Plan Upstream for Holiday Stress

Start planning upstream to navigate the emotions, expectations, and time constraints of the holiday season. You’ll feel more control over events and keep that promise made last year to have a less stressful experience this year.

1) Put the family drama aside. Get over any spat you had with a family member last year and try to enjoy your time together.

2) Stay home on Black Friday. Did you know most retailers offer the same crazy deals online that they do at the store? Avoid the stressful early morning rush by shopping from the comfort of your home.

3) Pencil in scheduled downtime. Make sure you include time for doing something relaxing like spending an afternoon curled up with your favorite book in the midst of the holiday chaos. These break points serve a dual purpose by allowing you to anticipate something positive in the near future while facing stress in the present.

For additional information on how to plan ahead and to avoid being drained by holiday stress, check out the Cleveland Clinic’s article titled “Coping with Holiday Stress” for helpful tips. And if you are feeling overwhelmed, contact EAP for support and other suggestions on how to manage stress.

bseckerson@albany.edu  442-5483

Veterans Day — November 11
The Employee Assistance Program wishes to thank the many UAlbany employees who have served or are currently serving our country in the military.

Thanksgiving — November 28
We wish you and your family a warm and bountiful Thanksgiving holiday!

EAP Wellness Calendars Are Now Available!

Happily, EAP is able to continue its annual tradition of providing employees with a FREE wellness calendar. 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 be sent to you 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.

Article Resource: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Do You Want to Quit Smoking?

It’s that time of year again! The third Thursday in November is set aside for smokers across the nation to take part in the American Cancer Society Great American Smokeout. This event challenges people to stop using tobacco and helps people know about the many tools they can use to quit and stay quit. If you know someone who wants to quit or someone who has tried repeatedly to quit and has become discouraged, now might be a good time to broach the subject.

There are numerous helpful websites that provide useful information and proactive steps toward achieving this goal. Here are a few suggested websites, along with italicized excerpts which may entice you to read more:

**nysmokefree.com** - New York State Smokers’ Quitline (1-866-NY-Quits or 1-866-697-8487) sponsored by the NY State Department of Health Tobacco Control Program. This site provides among their many resources, but not limited to, quitting assistance in the form of coaches, a free starter kit of Nicotine Replacement Therapy (if eligible), and quit messaging service options. It gives options that allow you to customize the quitting process best suited to your particular needs with guidance every step of the way.

**Tobaccofree.org** - Sadly, eighty percent of smokers who quit do so without being in any program – and studies show that 95% of these self-reliant quitters fail, and go right back to smoking within 12 months. It’s the same rate of recidivism as with heroin. So you may wish to consider getting some help this time around! Knowing this may help alleviate the defeatist attitude held by those who have tried repeatedly to quit on their own.

This site empowers smokers to quit successfully with quitting tips and helpful resources for youth, as well as adults. Also, go to Tobacco.org to research any tobacco question or issue taken from news articles from four U.S. newspapers: USA Today, the Wall Street Journal, the Washington Post and the New York Times.

**Smokefree.gov** – Narrowing down a list of the 16 most effective Explore Quit Methods, the one rated the highest (4 of 5 possible stars) was Counseling and Medication - Combining counseling (in-person or telephone) with medication is more effective than using either method by itself. Talking with a counselor (in-person or by telephone) while also using a quit smoking medication will give you the best chance of quitting.

The next top three methods listed included medications that “When used as directed, can double your chances of quitting successfully.” These medications include Chantix, Nicoderm CQ (nicotine patch) and Nicorette (nicotine gum).

Alternative methods such as Acupuncture, Hypnosis and Laser Therapy were also listed as effective; however, since there is little or no proof available that these treatments help smokers quit successfully, they were ranked at the bottom of the list, but might be wise to consider as a personal choice.

There are innumerable websites available to you through a simple Google search providing helpful information and recovery steps not only for quitting smoking, but for many other addictions that may be plaguing you or a loved one. Or, contact UAlbany EAP for community resources and support.

There is no time like the present to take the first step toward a healthier lifestyle and a happier life—so start now. You can do it!

~Article submitted by Kathy Gurney, EAP Committee Member, CSEA Representative
Staying in Touch When a Loved One Is Ill

CaringBridge: Bringing family, friends and loved ones together when it matters

Many of us have used mainstream social networking sites such as Facebook or Twitter. However, not everyone is as familiar with one of the more specialized types of social networking sites. If you, or someone you know, is experiencing a health issue, CaringBridge is worth checking out.

CaringBridge is a non-profit organization that provides free websites to people experiencing a significant health concern. The personal, protected sites are designed to make it easy to stay connected to friends and family members during any type of health event. Individuals can share with their families and friends “journal entries” that provide up-to-date information on their health condition or any other details they wish to give. The site also allows family and friends to leave supportive messages and/or coordinate care and organize tasks to help the individual, such as bringing meals, providing transportation, or taking care of children or pets.

CaringBridge is funded by donations and provided free of charge to those in need. Starting a personalized site is simple and done in three steps. You are able to create the look of the page and assign privacy settings during the set-up process. To find out more about CaringBridge or to start a page, visit: http://www.caringbridge.org/.

Should You See a Professional Counselor?

Knowing when to see a professional counselor can help you stop a problem from growing into a crisis. If you’re hesitant, remember that professional counselors help you proceed at your own pace. Counseling might be a good idea if you:

1. struggle with feelings of sadness that won’t let up,
2. have suddenly experienced extreme personal loss,
3. can’t resolve ongoing sleep difficulties,
4. feel hopeless, or
5. experience anxiety or worry that interferes with daily functioning.

Even if you’re uncertain, a one-time consult can be helpful. There may be another way to resolve your issue, but speaking with an experienced professional is often the quickest way to finding the solution. Contact UAlbany EAP if you would like to discuss receiving referrals for counselors who take your health insurance plan.

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

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

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

Early intervention is the key! Contact EAP.

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

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

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

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

“When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us.”

~Alexander Graham Bell
Scientist & Inventor (1847-1922)
Unwritten Rules for Getting Ahead

There may not be universal rules for getting ahead, but there are strategies that, when applied consistently, will land you more opportunities to advance your career. Beyond knowing what you want, working hard, and networking, consider these power plays:

1) Look for quiet opportunities to practice self-promotion. This means asking for “the chance” or taking advantage of opportunities when they appear. There is an old saying: “If you don’t ask, you don’t get.” Its cousin is “opportunity knocks but once.”

2) Eliminate the attitude that only “pushy people” get the best opportunities. This will free you to spot more of them yourself.

3) Join task forces, committees, or teams that put you in touch with important people, notable leaders, influencers, and frontrunners.

4) Develop a personal “Top 40” list of individuals you’ve met along the path of your career who can guide and support you. Stay in touch with them at least annually the old-fashioned way with a personal, heartfelt letter that updates them on what you’re doing and your career, aspirations, and goals.

5) Nurture your luck. Being in the right place at the right time counts, but luck is more often a byproduct of action you consistently take to advance your goals.

Are You Sabotaging Your Team?

Are you unwittingly sabotaging your team? Examine these disruptive behavior clues:

1) Dismissing another team member’s ideas.
2) Using coercion (“do as I say”) when a team is under pressure for a solution.
3) Refusing to let go of an idea or solution the team believes won’t work.
4) Failing to value diversity. No one knows where the next insight or best idea will come from or how it will be inspired. The diversity of your team represents untapped riches. Avoid having personal bias prescreen those ideas that could inspire a solution or discovery.

“Striving for personal success is important but sometimes it takes the combined skills, personalities, strengths and talents of a dedicated group to achieve results.” This observation and other helpful tips about working together as a team can be found in the brochure by Personal Best Publications titled Teamwork: Accomplish More Together. To obtain a copy of this brochure, contact the EAP Office. bseckerson@albany.edu 442-5483

Article Resources: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Funeral Pre-Planning

A funeral is a major consumer purchase that can cost thousands of dollars, yet most of us make quick decisions at a time when we aren’t prepared. Finances may not be clear, disagreements may arise, and emotions can be high. One option may be funeral pre-planning.

Join Deborah Orecki, NYS Department of Health, Director of the Division of Funeral Directing who will provide us with up-to-date information on funeral pre-planning and answer pertinent questions such as:

- When pre-funding funeral arrangements, how can I be sure my money is safe?
- Does final disposition require a casket?
- Is embalming required by law in NYS?
- How many death certificates do I need?
- Who can control final disposition?
- What is a “green” burial?
- Who regulates funeral homes and directors in NYS?
- BRING YOUR QUESTIONS!


12:00 - 1:00 pm

EAST Campus
Thursday, November 14
Conference Room 110A

UPTOWN Campus
Wednesday, November 20
Room 375, Campus 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
Get Your Art On!

Recently CBS This Morning featured a segment called “Note to Self” with architect Frank Gehry. Photographs of his unconventional and yet beautiful buildings reminded me of how much I appreciate art. Art comes to us in many forms: architecture, sculpture, painting, photography, fashion, etc. It’s also nice to see our art students outside sketching our campus in all of its glory—which inspired me to send this message—Get Your Art On!

Art is all around us. Given our busy schedules, we just may not find the time to notice and appreciate it. Here are some excerpts from Art for Dummies Cheat Sheet to ponder.

Art is for enjoyment, fun, lifting your spirits. Looking at art should be a pleasurable, immediate experience. You can read about art, but looking at it is the only way to appreciate it. To enlarge your appreciation, follow these tips:

- Look at ten works of art each day and your life will change for the better.
- Forget about art as an investment. Maybe in 50 years the prices of your works will be higher than when you bought them, but probably not.
- Collect living artists. That way you’ll never buy a fake. You’ll also gain great satisfaction in knowing you’re supporting a cause not usually known for its economic well-being.
- Every work of art, except for those finished yesterday, has changed from its original appearance.
- Be sure to watch what kind of art your children are creating. One — or more — could have that super touch.

Everywhere you look, you are sure to find something that inspires or touches you in some artistic way. A great way to start you on your art appreciation adventure is to visit UAlbany’s Art Museum and the Boor Sculpture Studio. Better yet, join us for the next EAP Lunchtime Art Break and Get Your Art On!

Article Resources:
http://www.dummies.com/how-to/content/tips-for-appreciating-and-evaluating-art.html.

You can view the CBS video on Frank Gehry at:
http://www.cbsnews.com/video/watch/?id=50156702n

~Submitted by Pamela Moniz, EAP Committee Member, M/C Representative

Art is important.
We tend to think it is a luxury,
but it gives people deep pleasure
because beauty is the personification
of hope that something grander
is at work.
Gil Dellinger, painter
Fall Semester Art Break
Wednesday, November 7 12:00 - 12:45 PM
University Art Museum

Please join us for this semester’s “Art Break” with University Art Museum Director, Janet Riker. We’ll explore the current exhibit featuring two artists, Kate Gilmore: A Tisket, A Tasket and Suzanne McClelland: Furtive Gesture_CEDEpert2

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

CALL 442-5483 OR REGISTER ONLINE AT: http://www.albany.edu/eap/event_sign-up.htm

Please Register by November 5, 2013

~Design by Pamela Moniz, EAP Committee Member, M/C Representative

Employee Assistance Program-sponsored events are open to UAlbany and Research Foundation faculty, staff, family members, UAS employees, GSEU members, and retirees.
6-Hour Defensive Driving Class
for UAlbany Employees

Uptown Campus

Wednesdays
Nov. 6 and Nov. 13
5:30 - 8:30 pm
Standish Board Room
Science Library
Instructor: Sharon Simonik

This 6-hour class can help to reduce your car insurance rates or deduct points from your license. NYS requires attendance for the full 6 hours to receive credit.

Course Fee: $22.00
Make check out to: NTSI
Submit payment with registration and send to EAP Office/MSC # 200.
Registration deadline:
Monday, November 4

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.
Mothers & More is a grassroots, volunteer-driven organization, connecting mothers via a network of both virtual and local communities throughout the United States. “Belonging, finding friends who support us as moms, feeling connected and reconnecting with our old self are great reasons why we enjoy being members.”

Managing the Work/Life Balance

No matter your job title – executive, volunteer, entrepreneur, mom, whatever – life is one big balancing act!

Join Mothers & More of the Capital Region for a panel discussion about managing the work/life balance. Listen as members share funny stories and mingle with some area moms. There will also be light refreshments and a free raffle.

Wednesday, Nov. 20, 7:00 pm

Clifton Park-Halfmoon Public Library

For more information or to pre-register, email: ssmothersandmore@yahoo.com

To learn more about Mothers & More of the Capital Region, go to:

http://mothersandmorecapitalregion.webs.com/

A fun day with your family does not have to cost a small fortune. The Capital Region is filled with kid-friendly events and activities. You just need to know where to look.

Store Events: Did you know that local stores host events for kids and most of them are free? If required, be sure to register online or by phone to reserve your child’s spot. The following stores offer kids events regularly:

- Lowe’s Build and Grow Clinic http://lowesbuildandgrow.com
- ToysRUs In-Store Events http://www.toysrus.com/shop/index.jsp?categoryid=4311963

Nature: We are fortunate to live in a region with so many opportunities to enjoy nature. Many of us are in close proximity to parks and wildlife preserves. Close to campus is the Albany Pine Bush Nature Discovery Center on New Karner Road. View their online calendar for craft days, story time, nature games and other events. https://www.albanypinebush.org/events/calendar.cfm.

Library: Check out your local library’s calendar. You will likely find dates for story time, game night, movie night, craft time and many other events geared towards kids.

Bowling Alley: The bowling alley can be a fun outing for even young children. Some bowling alleys offer a special discount rate during one weekday every week. (For example $1 games on Tuesdays). Call or check online to find a bowling alley with specials near your home.

Kids Events Website: Another resource is a website called http://albany.kidsoutandabout.com/. Here you will find a plethora of events in the Capital Region, and you can even narrow your search further by selecting “All FREE events coming up.”

Craft Time At Home: Don’t feel like leaving the house? There is no need to as long as you are prepared. Start off by creating a board on Pinterest https://www.pinterest.com/. This is a convenient place to collect fun craft project ideas to do with your kiddos. Be sure to have craft supplies on hand to complete a few of your saved projects. Craft stores like Michaels http://www.michaels.com and Joann Fabrics http://www.joann.com/ have printable coupons available on their websites, usually for 40% off an item, and each accepts its competitor’s coupons. Joann Fabrics will even allow you to use one Joann’s coupon and one Michael’s coupon during the same visit! (See stores’ coupon policies for details).

~Article by Marlene Williams, EAP Committee Member, UUP Representative

~Resource submitted by Caroline M. Manssino-Cohen

Thank you, Caroline!
Saying Thank You

Teaching Children the Meaning

With the Thanksgiving Day holiday on the horizon, expressing gratitude becomes a highlighted endeavor. Yet, to live more fully, “giving thanks” is really something to think about and do every day of our lives — not just around the holiday. Teaching children to say thank you and to understand what it means to show gratitude helps to foster their resiliency. It allows them to notice and experience the positive aspects of life. And, as adults, when we are helping our children with understanding the meaning of gratitude and the importance of expressing it, we are also giving ourselves a reminder to be sure to integrate this into our busy lives as well. We can benefit while we serve as role models and provide guidance.

Consider the age of children to determine the best ways to have them begin to understand the concept of gratitude. What would be developmentally appropriate? For some age-appropriate ideas, check out these two articles:

“Teaching Kids Gratitude”
“Teaching Kids the Importance of Gratitude”

Be Thankful

Be thankful that you don’t already have everything you desire.
If you did, what would there be to look forward to?

Be thankful when you don’t know something
For it gives you the opportunity to learn.

Be thankful for the difficult times.
During those times you grow.

Be thankful for your limitations
Because they give you opportunities for improvement.

Be thankful for each new challenge
Because it will build your strength and character.

Be thankful for your mistakes.
They will teach you valuable lessons.

Be thankful when you’re tired and weary
Because it means you’ve made a difference.

It is easy to be thankful for the good things.
A life of rich fulfillment comes to those who are also thankful for the setbacks.

GRATITUDE can turn a negative into a positive.
Find a way to be thankful for your troubles and they can become your blessings.

Author Unknown

~Article idea and resource submitted by Diane Digiorgio.
Thank you, Diane!
Cranberry Sauce

from book The Kind Diet by Alicia Silverstone

Ingredients:
- 4 cups of cranberries
- 1/2 cup of brown rice syrup or maple syrup
- 1/4 cup of water
- Juice of 1 orange

Directions:
Rinse and clean berries well. In a large pan combine sugar, water, orange juice and
berries. Bring to a boil over med. high heat. Stir often. Reduce to a gentle boil and cook
until berries pop (about 10 min uncovered). Chill in refrigerator 1 hour.

Did you know...

NOVEMBER IS NYS EAP MONTH!

A little history of EAP...
Since 1917, employee assistance programs (EAPs) have provided
support and assistance to employees who have work performance
problems that result from some type of personal problem.

Most EAPs began in the 1940s with employer concerns about
alcoholism among white-collar workers. R.M. Macy and Co. and
the Northern State Power Company were the first to recognize the
need and to establish EAPs. Gradually these programs evolved and
began treating mental, emotional, and financial problems, and
those problems caused by alcohol and drug use. The tremendous
growth in EAPs began in the early 1970s.

The first EAP for New York State employees was initiated in April
1976 at nine worksites within the Mid-Hudson region of the New
York State Department of Mental Hygiene. Funding for this pilot
project was provided by a grant from the New York State Division
of Alcoholism and Alcohol Abuse to the Civil Service Employees
Association (CSEA). During the next five years, the EAP concept
spread rapidly to many other departments and agencies. By 1982,
more than 12,000 NYS employees and their families had received
referrals from local EAP Coordinators. In 2012, NYS EAP reported
the referral amount for the calendar year to be 24,920 contacts.

A commitment to the program was solidified in 1983 when New
York State, CSEA, PEF, UUP, and Council 82 of AFSCME formed the
Statewide Employee Assistance Program to oversee the growth of
this initiative. This year, NYS EAP celebrates 30 years making
services available to all state employees and their families!

Resource: NYS Employee Assistance Program http://worklife.ny.gov/eap/