tuscano .99 Cheese Slice Eggplant Parm Pizza</td>
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<td>Feb 1-9, Feb 6-11, Feb 11-28</td>
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<tr>
<td>Buffalo Chicken Salad Wedge Salad FREE prem. topping</td>
<td>Chop’d Suppa</td>
<td>Feb 1-9, Feb 10-28, Feb 21 &amp; 26</td>
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<tr>
<td>FREE Bread Bowl Upgrade</td>
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<td>Feb 7 &amp;12</td>
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<tr>
<td>$1 Hot Dogs</td>
<td>Outtakes</td>
<td>Feb 25-28</td>
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<tr>
<td>Usual Suspects Godzilla</td>
<td>Zepps</td>
<td>Feb 1-9, Feb 10-28</td>
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<tr>
<td>Breakfast Flatbreads</td>
<td></td>
<td>Feb 11-28; 7:30-11</td>
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*+ With purchase only.

**Patroon Room &
Faculty/Staff Highlights**

**Patroon Room** is located on the 2nd floor of the Campus Center.

**Faculty and Staff Culinary 101: Easy Lunch Ideas** –

Feb 19th, 12-12:30 pm, CC Room 375

Learn to prepare new dishes and take home helpful techniques to make cooking more enjoyable.

RSVP by Feb 13th to Joyce.Favicchio@compass-usa.com

**Exhibition Cooking Wednesdays - Lunch**

UADS chefs show off their culinary skills with fresh, seasonal ingredients. Go to the UAS website, Facebook or Twitter page for weekly featured ingredients.**

**Local Fridays Fridays – Lunch**

Enjoy a delicious farm-to-table local meal freshly prepared for you every Friday. Go to the UAS website, Facebook or Twitter page for the weekly featured entrees and sides.**

*Other exclusive dining specials and FREE items are offered by going to the UAS Facebook and/or Twitter page.

**Like or Follow UAS today for the most current dining information, specials and contests at:

facebook.com/uasalbany twitter.com/uasalbany

Click here for online monthly menus and venue hours of operation.
TED Talks is an online “clearinghouse that offers free knowledge and inspiration from the world's most inspired thinkers.” Join us for this brown bag lunch event wherein we'll view three short talks that provide some helpful tips to enhance our personal and professional growth. Here’s your chance to discover some new ideas to spark your imagination and to start getting faculty and staff talking here at UAlbany!

**TED Talk Line-Up:**
- Happy Secret to Better Work w/ Shawn Achor (12:21)
- Body Language Shapes Who You Are w/ Amy Cuddy (21:03)
- Try Something New for 30 Days w/ Matt Cutts (3:27)

**Lunchtime Event Co-sponsored by:**
- UAlbany Employee Assistance Program (EAP) &
- University Library’s Professional Activities Committee (PAC)

**Thursday, March 14**
12:00 - 1:00 pm
Standish Board Room
Science Library
Registration Deadline: Tuesday, March 12

**To Register Contact:**
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
CALL 442-5483 OR REGISTER ONLINE
http://www.albany.edu/eap/event_sign-up.htm
“We think too much and feel too little. More than machinery, we need humanity. More than cleverness, we need kindness and gentleness.”

~ Charles Chaplin  
Actor, Filmmaker, Writer  
(1889-1977)

EAP website: [http://www.albany.edu/eap](http://www.albany.edu/eap)