A New Year — New Goals to Set

Once the New Year comes around, it is the perfect time for goal-setting. Goals give us hope, purpose and a sense of direction. Once achieved, the feeling is so indescribable. However, if the goals aren’t organized correctly, they are usually harder to achieve. So, here are some goal-setting tips to put you on the right track for success.

Goal-Setting Tips for the New Year:

♦ Start off small and keep it realistic. We often set goals that are unattainable in a short period of time. Set yourself up for success by setting a goal that you can achieve by the year’s end.

♦ Make sure it’s significant. Don’t be too serious when creating these goals, but make sure they have relevance to you.

♦ Identify an expected date that you want to achieve your goals by. Goals don’t necessarily have to be rushed, but it’s always good to have a deadline to avoid procrastination.

♦ Organize your goals. Keep a planner/journal handy to stay on track.

♦ Just do it and have fun with it! Convince yourself that you CAN achieve your goals and be self-motivated. Let your emotions be your guide.

Check out how to use the S.M.A.R.T. goals template to help guide you along the way!

Only a Few EAP Wellness Calendars Left!

EAP’s annual tradition of providing employees with a FREE wellness calendar continues! The calendar is colorful and offers an array of tips for your health and well-being that will help you throughout the year. To request a copy 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/

One per employee while the supply lasts.
The ending of one year and the start of another prompts many of us to think about where we’ve been and where we might want to go. When it comes to our jobs and careers, contemplating how we can continue to grow professionally may mean reflecting on what could be limiting us. Maybe you have what’s called a “Career-Limiting Habit” (CLH) as identified in the book titled Change Anything*.

According to recent research noted in the book, 97% of those surveyed, which included supervisors and employees, indicated that they have a CLH which impacts their ability to be as successful on the job as they’d like to be. The top five CLHs are:

1. Unreliability
2. “It’s not my job.”
3. Procrastination
4. Resistance to change
5. Negative attitude

Additional CLHs include: disrespect, short-term focus, selfishness, passive aggressiveness, and risk aversion. Do any of these CLHs ring true for you when you consider what might be limiting your ability to get ahead in your job or career? Interesting to note, Joseph Grenny, one of the Change Anything co-authors, stated in a 2011 Vital Smarts interview that “Most of us think willpower and commitment are the keys to changing our long-standing bad behavior, but successful changers know better. Those who aligned six unique sources of influence to help them change were ten times more likely to get rid of bad habits and improve their chances of advancement.” Grenny cited six tactics that can be taken to address CLHs and to move towards better career success. See if any of these suggestions might work for you and incorporate some of them into your work life as a way to start off 2013:

1. Create a Personal Motivation Statement. [If] you hit a motivational wall while changing your work habits, motivate yourself by visiting your “default future”—the career you’ll have if you are repeatedly passed up for promotion. For example, our research shows that if a 30-year-old employee earning $60,000 is passed up for a promotion with a 2 percent raise, he or she will incur a loss of $59,780 over his or her career.

2. Invest in professional development. New habits always require new skills. Top performers hone their craft. Actively develop the skills you need to be viewed as a top performer through training, workshops or books—but make sure this is only one part of a bigger change strategy.

3. Hang with the hard-workers. The Career-Limiting Habits that hold you back are likely enabled, tolerated or encouraged by others. Use positive peer pressure by surrounding yourself with hard-working friends who share your career goals. Distance yourself from the office slackers.

4. Find a mentor. Changing habits requires help. Find a trusted mentor to encourage your progression and help you navigate the career development opportunities that exist within your organization.

5. Put skin in the game. Reward yourself for reaching short-term goals by placing money at risk. For example, if you reach your goal in your next performance review you can purchase a reward with the money you set aside. However, if you fall short, the money goes to support [an organization] that you oppose.

6. Control your workspace. Make your new habits easier by enlisting the power of your surroundings. If you’d benefit from close association with another team, ask to move offices. When possible, turn off electronic interruptions that keep you from being as productive as you need to be to move ahead.


You can find this book in the EAP Lending Library along with other great resources. Check it out! http://www.albany.edu/eap/eap_library.htm

Tips to Shape Better Habits or Career Success

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FEEL BETTER,
BE IN CONTROL,
DO THE THINGS YOU WANT TO DO.

JOIN IN on the Living Healthy Movement!

Programs open to anyone 18 years and older

Living Healthy, NY Community Workshops are presented by the University at Albany’s Center for Excellence in Aging & Community Wellness. All workshops are evidence-based wellness programs that are conducted by our trained volunteer Peer Leaders and utilize curriculum developed and tested by Stanford University (Living Healthy & Living Healthy with Diabetes) and Boston University (A Matter of Balance).

For a listing of where these community workshops are being held, go to: http://ceacw.org/calendar-of-events/

Living Healthy FREE 6-week WORKSHOP
Discover Fresh, practical ways to live better and healthier. FREE Living Healthy Book and relaxation CD included.

Living Healthy with Diabetes FREE 6-week WORKSHOP
Learn techniques to better manage and maintain an active and fulfilling life with Diabetes. FREE Living Healthy Book and relaxation CD included.

A Matter of Balance 8-week WORKSHOP
Manage the fear of falling by learning the techniques to improve balance, flexibility and activity levels. Get balanced with a Matter of Balance. ($12 p/participant)

518.442.5529 OR LivingHealthyNY@albany.edu
Share this information with your family, friends, & neighbors! Open to the community!

www.ceacw.org
Breathing Easier in 2013

Will THIS year be the year you quit smoking for good? It can be! Maybe you’ve been wanting to quit but haven’t yet tried, or maybe you have tried once, twice, three times or more and each time returned to smoking. None of that matters. What matters is trying or trying again. The reality is that it typically takes several attempts to quit smoking. There’s no need to feel like you failed if at first you didn’t succeed.

Here are some benefits that people reported after having quit smoking, as outlined on the Smokefree.gov website:

- They feel in charge and don’t have the need to smoke, find a place to smoke, or worry about their smoke bothering others.
- They smell good - hair, clothes, and breath. Their car, home, and children don’t smell like smoke.
- They feel more relaxed and don’t have to make sure they have cigarettes and money. They are not as worried about their health.
- They look and feel better. They feel good about being able to quit. Their skin looks healthier, and they have more energy when they walk, play with their kids, or do something active.

For the American Cancer Society’s ideas about how to deal with cravings and tough situations, just click...

For Support in Quitting:

The Quitline has helpful resources for smoking cessation.

HelpGuide.org also provides a wealth of information including an outline of a variety of methods to use.

Seton Health’s Butt Stops Here Program

Be sure to contact your health insurance provider to see if it pays the Butt Stops Here program fee.

Did you know...

...that the following are just a few of the ingredients added to cigarette tobacco?

- Acetone - Nail Polish Remover
- Arsenic - Poison
- Butane - Cigarette Lighter Fluid
- Cadmium - Rechargeable Battery
- DDT/Dieldrin - Insecticides
- Formaldehyde - Body Tissue Preservation
- Hydrogen Cyanide - Gas Chamber Poison
- Naphthalene - Mothballs

You can do it!
Perhaps with the start of the new year you are planning to explore a new way of getting or staying fit. Yoga is a great way to do just that as well as a way to reduce stress and feel a sense of balance. There are numerous styles of yoga to choose from today. Picking the style that fits your current fitness goals and lifestyle is the best approach to take. First, know that there is a great deal of crossover. Yoga teachers often blend one or more yoga styles and even develop their own signature style of yoga. You may need to go to several different classes before you find the one that works for you. To get you familiar with your options, below is a list of the most popular yoga classes available in the Capital District and surrounding areas. (See page 12 for article resources.)

**Hatha Yoga:** Hatha yoga’s original meaning was simply the physical practice of yoga. It meant doing various poses as opposed to doing the philosophical practice of yoga. Hatha yoga now usually means a combination of a few different yoga styles to create a beginner yoga class that incorporates various basic poses. **ALL LEVELS**

**Kripalu yoga:** This style originated at the Kripalu Center for Yoga and Health in the Berkshires in Massachusetts in the 1970s and is based on the poses and principles of Hatha yoga. It is a very gentle, slow moving class. It progresses through three levels of deeper mind-body awareness. A deep sense of relaxation and balance are felt after this class. **ALL LEVELS**

**Iyengar yoga:** B. K. S. Iyengar developed this style of yoga and still teaches in India at the young age of 94. Iyengar yoga is an excellent beginning class since it is slow paced and very instructive on proper pose posture. The use of props, such as belts, blocks, and bolster pillows will help a student with correct alignment while in poses. This element makes this class good for beginners and those with injuries. Iyengar is similar to Anusara yoga and Viniyoga. **ALL LEVELS**

**Jivamukti yoga:** Very popular in New York City, this style was co-founded by David Life and Sharon Gannon in 1986. This style of yoga combines yoga poses with meditation, chanting, and a broad yoga education with contemporary and traditional philosophies. It’s like a combination of Ashtanga, Kundalini and Hatha. **ALL LEVELS**

**Kundalini yoga:** Kundalini yoga is more spiritual and philosophical in approach than other styles of yoga, and the instructor will often spend time at the beginning and end of class reading Sanskrit passages. Kundalini yoga classes include meditation, breathing techniques such as alternate nostril breathing, and chanting as well as yoga postures. Beginner and experienced yoga students will enjoy this style if interested in the broader aspects of yoga philosophy; in other words, if a student wants to go beyond the physical practice. **ALL LEVELS**

**Anusara yoga:** American-born Iyengar instructor, John Friend, founded Anusara yoga in 1997. It is an awareness-based style of yoga. Similar to Kundalini, Anusara yoga is as much about the philosophy of yoga as the physical poses. With that said, Anusara classes are usually lighthearted, positive, and fun. They are not easy, however, as they include Vinyasa flow and a lot of alignment work. Anusara encourages the use of props, making classes accessible to beginners and those with physical limitations. Anusara does have its own vocabulary, but the instructors are trained to explain the ‘Universal Principals of Alignment’ in lay terms. **ALL LEVELS**

**Vinyasa/Power Yoga:** Vinyasa yoga is very popular in health clubs and with men. It is one of the most rigorous and athletic forms of yoga. Based on the sequence of poses in Ashtanga yoga, Vinyasa/Power Yoga builds upper-body strength, flexibility and balance. The instructor leads students from one pose to the next without stopping. This continuous flow style is why the class is often referred to as ‘Vinyasa Flow.’ Due to the fast pace and limited instructions on pose alignment, this is not the best choice if new to yoga. **INTERMEDIATE TO ADVANCED LEVELS**

**Bikram yoga:** If you have yoga experience, love to sweat and want to get a serious workout, you’ll love Bikram yoga. It was created by Indian yogi Bikram Choudhury in the early 1970s, long before yoga was a trend. It incorporates a sequence of 26 yoga poses to stretch and strengthen the muscles. Every Bikram class follows the same sequence of 26 poses in a heated room, approximately 104 degrees. There are never any variations. Bikram teachers even call out the same instructions for the poses. If you have a medical condition like hypertension or diabetes, check with your doctor first before starting any “hot” style of yoga. **INTERMEDIATE TO ADVANCED LEVELS**

**Ashtanga yoga:** Ashtanga yoga is a traditional style of yoga. Originally developed by yogi master Pattabhi Jois in India, Ashtanga yoga now has many spin-offs, including Vinyasa yoga (also known as Power Yoga). Ashtanga offers a vigorous, nonstop flow series of poses. The idea is to create heat inside the body to burn off toxins, release tight muscles and joints, and focus your mind. What makes Ashtanga yoga unique is its focus on a breathing technique called ujjai breathing. Ujjai breathing helps to sustain heat in your body. **INTERMEDIATE TO ADVANCED LEVELS**
One of your benefits as an employee of the University at Albany is access to the Employee Assistance Program (EAP). EAP’s mission 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.

Is there a concern or stressor that you know you need to address but just haven’t taken the time to do so? Is there an issue at home or work that is having an effect on your ability to be as productive as you need to be? Early intervention is the key!

You don’t need to deal with it alone. Support is available through UAlbany EAP. Whether it is family and relationship issues, work stress, interpersonal difficulties, substance abuse or dependency, aging parents, therapist referrals, legal matters and/or financial concerns, employees can take advantage of the confidential assistance available from 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

“For everything you have missed, you have gained something else, and for everything you gain, you lose something else.”

~ Ralph Waldo Emerson
American Poet, Essayist, & Lecturer
(1803-1882)
How to Use EAP in the Workplace

EAP's goal is to help maintain workplace productivity by assisting employees when personal and/or professional issues may be adversely affecting job performance. As a supervisor, you know that there are times when an employee's productivity is being impacted due to personal or professional concerns. Making a referral to EAP may be called for to give the employee an opportunity to address concerns outside your realm as a supervisor.

Topics include:

- An overview of EAP and its services
- How to identify and manage performance issues
- When to make a referral to EAP

Join us as we discuss UAlbany's EAP and explore how supervisors can utilize the program more effectively in the workplace.

Tuesday, January 29
10:00 - 11:30 am
University Hall (UNH) Room 306
Deadline to Register January 25

TO REGISTER
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
CALL 442-5483
OR REGISTER ONLINE
HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM
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 in reducing stress in our lives. Conducted 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 and enhance your communication skills to help address workplace stress.

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

TO REGISTER
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
CALL 442-5483
OR REGISTER ONLINE
HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

*Supervisor’s Approval Required to Attend

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

Registration Deadline:
Monday, February 11
Space is limited so register early!

NOTE: This EAP workshop is the second in the “Having Difficult Conversations Series” which is being offered during the 2012-2013 academic year.
Tai Chi, also known as Tai Chi Chuan, or Taijiquan, is a Chinese martial art which is popular as fitness or mind/body wellness practice. It is a gentle but thorough body workout with many health benefits including improved strength, balance, body awareness, sensitivity and coordination. This Tai Chi program will cover the basics of Chen style tai chi using Dr. Yang Yang’s Evidence Based Tai Chi Form. This is a great class for beginners who want to experience the art for the first time and for the more experienced tai chi players who want to work on the foundational principles of tai chi and to experience the deeper levels of tai chi form, martial skill and energy. Tai chi forms, drill practices, and qigong will all be taught and the art of push hands will also be introduced. Join us for this powerful, graceful, engrossing and relaxing practice which promotes both physical and mental health and well-being. Please dress comfortably.

Instructor: Marta Banks is a certified Yang, Chen and Sun Style Tai Chi and Qigong teacher with over nineteen years of experience teaching people of all ages from children to seniors, working with people of various levels of fitness from martial artist to those with physical or mental disabilities. Marta is also a founding member of the Asian Arts Group Center for Study and Practice which opened in 2007 in Albany.

Mondays*
Jan. 28 - April 1
*No class on Feb. 18 & March 18
12 noon - 12:45 pm
Registration Deadline:
Thursday, Jan 24
Course Fee: $60.00
(pre-paid w/ registration)
A 10-participant minimum enrollment needed to conduct the class.

Make check payable to:
Asian Arts Group

Send to Brenda Seckerson @ MSC # 200 by Jan. 24

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
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 the 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
HTTPS://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

**Friday, February 8**
12:00 - 1:00 pm
Humanities Bldg Room 354

Registration Deadline:
Thursday, Feb. 7
TED Talks is online “clearinghouse that offers free knowledge and inspiration from the world’s most inspired thinkers.” As we start off the new year, EAP has chosen three TED talks which provide some helpful tips to enhance your personal and professional growth. Discover some new ideas to spark your imagination, and let’s get YOU talking in the 2013. Join us as we lunch and learn!

**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)

**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

**Friday, January 25**
12:00 - 1:00 pm
Room 110A, SPH
Registration Deadline:
Thursday, Jan. 24

THE WORLD WITHIN REACH
“And now let us believe in a long year that is given to us, new, untouched, full of things that have never been.”

~ Rainer Maria Rilke
Bohemian-Austrian Poet
(1875-1926)

“2013 Inspiration Jar
Here’s a novel idea to note those good moments you experience throughout the year!

Want to remember those stand-out moments that brought you joy during the year but were soon forgotten in the busyness of everyday life? As you start the new year, make it a practice to jot down a note about a good thing that happened in your life and put the note in your inspiration jar or a special container. Then, on New Year’s Eve, empty it and read what wonderful moments you had in 2013! This is a great thing to do for yourself and/or with your family or with a group of co-workers to highlight the inspiring moments you had during your year. Idea shared by Linda Gallagher, EAP Committee Member, UUP Representative.

“The Many Styles of Yoga” (page 5) Article Resources:

http://en.wikipedia.org/wiki/Ashtanga_Vinyasa_Yoga
http://en.wikipedia.org/wiki/Bikram_Yoga
http://en.wikipedia.org/wiki/Hatha_yoga
http://en.wikipedia.org/wiki/Anusara_Yoga
http://en.wikipedia.org/wiki/Kundalini_yoga
http://en.wikipedia.org/wiki/Kripalu_Center

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

Disclaimer: The material and links in this newsletter are presented for educational and informational purposes only and do not serve as any endorsement by EAP. This information is not intended to replace the advice of your qualified health professional.

The New York State Employee Assistance Program is a joint labor-management program and a negotiated benefit. EAP Coordinators are a confidential and neutral resource for employees. The use of EAP is on a voluntary basis.