Success With New Year’s Resolutions

Keep New Year’s resolutions with these proven steps:

♦ Break your goal into many very achievable steps.
♦ Create accountability by telling those you admire and look up to what you will accomplish.
♦ Remind yourself daily of the benefits of achieving the goal. Use a reminder system so you don’t forget.
♦ Give yourself a small reward for every step achieved.
♦ Track daily progress in a visual form—spreadsheet, refrigerator calendar, etc.—another reminder so you do not forget to do it.
♦ Expect setbacks along the way. Don’t get angry about them—get even!

EAP Wellness Calendars Are Still Available!

A new year has begun! Did you request your free EAP wellness calendar? This colorful calendar offers an array of tips for your health and well-being that will help you throughout 2016. To request a copy be sent to you via campus mail, call the EAP Office at 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 meaning of life is to find your gift. The purpose of life is to give it away.”

~Anonymous

Article Source: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Soft Skills...The Ability to Listen

Listening well isn’t just about hearing information. Listening well builds relationships. Remember this crucial role of communication and you may be motivated to do away with some of these common annoyances that sabotage relationships:

- Distracting yourself—texting, picking up, straightening things—when someone is speaking.
- Interrupting because you are suddenly reminded of something “more important” to say.
- Showing impatience by responding to the speaker before information has been completely conveyed.
- Listening only enough to grasp the nature of a problem and ignoring the speaker’s need to tell the story.
- Asking the speaker to hurry up and finish.
- Ceasing to listen when you hear something with which you disagree, and instead starting to think of how to respond.

“We have two ears and one mouth so that we can listen twice as much as we speak.” ~ Epictetus, Greek Philosopher

Domestic Violence and Job Performance

Ninety-six percent of employed domestic abuse survivors say domestic violence affected their ability to do their job. If you are a victim of domestic violence, you may be inclined to minimize the abuse, hope for the best, or hold on to a definition of abuse that perhaps doesn’t include your situation. Experiencing little or no physical abuse may contribute to this “comparing out” of the definition. The key question: Does your partner exercise power over you and control your life, or have you seriously wondered whether you are in an abusive relationship? If so, talk to counselor, EAP, or the police, but just take that very first step toward a happier...

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

New York State Office for the Prevention of Domestic Violence

Website: 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

Source for Articles: Frontline — Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Respect and Civility in the Workplace

It’s a new year, and the feeling of a fresh start is in the air. As we launch into 2016 together, now is a good time to reflect on what it means to be a positive force and to contribute to a respectful and civil work environment. If we let the stressors of our everyday lives and the news of what’s happening in the world get to us, we could potentially allow unkind behaviors to eek out on those around us. This can be detrimental to the well-being and productivity of co-workers and ourselves. A lack of respect in the workplace, if left unchecked, will drag down morale, too. Ask yourself, “What do I do to contribute to a respectful workplace?”

What Signals Are You Sending?

Respect is the regard or consideration we have for others in all aspects of what concerns them—personal property, appearance, character traits, values, personal space, opinions, and emotional well-being. Disrespect toward others can negatively affect any of these things, so it is important to understand the role we play in maintaining a respectful workplace. Each of us has personal power, and with it we affect others around us whether we know it or not.

You have the Power

Our daily actions signal to others the level of personal respect that we hold for them. Understanding that what we do matters can increase our personal awareness and give us more control over the direct, indirect, or unspoken signals we send to others. It can lead us to make improvements in our relationships and increase our happiness at work. This awareness is the key to minimizing strife and hostility, and to increasing the courtesy and mutual respect all of us want from each other.

Behaviors That Contribute to Feeling Disrespected

Have I been on the receiving end of some of these behaviors? Do I practice any of them?

• Differences: Participating in intolerant behavior or using language associated with racial, sexual, gender, age-related, or other human differences that offends or contributes to a hostile, offensive, or intimidating work environment.

• Interpersonal: Behaving in a way that invalidates someone else’s successes; spreading rumors, or not correcting rumors; talking about someone behind his or her back; taking credit for someone else’s work; criticizing a coworker’s character to another worker who has not formulated a firsthand opinion; labeling coworkers with personality or character traits you don’t like; habitually using cynical language or sarcasm; and not sharing in the work.

• Macro Issues: Macro issues can be rhetorical and may not be directed specifically at one person. Espousing religious and political views that others may not want to hear; repeating catastrophic and “doomsday” predictions about the company, the country, the world, or geopolitical issues that create an atmosphere of anxiety for others.

Continued on next page...
Respect and Civility in the Workplace

Continued from page 3...

**Becoming More Aware**

Being respectful of others isn’t about “censorship” or “walking on egg shells.” It’s about awareness so we can practice self-discipline—knowing the powerful impact we all have on each other and knowing that each person has a vital role in creating the type of workplace that we all want to share.

**If You See Workplace Bullying**

Research shows that coworkers who witness bullying in the workplace are more likely to leave before the victimized worker does. This sheds light on one cost of bullying—turnover. Make it a rule to take appropriate steps to intervene or bring management’s attention to a bullying situation. Be a “change agent.” In other words, be proactive when it comes to helping discourage discrimination, harassment, disrespect, and bullying behaviors. Peer influence is a powerful dynamic for change and the key force for helping maintain a positive work culture. Consider stepping in, not out, when you witness disrespect. For more information on what constitutes bullying and what doesn’t, check out the topic workplace bullying on the bullyingstatistics.org website. Contact UAlbany EAP for additional resources and support.

*Article Resources: workeexcel.com*

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

“What you permit, you promote.” ~ Unknown

I prefer winter and fall, when you feel the bone structure of the landscape—the loneliness of it, the dead feeling of winter. Something awaits beneath it, the whole story doesn’t show.

~Andrew Wyeth, Artist/Painter (1917-2009)
Avoid a Digital Kidnapping

Identity theft typically means stolen financial information, hassles battling credit agencies, and legal nightmares. As frightening as that is, there is a different and scarier type of identity theft—digital kidnapping. Almost anything posted online can be exploited, and children’s photos are not immune. Both medical and parenting organizations are cautioning parents to think twice about posting children’s photos online. “Digital kidnapping” describes the phenomenon of stealing or copying photos of children found on social media and photo-cataloging sites (Facebook, Instagram, Photobucket, etc.), and then storing these photos and/or using them for illicit purposes. In one survey, nearly two thirds of parents reported being concerned that strangers would learn private information about their child or download photos of them, but they still posted images. Some perpetrators have been found to have stolen photos, claimed to be the parents, and then gave the children in the photos fictitious new names. Learn more at www.parenting.com, searching “digital kidnapping.”

Dealing With a Holiday Debt Hangover

There’s no pill for a holiday debt hangover, but you can make it disappear faster. Here are the key steps in every approach:

⇒ Stop borrowing.
⇒ Begin immediately to spend less than you earn. Use the balance to pay off the debt.
⇒ Track your spending, and create a budget.
⇒ Begin saving immediately, and create a fund for emergencies.
⇒ Pay off your highest credit card first—in most cases this is best.

Discover different strategies at the national Consumer Credit Counseling Services (CCCS) website, Credit.org/cccs. Counselors can speak with you by phone. Be sure to check out the CCCS blog, too, where several topic-specific articles exist. Contact UAlbany EAP if you are having financial concerns and need more information and resources to support your financial well-being.

Here’s an idea! For the 2016 holiday, try low- or no-cost gifts for friends and family. Google “list of low or no-cost gift ideas” and you will discover hundreds of thoughtful ideas that are caring and just plain awesome!
Are you finding yourself struggling with any of the following?

- Family, parenting, and relationship issues
- Work stress and conflict
- Substance abuse or dependency
- Elder care
- Mental health concerns (e.g., depression, anxiety)
- Legal and/or financial concerns
- Grief and loss
- Or anything else related to work or home that is causing you undo stress and affecting your ability to be as productive as you once were?

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 to you as an employee benefit.

“ The most common way people give up their power is by thinking they don't have any.”

~ Alice Walker, American author and activist (1944-)

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

Brenda Seckerson, EAP Coordinator
442-5483
bseckerson@albany.edu
EAP Website: http://www.albany.edu/eap

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

Early intervention is the key! Contact EAP.
Whether you witness a catastrophic event or discover that you must give an unprepared speech in the next 30 seconds, crises happen. And regardless of magnitude, the “recipe” for responding to any of them is the same. The first step is the most important—avoiding panic and emotional confusion by staying in the moment and focusing only on what is directly in front of you. This is easier said than done because most crises instill immediate fear—fear of what’s coming next. If you can detach quickly from this dynamic, you experience clearer solution-oriented thinking, even in the midst of utter confusion. The next steps—a decision about what action to take and taking that action—follow.

You don’t need Navy SEAL training to learn these skills. Your practice opportunities come with common events—a flat tire, an overdue bill, a burst pipe, a failed test, a cut finger, or a wedding band down the bathroom drain. Your success with these smaller events will prepare your reflexes for bigger ones yet to come.

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

Walk at 3 MPH

Walking for exercise is getting plenty of research attention—right down to the recommended miles per hour! A recent study of people averaging 73 years of age showed a 50% decrease in cardiovascular disease for those who walked 3 mph versus those who walked only 2 mph. The group of 4,207 walkers were followed for ten years. Walking longer also produced similar results for those walking 7 blocks versus 5 blocks. “Even late in life, moderate physical activity such as walking is linked to lower incidence of cardiovascular disease,” commented the author, Luisa Soares-Miranda, Ph.D. “It appears that if one increases the total distance or the pace of walking, CVD risk is lowered.”

Source: http://now.tufts.edu (search: “walking faster”).

Count Bites, Lose Weight

Is it too simple? New research found people who counted bites over a month’s time lost roughly four pounds—just about what the CDC recommends for “healthy” weight loss. Those in the pilot test counted the number of bites they took each day and then committed to taking 20 to 30 percent fewer bites over the next four weeks. Participants who stuck with the task saw results despite changing nothing else about their eating and exercising routine. “This study confirms what we already knew: consuming less food makes a difference,” said lead study author Josh West. “We’re not advocating people starve themselves; what we’re talking about is people eating less than they’re currently eating.”

Source: http://home.byu.edu (search “count bites”).

Light Boxes Versus Counseling for Seasonal Affective Disorder (SAD)

Millions of people suffer with seasonal affective disorder (SAD), a mood disorder associated with depression and related to seasonal variations of light. Discovered 35 years ago, the condition affects over 4% of the population in the United States and upwards to 20% of Canadians at some point in their lives. Only about 1.5% of Floridians experience the condition. Use of a light box (easily purchased online) to increase the amount of daily exposure to light has been a recommendation of the American Psychiatric Association for some time now, but don’t rule out talking to a counselor, which works well too, and possibly better, according to the first ever comparative study of the two approaches. Researchers at the University of New Hampshire found that cognitive-behavioral therapy (a practical counseling approach to personal change) helped defuse and overcome negative thoughts that fuel depression. Counseling teaches problem-solving skills and different ways to think. It can prepare you to act and respond to similar problems in the future. A light box does help about 70% of people overcome SAD, but if you don’t get the relief you want, consider some old-fashioned talk therapy. Contact UAlbany EAP for referrals.

Source: www.uvm.edu (search “talk outshines” and Mood Disorders Association of Ontario).

Source for Articles: *Frontline—Employee Wellness, Productivity & You! Frontline* newsletter is courtesy of the New York State Employee Assistance Program.
EAP’s mission is to help support and maintain a healthy and productive workforce. With that mission in mind, this year we’re embarking on what we hope will be a worthwhile, fun endeavor to highlight our connection to the University and our pride in all that we as employees contribute to make UAlbany a unique place to work.

There are some basic elements of what makes a workplace a “healthy and productive” environment. Employees need to feel valued, find meaning and purpose in their work, feel a sense of pride in what they do and who they work for, and have positive social connections with their co-workers and supervisors/managers. **We all play a role in creating a healthy workplace and in feeling engaged as University employees.**

**How does this project work?**

- Each month in the EAP ENews we are asking a question or inviting you to reflect on some aspect of your connection to UAlbany, your workplace. We’re using the e-newsletter as a means of sharing some of the comments (and even photos!) that are submitted.

- If you’d like to participate by sharing your comments, go to the EAP website and click on the “Questions and Comments” icon. Be sure to note whether you’d like to include your name on your comment or if you would prefer not to include it.

- If you wish to send a photograph along with your comment, follow the directions on the Questions and Comments page about how to submit the photo.

- By providing your submissions, you are giving EAP permission to publish your answers, including provided pictures. Please note that all responses may not be published in the EAP ENews due to space considerations. Additional comments/photos may be posted to the EAP website for viewing.

EAP is excited to facilitate this endeavor and provide an opportunity to ENGAGE YOU in this ongoing conversation about your connection to UAlbany—this place where we all work together to keep the University thriving!

**See the next page for December’s submissions and discover January’s topic!**
EngageYOUAlbany!

Here’s what we asked you to respond to in December:

Reflect on 2015. What stands out as the most meaningful or inspiring thing that you experienced on the job at UAlbany this year?

“The most meaningful or inspiring thing that I’ve experienced on the job at UAlbany this year was working with a team of dedicated professionals (new S/CC Executive Committee) who were able to deliver another fine S/CC Professional Development Conference in 2015, especially when we weren’t sure it could be possible. Teamwork speaks volumes when everyone pitches in to make great things happen!”

~ Verena Kemp-Nugent

“It’s meaningful to me when people you work with/for thank you (for various things like working extra hours, planning an event, etc.). I also enjoy setting a welcoming environment for students to come and get assistance. We can make a difference for the students by being there when they have questions or want someone to discuss a situation with.”

~ Linda Gallagher

January’s Topic...

It’s a new year! What is your wish for your workplace and the UAlbany community in 2016?

To submit your response, click on the “Questions and Comments” icon on the EAP website or click here to share your comment. Then be sure to read the February edition of the EAP ENews to learn what other UAlbany faculty and staff contributed!
As a University employee, what do you know about the history of UAlbany? At the year-end EAP Committee meeting, committee members decided it would be a great addition to the 2016 edition of the EAP ENews to highlight some historical and fun facts about the University. So, test your knowledge each month to see how much you now about UAlbany, this place where you work!

UAlbany’s Downtown Campus, originally the University’s main campus, was known as the New York State College for Teachers from 1909—1966. Draper Hall is of Georgian-style architecture, graced by giant pillars and elegant porticos. Did you know that the building was inspired by Thomas Jefferson’s design for the University of Virginia?

Never been on the Downtown Campus? You are missing some amazing murals! Check out these links to the artwork in Room 200 in Milne Hall and the murals in Hawley Library.

**Milne Hall Murals and Friezes**

In 1935 David Cunningham Lithgow created the murals for the Milne School. Milne School was a high school teacher practice program established in 1890 by the State Normal College. It was named the Milne School in 1915 after William J. Milne, the late college president.

In 1929, Bertel Thorvaldsen created the friezes.

http://library.albany.edu/archive/exhibitmilne

The images of the murals and friezes are courtesy of the Milne Class of 1961.

The Historical Van Ingen Murals at the Dewey Library

https://library.albany.edu/dewey/murals/history

Resource: E. Grenander Department of Special Collections and Archives

http://library.albany.edu/archive
EAP LUNCHTIME WELLNESS PROGRAM

EAST CAMPUS

Winter Wellness With Essential Oils

The cold weather months are upon us! Please join us as we share ideas for how to enhance your overall wellness and immune system during this challenging time of year. Many essential oils can assist us in maintaining high energy and vitality as we embrace the winter. During this class, we will discuss which high quality essential oils best support our immune system to keep us healthy and energized. You will have the chance to experience the oils through smell, taste, and application to the skin. You won’t want to miss this interactive and aromatic presentation!

Presenter: Terry Quigley, M.S. is a former teacher who left the classroom to pursue her interest in holistic health. She is a 2004 graduate of The Institute for Integrative Nutrition in New York City and is a Certified Holistic Health Practitioner. Her passion is to educate others on wellness and empower them to healthy choices that will enhance their zest for life. Terry has shared Young Living Essential Oils for the past 14 years and can attest to their ability to improve overall quality of life.

Wednesday, January 13
12:00 — 1:00 pm
EAST CAMPUS, Café Conference Room, A Wing

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
Affordable Asset Protection: The New York State Partnership for Long-Term Care

The New York State Partnership for Long-Term Care (NYSPLTC) is designed to assist the residents of New York in planning for the cost of long-term care by combining private long-term care insurance with Medicaid Extended Coverage. This unique program, housed within the Department of Health, allows New Yorkers to pay for their long-term care without having to “spend down” their assets, depending on the insurance plan purchased.

We’ll discuss the following:
- Explanation of the NYSPLTC and Medicaid Extended Coverage
- How to protect your assets with a Partnership plan
- The types of plans available

Presenters: Patrick Breen and Courtney Karl, NYSPLTC Program Staff

Tuesday, January 26
12:00 — 1:00 pm
Café Conference Room, Building A

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

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

EAP Lunchtime Financial Wellness Program
Coming to the Uptown Campus on February 24!
Deadline to register:
Monday, January 25
Citizens Preparedness Corps Training

Do you know what to do when disaster strikes? The American Red Cross in partnership with New York State is hosting a free disaster preparedness session on:

Wednesday, January 27th
12:00 - 1:00 pm
Campus Center 375

Governor Cuomo’s Citizen Preparedness Corps training provides a comprehensive overview on how to prepare for, respond to, and recover from any natural, man-made, and technological disasters that could occur. Participants who attend the in-person training can receive either a magnetic flashlight or a first aid kit for free!

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

Can’t Make it? Take the free 15 minute online training!

TRAINING AS EASY AS 1-2-3!
1. Visit http://prepare.ny.gov to access online training.
2. Use an existing NY.GOV ID or create a new ID to log in.
3. When asked “Where did you learn about the online Citizen Preparedness Training?” be sure to select “Referral from the American Red Cross.”
Sit and Get Fit—Chair Yoga Class

Join us for this 8 week class where we will gently breathe and stretch our way to a comfortable body and more relaxed mind. No previous yoga experience needed to gain the benefits of this centuries-old practice. All movements are done seated or standing with the chair for support. Learn techniques that you can use at your desk!

Instructor: Judi England, RN, licensed massage therapist, and professionally certified Kripalu yoga instructor. Judi has offered programs in wellness, yoga, and meditation for over 20 years in the Capital Region. Her blog “Holistic Health” has appeared in the Times Union for ten years.

Class Fee: $ 60.00
Check made out to Judi England and due upon registration. Send to EAP Office, MSC Room 200
NOTE: Minimum of 10 participants need to conduct the class.

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
442-5483

Wednesdays
12:00– 12:45 pm
February 3– April 6*
University Library
Staff Lounge, Room B05
*No class on Feb. 24 &
March 16

HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM
Crocheting for Relaxation and Fun!

Crocheting has many benefits – it can be used to reduce stress and keep you healthy. You can also use it to build community and do good for others. Join April Mead and Eirinn Norrie, both from Undergraduate Admissions, to learn how to crochet*. If you already know how to do the basics, you can join us to learn a new skill – granny squares! We welcome beginner and advanced crocheters – together we will create a crochet community within UAlbany!

Wednesday, February 10
12:00 — 1:00 pm
Room 375, Campus Center

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
CALL 442-5483 OR REGISTER ONLINE

*NOTE: Please bring a skein of yarn and a crochet hook. Contact April Mead for materials information. amead@albany.edu

HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

THE WORLD WITHIN REACH
Looking for Winter Reading Ideas? Check the EAP Lending Library!

Contributed by Seema Mathura, EAP Office Work Study Student

Now that the new year has started, we find ourselves in the midst of the cold, dreary winter months. Why not spice it up and indulge your mind with some informative books? Whether curled up by a fireplace or sitting in your favorite comfy chair, the possibilities are endless for a good read. Don’t have a library near you? Visit the EAP library where there is an array of books to help you with almost all of your needs. Check out these featured books EAP has to lend.

**Feeling anxious lately?** That’s no way to start off the New Year! Check out *Calming Your Anxious Mind: How mindfulness and compassion can free you from anxiety, fear and panic* by Jeffrey Brantley, MD. This book “draws on techniques and perspectives from different traditions” to offer a self-help approach that is both powerful and helpful in overcoming anxiety, fear, and panic. You can learn how the role your thoughts and emotions play into these negative emotions and turn those negative feelings and thoughts into potential for kindness and compassion which gives you “tremendous powers to heal and transform your life.”

**What makes a family “happy?”** Does this question run through your head sometimes? Check out *The 100 Simple Secrets of Happy Families* authored by David Niven, Ph.D. Niven has collected the scientific research conducted by hundreds of sociologists, therapists and psychiatrists who investigate the ins and outs of family dynamics and then offers advice based on their research. “Each statistic is accompanied by a true story about a real family showing the results in action.” These findings have been “boiled down to one hundred essential ways to find and maintain love, joy, and satisfaction” in all familial relationships.

**Trouble at work?** Arthur Bell, Ph.D. and Dayle Smith, Ph.D. talk about how to cope and how to win with *Difficult People at Work*. There are many different personality types at work that people deal with on a daily basis, such as “the blamer”, “the liar”, and “the short fuse”. This book offers insights into why they behave the way they do and provides proven strategies for dealing with them. It will show you how to transform potential problems into advantages and make life, especially your work life, more pleasant for everyone at the office.

Visit the [Library page](#) on the EAP website for a full list of topics, books, and DVDs/CDs that the EAP Lending Library has available.
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

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