Employee Flexibility

Change can come quickly in the workplace. How well do you cope with sudden office moves, reassigned duties, taking on more work, or being removed from an unfinished project to start another one? You may have no control over workplace decisions requiring difficult change. Coping with this sort of stress requires learning to be flexible.

Flexibility demonstrates tolerance, maturity, understanding, and a desire to engage with the organization. Responding to change with a cooperative attitude, an open mind, and a positive disposition is not easy, but it’s a soft skill that’s valued by employers. To become more flexible, see forced change as a new opportunity. This attitude will help you cope with stress, see the positive aspects of change, spot new opportunities, improve your skills, and perhaps discover new ways of experiencing work-life balance.

Oops! When You Make a Big Mistake at Work

Everyone makes mistakes at work, but do you know how to manage these mini crises when they occur? The first rule is to remain calm and assess the true impact. If needed, determine how best to rectify the problem and bring the error, along with your suggested solution, to your boss. Get out in front of any work error rather than have it be discovered by others. Own the error when it’s yours. Learn the lesson from the mistake and commit to not repeating it. Apologize for your mistake. People usually accept a sincere apology and view it as a positive display of character. Avoid the self-punishment of ruminating over your mistake after you’ve taken all the necessary steps to resolve it.

Save the date for the Uptown Campus EAP Summer Meet & Greet!
See details on page 6.
In the Workplace...

Enhancing Coworker Relationships

Emotional Intelligence

Emotional intelligence (EI) is your ability to be aware of your emotions, accurately perceive emotions in others, decide how to use this information, and act in ways that produce successful workplace relationships. Good EI helps you navigate conflicts, engage with others, and experience more job satisfaction. A few examples of EI in practice include:

1) Knowing that a missed deadline will create hardship for others, you decide to finish early, creating goodwill.
2) Sensing a coworker’s frustration about some matter, you inquire about it rather than ignore it.
3) Knowing that your attitude affects others, you choose to project a pleasant demeanor despite how you actually feel.
4) Sensing a need to resolve tension between yourself and a coworker, you make the first move to resolve it.

The EAP Lending Library has materials on Emotional Intelligence. Contact EAP if you are interested in borrowing a book.

Ways to Address Procrastination

Everyone procrastinates at times. But if another nail-biter of a deadline looms, and you swore never again, here are a few intervention ideas. First, realize that procrastination is a natural occurrence. Your brain is designed to avoid pain, and work registers in your brain as pain. You might initially motivate yourself with anticipated positive feelings of completing your project early, but your brain is more conditioned to appreciate rewards that are right here and now. Hence, you procrastinate. While knowing how the brain works may inspire you to fight back, follow these steps to make it easier:

1) When you are assigned a task, act immediately in some way to create momentum. Simply organizing the steps needed to complete your project might be enough.
2) Break your tasks into manageable sections. This makes tackling a large task easier and helps prevent you from feeling overwhelmed—another pain point that invites your brain to procrastinate.
3) Plan how you will tackle each subsection. If your deadline is seven days away, complete one-seventh of the goal each day. Give yourself a small but meaningful reward for each step completed.
4) Plan and achieve some desirable personal goals that have nothing to do with your project during this period—chores, household projects, etc.

These successes empower you and will transfer to your determination to complete the work on time!
Sun Safety and Your Skin

Whether you’re heading to the beach or the sunny heights, protect your skin from sun damage and the risk of skin cancer. The American Cancer Society recommends a minimum of SPF 30 to protect against UVA and UVB radiation. UVA contributes to dark patches, loose skin, premature aging, and DNA damage. UVB causes eye problems, sunburn, and also DNA damage. It is the DNA damage that causes skin cancer, the most dangerous of which is melanoma. A total of 3.5 million cases of non-melanoma skin cancer are diagnosed every year in the United States, and 80,000 cases are diagnosed in Canada. Learn more at [https://www.cancer.org/cancer.html](https://www.cancer.org/cancer.html)

Kinship Resources

Are you a grandparent, aunt, uncle, or other relative raising another family member’s child or children? According to the [New York State Kinship Navigator website](https://www.cancer.org/cancer.html), there are an “estimated 179,000 caregivers, 131,00 of whom are grandparents, caring for a child that is not biologically their own” in New York.

Kinship Navigator provides help to non-parent caregivers by providing an array of resources. Its website provides “information on financial assistance, legal information and referrals and other types of issues that caregivers face when raising children in order to provide stability and permanency in the home.” Resources are identified for each county. The Kinship Navigator phone number is 1-877-454-6463.

Also check out the website [grandfamilies.org](https://grandfamilies.org) for additional resources and support. Both organizations are there to help you address the needs that arise in your role as caregiver.

Reduce Risk of Burglary While on Vacation

Don’t come back from vacation this summer to find your house has been burglarized because you shared your personal travel news on a social media site like Facebook. It may be tempting to have your friends go along for a virtual ride and share your travels, but the following facts make social media posting risky: The person who burglarizes your home is likely to live in your neighborhood, and the average burglary nets over $2,000 within ten minutes. These two statistics also mean it’s very likely that the intruder knows you—and knows what valuables you own. **Statistics are from SafeWise.com.**

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 undue 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.

“Vulnerability sounds like truth and feels like courage.”

~ Brené Brown, American scholar and author (1965-)

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.
Heroin and Prescription Drug Abuse

As the New York State Office of Alcoholism and Substance Abuse Services (OASAS) states, “Addiction can happen to anyone, any family, at any time.” The OASAS website has important information regarding prevention as well as how to recognize the signs and symptoms of opioid drug abuse.

To access the OASAS resources, click here.

Call the OASAS helpline at 1-877-8-HOPENY (1-877-846-7369).

Contact UAlbany EAP for a confidential conversation if you have concerns about heroin or prescription drug abuse. Support and help is available!

Alcohol Use and Breast Cancer Risk

One glass of wine may not be as healthy as you may have heard. Drinking just one glass of wine or another alcoholic drink per day increases the risk of breast cancer, the American Institute on Cancer Research found after examining numerous studies. However, vigorous exercise such as running or fast bicycling decreases the risk of both pre- and postmenopausal breast cancer. Strong evidence confirmed earlier findings that moderate exercise decreases the risk of postmenopausal breast cancer, which is the most common type of breast cancer.


Verbal Abuse That’s Hard to Put Into Words

Name-calling and being shouted at for a simple request are examples of verbal abuse. However, not all verbal abuse is easy to spot despite its damaging impact. Three examples of verbal abuse many people overlook include:

1) abuse disguised as a joke (a joke meant to be funny that makes you feel put down and victimized);
2) “whack-a-mole” (every time you speak, you are cut off so only the abuser’s opinion or statements are fully heard); and
3) being reminded of the downside (when you share good news, the abuser replies negatively to undermine your joy).

Recognizing verbal abuse and learning different responses are the ways to empowerment, confrontation, and change. Contact UAlbany EAP to find resources to support your efforts to address this type of abuse.

Resource for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
EAP Summer Meet & Greet

Taking a walk during your lunch break? Be sure to stop by the Campus Center small fountain for a “meet and greet” event!

- Get tick information from the Albany County Health Department.
- Visit with Master Gardeners* from Cornell Cooperative Extension.
- Pick up EAP wellness information and giveaways.
- Enjoy outdoor games provided by Campus Recreation.
- Enter a door prize drawing & enjoy a summertime cold treat!

We hope to see you there!

Wednesday, July 12
Campus Center
Small Fountain
11:30 am - 1:00 pm

Special thanks to UAS for its contribution!

For more information contact the EAP Office. 442-5483 bseckerson@albany.edu
"Less is More."

EAP Theme for 2017!

This month we’re exploring the idea that “less planning for long-distance vacations means more time for exploring our local surroundings.”

Contributed by Linda Gallagher, EAP Committee Member, UUP Representative

Does planning that big vacation and traveling long distances make you feel stressed and less rejuvenated? Then maybe staying closer to home and exploring the many great resources we have nearby is the way to go for your vacation this year!

Sometimes it really is the little things that bring us the most enjoyment. There are many places to go right in our area without putting in a lot of travel effort. How about going to Central Park in Schenectady to visit the Rose Garden? The roses are in full bloom and will continue to be throughout the summer. Perhaps you like the mountains or waterfalls. Have you considered Thacher State Park? It is a short drive from Albany. You can sit and enjoy the beauty or take a hike on the Indian Ladder trail or other trails for a different experience. We are a hop, skip, and a jump to Vermont and Massachusetts, too! There are many places to explore in those states without traveling a long distance.

Day trips or short overnight trips may be just the break you need for a getaway. Here’s something to consider, too: when we take several shorter trips rather than one long trip, it can actually feel like we are taking more vacations throughout the year!

Want a “getaway” while on the job? Take a walk around Indian Pond near Liberty Terrace during lunch, a break, or after work to enjoy its beauty. You will see lovely flowers, sun-bathing turtles, chirping birds, and so much more!

For more ideas for the simple enjoyments in this area, please check out the links below.


https://www.iloveny.com/places-to-go/capital-saratoga/

Enjoy your adventures exploring close to home!
Many of us stop ourselves from taking risks that could enhance our lives because of the fear of rejection. Check out this TED Talk for some inspiration by Jia Jiang, the author of the bestselling book, *Rejection Proof: How I Beat Fear and Became Invincible Through 100 Days of Rejection*. This talk is just over 15 minutes. So, if you choose to take your lunch or 15 minute break at your computer, you’ll be able to fit in the talk within that time period. To make the experience even more beneficial, you can stand or do some stretches as you listen to the talk!

**What I learned from 100 days of rejection**

“Jia Jiang adventures boldly into a territory so many of us fear: rejection. By seeking out rejection for 100 days...Jiange desensitized himself to the pain and shame that rejection often brings and, in the process, discovered that simply asking for what you want can open up possibilities where you expect to find dead ends.”

15:31 minutes

TED is a nonprofit devoted to Ideas Worth Spreading. It started out (in 1984) as a conference bringing together people from three worlds: Technology, Entertainment, Design.

Be BRAVE. Take RISKS. Nothing can substitute experience.

~Paulo Coelho

Brazilian lyricist and novelist (1947-)
albany.edu/rec

GROUP EXERCISE
Summer 2017

Wednesdays
12:15-1pm

Yogalates

PE Dance Studio
June 7th-July 26th
*No Class on June 21st

Must have a current
Campus Recreation
membership to participate

Must present valid
UAlbany ID for entry

Campus Recreation
Looking for Reading Ideas?
Check the EAP Office Lending Library.

Contributed by Seema Mathura, EAP Office Work Study Student

In today’s society, children not only have their parents and guardians to look up to as role models, but they have “role models” on television, the internet and social media. Now more than ever it’s important to connect with your kids so that you get to know them better and cherish the moments you have with them. Check out the EAP’s library for books on how to interact with your kids while still maintaining your parental authority.

Members of today’s youth are falling victim to the perils of social and mobile networking at an alarming rate. Textual harassment, cyberbullying, sexting, and online predators have become national epidemics. The Parent’s Guide to Texting, Facebook and Social Media raises awareness, provides solutions, and offers preventive resources to keep your children safe and secure online. With defensive parenting and constant communication, you can teach your children about the potential dangers of social networking, empower them to protect themselves from online predators, guard their personal information, and preserve their online reputation.

Richard Louv points out in his book, Last Child in the Woods: Saving our Children from Nature-Deficit Disorder, that direct exposure to nature is essential for a child’s healthy physical and emotional development. This edition of the book updates the growing body of evidence linking the lack of nature in children’s lives to the rise in obesity, attention disorders, and depression. Environment-based education dramatically improves standardized test scores and grade point averages and develops skills in problem solving, critical thinking, and decision making. Even creativity is stimulated by childhood experiences in nature.

In her book Queen Bees & Wanna Bees, Rosalind Wiseman fundamentally changes the way adults look at girls’ friendships and conflicts—including how they choose their best friends, the way they express their anger, their boundaries with boys, and their relationships with parents. This second edition explores the different roles girls play in and outside of cliques, power plays, conflicts and more. Packed with insights about technology’s impact on the girl world and enlivened with the experiences of girls, boys, and parents, the book that inspired the hit movie Mean Girls offers concrete strategies to help you empower your daughter to be socially competent and treat herself with dignity.

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. Contact EAP if you would like to borrow any materials. bseckerson@albany.edu
Interesting finding...

A recent Stanford University study found that “simple changes to a cafeteria’s veggie descriptions caused a big change in choices.”

“The Stanford team reported that ‘indulgent’ labeling led to 25 percent more people choosing a vegetable compared with basic labeling, 41 percent more people than the ‘healthy restrictive’ labeling and 35 percent more people than the ‘healthy positive’ labeling.” Check out the full article about the study on Health Day titled “‘Beans’ or ‘Sizzlin’ Beans: Words Get People Eating Healthier.”

So if you are trying to get your family to eat more veggies, give the dish an enticing name!
Summer EAP Meet & Greet
Cornell Cooperative Extension Provides Free Soil Analysis—July 12

**Soil Sample Instructions:** Dig down about four (4) inches, place approximately one cup of dry soil, and place it in a Ziploc-type bag. This can be done in a few areas and blended together to form one sample from a garden or the front lawn. The sample should be labeled with contact information and location, such as vegetable garden or rose bed, etc. **Take your sample to the Cornell Cooperative Extension Master Gardener’s table during the July 12 EAP Meet and Greet event at the Campus Center small fountain.** There you will fill out a form and submit your soil. The Cooperative will test the soil at their lab and mail you your soil’s pH level along with any recommendations for amendments. First sample is free of charge. There is a $3.00 fee for each additional sample submitted for analysis.

*E. B. White*
American author (1899-1985)

**Photo:** Kathy Zazarine

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**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.

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

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

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*July 2017*

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