Add One “Win” to Each Day

Happy New Year! How about making it a New Year’s goal to work on your time management and prioritizing skills. Start with the simplest of tasks – creating your everyday “to-do” list.

Prioritizing daily tasks is the key to successful time management. When you prioritize, you make sure you accomplish the most important tasks first. When you finish those tasks, you feel a sense of accomplishment and that does wonders for lowering stress levels. Plus, you really learn and understand the value and importance of time management.

We’ve all had those times when we make a list, whether it be mental or physical, of what needs to be done for the day. As we go about our daily lives, we check off what we have done thus far. Sometimes we complete tasks that are more important and in urgent need of completing, while other times the tasks we check off first are those we consider to be the easiest ones to do.

According to Whitson Gordon, author of the Lifehacker article “Add One ‘Win’ to Your Task List Every Day,” making a shorter list of things that you really need to complete is the key to feeling successful. “Simply think of three things that if you achieved them you would consider wins for today.” In doing so, you’re creating a goal for yourself that you can and need to achieve. Once you’ve achieved completing those three tasks, you have essentially “won” your goal. And let’s face it, we all like to win at something!

By using the technique that Gordon describes, even if the three tasks aren’t the most important ones of the day, you’ll feel a lot more thrilled by accomplishing them. That can spark your motivation to do other things.

The beginning of a new year is a wonderful time to make a fresh start. Set yourself up for getting a “win” each day and see how that impacts 2015 and beyond.

Article Resource: [http://lifehacker.com/add-one-win-to-your-task-list-every-day-707104755](http://lifehacker.com/add-one-win-to-your-task-list-every-day-707104755)

Article submitted by Seema Mathura, EAP Office Work Study Student

Your imagination is your preview of life's coming attractions.
~Albert Einstein, Theoretical Physicist (1879-1955)
The Cost of Incivility at Work

Incivility at work is tit-for-tat exchanges, slights, verbal jabs, condescension, rude and discourteous interactions many employees give and get. Different from bullying, which is a form of workplace aggression and mistreatment, incivility is lower key. Nevertheless, it’s still harmful. Many researchers have shown that after being treated uncivilly, employees spend hours thinking about it, processing it with a friend or coworker, and planning how to avoid the next incident. All of this reduces productivity, increases stress, and can be a factor in burnout, too. As a result, workers tend to do less and call in sick more, continuing a cycle of morale problems.

Everyone is responsible for ensuring a civil workplace.

Article Resource: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.

The American Library Association (ALA) outlines some useful information about civility and diversity in the workplace. Here are some highlights from the ALA website regarding this important topic.

A more civil workplace environment can produce:

Collaborations—staff members work together effectively and achieve objectives more efficiently

Ideas—without fear of being dismissed or ridiculed, staff members will suggest new ideas for improving the organization

Customer Service—when co-workers work together, they work better, enriching customers’ experiences

Retention—if yours is a workplace where people treat each other well and are truly happy, staff will be less likely to leave the comfortable work environment you have created

Building a More Civil Workplace

The ALA referred to one of the long-time experts in civility, Emily Post’s Etiquette. Here are some basic ways to promote civility in the workplace.

♦ Just say hello (or good morning, good afternoon, or how are you?). It’s easy—just saying hello will demonstrate the respect and the concern you have for those you work with.

♦ Learn names. Yes, names are important.

♦ Remember to say please, thank you, you’re welcome, excuse me, and I’m sorry—these are the essentials for demonstrating respect for your colleagues.

♦ Respect time.

♦ Make invites inclusive. Failing to invite legitimate stakeholders or intentionally excluding individuals can seed mistrust and anger in the workplace.

♦ When it comes to email, the medium sometimes isn’t right for the message. Not every message is suitable for email—sensitive communications with supervisors or subordinates, criticisms, etc. are probably best left for in-person conversations where emotional nuances can be better conveyed.

For the additional suggestions to promote civility, be sure to check out the ALA’s complete article at:

http://www.ala.org/advocacy/diversity/workplace/civility
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 confidential Information, Assessment & Referral session, contact:

Brenda Seckerson
EAP Coordinator
442-5483
bseckerson@albany.edu

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

“Awareness is like the sun. When it shines on things, they are transformed.”

~Thich Nhat Hanh
Vietnamese Zen Buddhist Monk
(1926- )
Caring for the Caregiver

We just experienced the holiday season which is a time when many of us focus on family and friends we care about and want to spend time with. In addition to family and friends though, was thought given to the caregivers in our lives or in the lives of people around us? You may know someone who spends a great deal of time with a loved one who needs their care and attention, usually in addition to their regular job. (Kudos to those who are caregivers in their work life, too!) Besides assisting with routine needs like meals, errands and transport to appointments, these loving caregivers are often-times the only lifeline to the outside world for an elder or disabled person.

Take a minute and put yourself in the shoes of either the caregiver or the care receiver. Imagine how they would feel knowing that you wanted to spend a few hours one day, ideally on a regular basis, to give the caregiver the gift of a break and the care receiver the gift of making a new friend (or deepening an existing relationship). I happen to know from personal experience how it makes the caregiver, the care receiver, and the person offering their time feel. Until you are in that situation, words can’t quite describe it.

Of course, there’s great appreciation from the caregiver and perhaps nervousness about change at first by the care receiver. This nervousness is usually alleviated quickly once s/he understands you want to be a helpful friend. When a bond begins to develop among the three of you, it is beyond a win-win-win situation. Whether it’s time spent doing something for the care receiver or if it’s simply leisurely time spent together while the caregiver goes shopping or might even want to go out with a friend, it really doesn’t matter. What matters is that you are there for them. And you will also likely discover that it matters just as much, if not more, to you, once you’ve started doing it!

Other options for providing respite for caregivers are the wonderful organizations located in our community. If you are interested in spending time with the homebound or those living in a nursing home, your assistance/company when busy family members or caregivers are unavailable would be greatly appreciated. Here are a two organizations to consider, and I’m sure a web search would help you find even more to fit your personal preferences.

American Cancer Society HopeClub:  http://www.cancer.org/myacs/eastern/areahighlights/hopeclub

Community Hospice:  http://www.communityhospice.org/

Whether you know someone personally you would like to help out or if you volunteer through an organization, your time and effort will be genuinely appreciated. I am quite sure that you will have no regrets about your decision. Just “do it” and find out for yourself!

To give you an idea of the need out there for caregiver respite, I leave you with the following eye-opening statistic which highlights the need for any help you may be able to offer:

According to estimates from the National Alliance for Caregiving, during the past year, 65.7 million Americans (or 29% of the U.S. adult population involving 31 percent of all U.S. households) served as family caregivers for an ill or disabled relative.
Avoid Ageism at Work

Ageism is the stereotyping of and prejudice against a particular age group, especially against older persons. It’s a growing concern in the workplace as people work longer and the number of aging baby boomers in the workplace increases. As with reducing racism and sexism, reducing ageism is about being aware of and understanding your biases (we all possess a few) and then choosing to eliminate their influence on your interactions on the job.

What are your beliefs about older people, old age, and the aging process? What you think you know about older people may be wrong. Examine these areas to tease out your biases. Each plays a part in how you demonstrate tolerance and whether or not you interact positively with older workers. Understanding your biases can help open communication and empower you to promote a culture of collaboration and respect for different perspectives in the workplace.

The Multigenerational Workforce...

Generational strengths, needs, biases, and engagement are just a few things for us to consider as we work together to fulfill our individual department’s and the University’s mission. For additional information on this important topic, check out these two resources.

- [Leading a Multigenerational Workforce](#)
- [Engaging the 21st Century Multi-Generational Workforce: Findings from the Age & Generations Study](#)

Use Effective Eye Contact in Public Speaking

Acceptance and believability are the foundation of success in public speaking, and they begin with eye contact. Begin making eye contact with members of your audience before you present and you will reduce anxiety dramatically, appear less mysterious, and build trust faster so the audience will engage with you more. Crowd behavior is contagious, so positive interactions resulting from this warm-up step can rub off on others. When speaking, don’t speak to “the masses.” Instead, continue making eye contact with individuals to enhance your authenticity. And here’s a tip: When speaking, “smile with your eyes.” This practice engages your whole face and makes it light up. You will appear more inviting from the podium and draw your audience emotionally toward you. The technique of smiling with your eyes is easier than “remembering to smile” which can create an off-putting forced grin. Test this notion with a friend and you will likely adopt it as a personal secret to a great presentation.
The Secret to Improving Your 2015 Fitness Goals

It's that time of year when we decide to establish our fitness goals. We talk about being motivated to take that yoga class, get up early for a run, conquer those scary looking weight machines at the gym, and the list goes on. We think of motivation as something that we can pull out of our pocket any time and instantly dislike the taste of ice cream and love running on the treadmill. Pulling out the motivation card when you need to is unreliable. You're not building a skill that can be improved. Achieving your fitness goals is not about motivation. The secret is having a growth mindset to improving different skill sets. If fitness is a skill, then by definition, it can be developed by improving its component skills. Let's take a look at what they are and how to improve them. (From fitocracy.com http://www.fitocracy.com/knowledge/fitness-is-a-skill/)

**Knowledge** - Knowledge is simply the evidence-based understanding behind training and nutrition. It allows us to create a plan and execute on it. You can improve your knowledge by reading fitness blogs and websites and/or finding a credible fitness pro to trust, and absorb their encyclopedic knowledge.

**Mindfulness / Self-Awareness** - Mindfulness is the examination of your feelings and surroundings and being self-aware. An interesting thing about failing in fitness more so than any other area is that people do not learn from their mistakes. In other subjects, such as business or relationships, people look for patterns so that they don't make the same mistakes again. By practicing mindfulness, you see the pattern; then use previous experiences to disrupt your usual course of action. Think of this self-awareness as fitness wisdom. It's the ability to learn about yourself and your feelings. Without it, you wouldn't be able to learn from your mistakes.

**Self-Compassion** is extending compassion to one's self in instances of perceived inadequacy, failure, or general suffering. Those who show self-compassion forgive themselves for their mistakes so that they can try again. Self-compassion is "a skill that allows you to think of fitness as a skill" and therefore something that can be improved.

**Humility** is variously seen as the act or posture of lowering oneself in relation to others, or conversely, having a clear perspective and respect for one's place in context. Humility is the skill that gives you the motivation to improve all other skills. Without it, we would stagnate.

**Discipline and Habit Building Decisions** are taxing from a cognitive point of view. Making hard decisions at work, deciding whether or not to go to the gym, and saying no to that piece of cake all compete for the same pool of mental resources. How do we solve this pesky little problem? When something is repeated often enough, the decision to execute that task moves to a part of your brain called the basal ganglia. Once there, the decision is processed in the background and no longer requires a costly conscious decision. This is what's known as a "habit." Discipline is the skill that allows us to create habit. You do this by repeating a task over and over again. Habits require willpower at the start, but it is a smart and useful utilization of willpower. Discipline allows us to utilize willpower as the "battery" that starts the car, as opposed to the energy source that keeps it going.

**So What's Next?** Like any other skill, you'll need to improve by doing. You'll have to invest some time to find a plan that fits your goals and lifestyle. Stick to the program as best as you can, but expect to slip up along the way. When this happens, go through the skills in order that they're listed here to find out what needs to be improved. Exhibit mindfulness to find out why. Perhaps you feel guilty after skipping multiple training sessions and can't get back on the horse? Time for a dose of self-compassion. Perhaps you realized that the morning is the only time you can train. Utilize some discipline and create a habit around waking up early every day, no matter what. Run through each skill and determine what you need to improve. Want to know what's the best thing about embarking on your own fitness transformation? It's that it makes you an even more amazing person. You will become disciplined enough to do the mundane, tough enough to relentlessly forgive yourself when you fail, and brave enough to be willing to being wrong. That's because a successful transformation on the outside first requires a transformation within. Good luck!
Healthy Living Begins With the Practice of

Mindful Eating

Article submitted by Donna G. Duffy MS RDN CDN,
UAlbany Campus Dietitian

Quiz time! How often, while out to dinner, do you dip your hand into the bread basket the waiter thoughtfully places on your table? How many times a day do you help yourself to a wrapped delight from the candy bowl in the break room? You’re probably thinking that these seemingly insignificant actions can’t possibly have an effect on your weight. Well, let me help you rethink that.

According to the research study, Eating as an Automatic Behavior (2008), the authors Cohen and Farley found that the environment has a profound effect on self-regulation. Understanding how to manipulate the environment can make a difference in weight loss and maintenance. The authors concluded in their meta-analysis that high levels of marketing, accessibility, and quantity all contribute to the “toxic” environment that is contributing to the obesity epidemic we face today. So, what can you do about it? Read on for a few suggestions about mindful eating that may just make a positive difference in your personal health and wellness plan.

Know when you’re hungry and when you’re not. Practicing mindful eating helps to guard against overeating and can make eating a more enjoyable experience. Listening to your body cues and knowing when to eat is important in regulating food intake throughout the course of your day. Most people need to eat every 5-6 hours while awake. Your body sends you physical signals, like tummy rumbles and a desire to eat that won’t go away, to let you know it needs energy. Ignoring these signs now can lead to overeating later.

Paying attention to portion sizes and sticking with recommended serving sizes is a major key player in supporting a healthy lifestyle. Choose smaller plates, bowls and tall, thin glasses. This helps with making you feel good about sticking to recommended serving sizes. Also, try serving food right from the pots and pans, and if there are leftovers, put them away before you sit down to eat your meal. Out of sight, out of mind!

Set yourself up to be a mindful eater by incorporating these other strategies in your daily practices:

⇒ Know your calorie salary for your daily intake. Spread it out into 3 meals a day.
⇒ Be a label reader – look at the packaging side panels for information on suggested serving sizes
⇒ Keep only healthy food in your home – your house is your castle!
⇒ Plan your meals ahead of time and stick to the script.
⇒ Eat sitting down, without the TV, computer, or newspaper – focus on the food and company.
⇒ Practice slowing down – try to chew 10 or more times per bite.
⇒ When eating out, ask the waiter to take the bread basket away if you’re not counting the starch as part of your meal.

Slow down to enjoy the sensation of eating. You’ll discover that mindful eating can enhance your life in many ways!

Did you know that many healthy food options are available right here on campus in any of our quad dining rooms or campus center venues? Don’t have a meal plan? Contact the SUNYCard office today for information on how you can get one. http://www.albany.edu/uas/sunycard_services.php

Your Voice Matters! We want to hear from you. Please contact us with your questions and/or suggestions on how we can improve our dining offerings. https://ualbanydining.com/people/feedback.html
The University at Albany EAP Committee Needs You!

Please join us for our 1st Community Service Project

UAlbany’s DawnMarie Helin has graciously volunteered to teach Beginners’ Crochet to the EAP Committee and the UAlbany community. Friends and family members are encouraged to participate. We also invite any and all experienced crocheters and knitters to join us in helping us to reach our goal of creating 100 handmade potholders/trivets to be donated to the Albany non-profit Grassroot Givers for their family boxes. If you prefer, in lieu of attending, you may donate yarn for this event. Unused yarn will be donated to the Albany County Nursing Home.

Project Calendar

<table>
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<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, January 15</td>
<td>UAB &amp; MSC/ University Administration Building (UAB) Room 433</td>
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<tr>
<td>12 noon to 1 pm</td>
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<tr>
<td>Friday, February 13</td>
<td>Downtown Campus/Draper 115</td>
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<tr>
<td>12 noon to 1 pm</td>
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<tr>
<td>Monday, February 23</td>
<td>Uptown Campus/Campus Center Assembly Hall</td>
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<tr>
<td>12 noon to 1 pm</td>
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<tr>
<td>Friday, March 6</td>
<td>Uptown Campus/Campus Center Assembly Hall</td>
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<tr>
<td>12 noon to 1 pm</td>
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<tr>
<td>Wednesday, March 11</td>
<td>East Campus/School of Public Health Room 110A</td>
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<td>12 noon to 1 pm</td>
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<tr>
<td>Friday, March 27</td>
<td>22 Corporate Woods/Training Room</td>
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<tr>
<td>12 noon to 1 pm</td>
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<tr>
<td>Thursday, April 23</td>
<td>Uptown Campus/Earth &amp; Wellness Day/Lecture Center</td>
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<tr>
<td>12 noon to 1 pm</td>
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Supplies to Bring:

- One skein of cotton yarn
- One crochet hook in the size indicated on yarn band (e.g., F, H, or J).

TIP: Check your newspaper for local craft store coupons for discount savings.

For questions about supplies and the project, contact Pamela Moniz, EAP Committee Member, M/C Representative.

pmoniz@albany.edu

To register for any or all of the sessions, go to EAP Event Sign Up. Register early to reserve your seat! Additional project information can be found on the EAP website at: http://www.albany.edu/eap/lunchtime_programs.htm
As SUNY and New York State employees, the New York State Deferred Compensation Plan is available to us as a way to save for our retirement years. Not sure what the Deferred Comp Plan is all about? Join us for this informative session which will cover the following:

- The advantages of pre-tax and after-tax investing for retirement
- Education on paycheck impact
- How to identify retirement income needs and prepare an action plan
- The differences of the NYS Deferred Comp Plan and other retirement plan options

NOTE: If you think you might want to enroll, bring your last pay stub. If you are currently enrolled and have questions, bring your last statement.

Presenter: Gene Nescot, CRC, Senior Account Executive for the NYS Deferred Compensation Plan

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

12:00 - 1:00 pm
East Campus - February 9
SPH Conference Room 110A
Uptown Campus - February 18
Campus Center Assembly Hall
Sleep 101

Research indicates to us how important sleep is to our overall well-being. But are you really taking the need for sleep as seriously as you should? Do you feel sleepy, fatigued or have difficulty concentrating during the daytime? Do you have difficulty falling asleep, staying asleep, or wake earlier than desired? Do you snore, or have you been told you gasp, snort, or stop breathing at night? These and other questions can help you determine if you have a sleep disorder or if you need to address some basic sleep hygiene techniques to enhance your ability to get quality sleep. Join us for this “Sleep 101” presentation by St. Peter’s Sleep Center to learn more about sleep disorders, insomnia, sleep apnea, and sleep hygiene. Bring your questions!

Presenters: Jean Porter ANP-BC, RN, MS and Jill Sullivan ANP-BC, RN, MS from St. Peter’s Sleep Center.

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

Wednesday, February 4
12:00 - 1:00 pm
Room 375 Campus Center

Registration Deadline:
Tuesday, February 3
If not... would you like to?

With the beginning of the new year, the EAP Office is updating its email list. Three to four times during the month - between the deliveries of the monthly EAP ENews to your inbox - EAP sends out announcements that contain such things as wellness tips, community resources, EAP program registration information, and inspirational quotes. If you do NOT receive these emails and would like to, please register to have your name added to the EAP distribution by clicking here.

Or, go to the EAP Website and click on the Special Promotions icon. http://www.albany.edu/eap/

Take advantage of your EAP benefit and keep informed about ways to be healthy and productive!

Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.” ~Leo Buscaglia, PhD
Professor, Author, & Motivational Speaker (1924-1998)

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.

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

NATIONAL SUICIDE PREVENTION LIFELINE 1-800-273-TALK (8225) suicidepreventionlifeline.org

THE WORLD WITHIN REACH