November—3rd Annual EAP Stress Less Month

Are you looking for some ways to address your stress? Would you like to experience a relaxing and rejuvenating break during your work day? Maybe you’d like to learn some tricks to eat well and find foods that can help reduce stress? Perhaps you are contemplating retirement and feel some anxiety about starting a new life? Then get your calendar out and make plans to attend one or several of the events EAP has lined up for its Stress Less Month taking place in November. Giveaways and door prizes will be available, too!

EAP hopes faculty and staff will take advantage of this employee benefit and gain helpful tools to use throughout the months to come. See event details in the pages ahead.

Special thanks to the following for sponsorship and donations:

EAP Wellness Calendars Are Available

How did this happen? We are just a two months away from a new year. This means it’s time to order your EAP wellness calendars to prepare for 2018! This colorful calendar offers an array of tips for your health and well-being that will help you throughout the new year and beyond. To request a copy be sent to you via campus mail, call the EAP Office at 518-442-5483 or click on the “Special Promotions” icon on the EAP website’s home page.

One per employee while the supply lasts.

Every job is a self-portrait of the person who does it. Autograph your work with excellence.

~ Author Unknown
Soft Skill: Staying Energetic

Being energetic at work is more than avoiding that sluggish feeling after lunch. When you’re energetic, you possess and exhibit energy in abundance that is an obvious part of a vigorous work style and temperament. Employers value energetic employees for a key reason—their energy is contagious as they engage, create, and participate effectively with teams. You don’t have to undergo a personality transformation to be more energetic.

- Start with regular exercise and stress management techniques.
- Have a proper diet that maximizes your energy and that contains fewer foods that weigh on metabolism.
- Get enough sleep.
- Practice positivity to help you feel energetic. Good physical health and nutrition influence a positive mood, but this works both ways. Combine this with reducing negative self-talk scripts that bring you down.
- Practice work-life balance so you nurture yourself with activities you enjoy and participate in social activities that renew your spirit.

Don’t Be a Bystander to Workplace Harassment

The U.S. Equal Employment Opportunity Commission issued its 2016 report on workplace harassment. The document strongly supports “bystander training” as a powerful approach to reducing incidents of workplace harassment. The idea is for coworkers to “step in” when they witness inappropriate behavior toward others. This approach has been successful in reducing incidents of workplace violence and harassment on college campuses. We all have a personal responsibility to not just stand by and witness abuse. A collective responsibility exists to protect and nurture a positive and safe workplace, while also relying on organization resources for help, like bringing incidents to the attention of one’s supervisor or other authority for proper handling. Click here to access the UAlbany Campus and Workplace Violence and Prevention Policy and Program.

Dignify Differences in Others

You know that tolerance is the key to a respectful workplace. However, tolerance can still be accompanied by silence or indifference which can make a coworker feel unaccepted. So what is the next step along the path of inclusiveness that produces a productive, high-morale workplace in which everyone feels welcome? Answer: Dignify differences in people. While tolerance is attitude-driven, dignifying differences is an action step. The easiest way to dignify differences is by getting to know the person by looking past differences; discarding your negative first impressions; and giving the gift of listening for understanding, not agreement.
Take Steps to Overcome Worry, Fear, and Chronic Stress

Relationship issues, debt, grief and loss, and fear about an illness—these and other life issues can cause you to feel like you are only half present on the job, at social events, at a child’s school play, or at the dinner table. Don’t allow this state of mind to cause health problems. It signals that it’s time to reach out for help. Don’t resist seeking help because you think “no one’s got the answer.” EAPs and professional counselors can help, and the resources they possess can be extensive. When working with a counselor, you engage in a dual track of help—first, to get relief from the feeling of dread and, second, to find practical strategies to resolve the issues you face. Contact UAlbany EAP for referrals to counselors who take your health insurance.

Helping Someone Addicted to Opioids... or Other Drugs

An opiate addiction health emergency exists nationwide. Here’s how to help someone addicted to these or other substances of abuse:

1. Accept that enabling is initially part of any close relationship with an addict.
2. Learn how enabling helps addicts avoid seeking help or admitting they need it.
3. Stopping enabling is a learned skill with a shift in mindset. Discover how 12-step groups like Al-Anon help members make the switch.
4. Encourage the opiate addict to get treatment. Coordinate your attempts with a proper treatment program. Your EAP can help you find one. (Note that motivation to accept help will be low at first.)
5. Expect crises, drug incidents, and legal problems to continue or increase because addiction is a chronic illness. The good news is that each event is a “go-opportunity” to offer help. Make it easy to accept and offer simple steps for doing so.
6. Make treatment non-negotiable in your relationship—anything less is enabling.

Try This To-Do List

The march toward the holiday season has begun. If stress is piling on you, try this improved to-do list strategy. It may help you feel more organized and focused. Draw or create a form with five small to-do list boxes on one side of a sheet of paper—mark each for one day of the week. Add six or seven lines within each box. Add your to-do items in Monday’s box and focus on completing them. Unfinished items move to the next day’s box. This strategy improves focus, gives you a global view of accomplishments, prompts more action, and reduces procrastination. Don’t expect perfection, but see whether you notice an uptick in getting more done and less negative self-talk about what you don’t get done.

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

"Don't worry about failures. Worry about the chances you miss when you don't even try."
~ Jack Canfield

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](http://www.albany.edu/eap)

Employee Assistance Program-sponsored events and services are open to UAby 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!

bseckerson@albany.edu 518-44-5482

Great American Smokeout—November 16

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 learn 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 and has become discouraged, now might be a good time to broach the subject and cheer them on!

Five Ways to Get Ready to Quit Smoking

Quitting smoking can be hard, so a good plan can help you get past symptoms of withdrawal. Five steps can help.

1. **Set a quit date.** Choose the Great American Smokeout or another quit day within the next 2 weeks.
2. **Tell your family and friends you plan to quit.** Share your quit date with the important people in your life and ask for support. A daily e-mail, text message, or phone call can help you stay on course and provide moral support. Plan a smoke-free lunch date or game night to distract yourself, or gather your family in the kitchen to cook a special meal together.
3. **Anticipate and plan for challenges.** The urge to smoke is short—usually only 3 to 5 minutes. Surprised? Those moments can feel intense. Before your quit day, write down healthy ways to cope. Even one puff can feed a craving and make it stronger. **Healthy choices include:** drinking water, taking a walk or climbing the stairs, listening to a favorite song or playing a game, and calling or texting a friend.
4. **Remove cigarettes and other tobacco from your home, car, and workplace.** Throw away your cigarettes, matches, lighters, and ashtrays. Clean and freshen your car, home, and workplace—old cigarette odors can cause cravings.
5. **Talk to your pharmacist, doctor, or quitline coach about quit options.** Nicotine patches, gum, or other approved quit medicines may help with cravings.

Source: [http://www.cdc.gov/Features/GreatAmericanSmokeout/](http://www.cdc.gov/Features/GreatAmericanSmokeout/)
"Less is More."

EAP Theme for 2017!

This month let’s explore the idea that “less complaining means more time for gratitude.”

It’s so easy to complain, isn’t it? Why is that I wonder? Why do we gravitate towards looking for the negative? Over the years, research has explored the idea of “negative bias.” It seems that because of our desire to avoid negative experiences, we tune into them more easily. We can all probably agree that some of us have a more heightened awareness of this than others. On the flipside, other research has investigated how focusing on gratitude can have a positive impact on our health and well-being. Have you ever noticed how some individuals keep up good spirits and maintain a sense of thankfulness despite going through rough times?

In the article “7 Scientifically Proven Benefits of Gratitude,” (Psychology Today, April 3, 2015) Amy Morin, LCSW, outlines that gratitude opens the door to more relationships, improves physical and psychological health, enhances empathy and reduces aggression, improves sleep, increases mental strength, and improves self-esteem. So what are we waiting for, right? In this season of giving thanks, why not begin to make the conscious effort to shift from complaining so much to becoming more mindful of the small and big things to be grateful for. To learn the specifics about why and how gratitude can impact those seven areas outlined by Morin, check out the full article. And may your grateful moments be plentiful going forward!

Tips to Reduce Stress Right Now

♦ Create small goals. What can you get done today?
♦ Don’t run from problems. Facing fears decreases stress and builds inner strength.
♦ Keep things in perspective.
♦ Maintain hope. Thinking positive thoughts helps to create positive situations.
♦ Ask for help. Letting someone help you strengthens your own resilience. Contact UAlbany EAP to discuss your stressors and get information, resources, referrals, and support.
♦ Write down what you are grateful for and review it when you are feeling down.
♦ Stay physically active. Exercise releases hormones in the brain that make you feel better.
♦ Breathe slowly and deeply for a few minutes. Deep breathing can increase your energy level and helps turn off racing thoughts.

Source: New York State Office of Mental Health
Taking time to meet with the EAP Coordinator during work hours:

- As employees, when taking time away from the job, we need to inform the person who supervises us. If you choose to inform your supervisor that you will be coming to EAP, you **will not** need to charge time. You **do not** need to inform your supervisor the reason for seeking EAP services.

- If you **do not** want your supervisor to know that you are using EAP services and wish to have your appointment during the work day, you will need to request time off and charge time. Meeting during your lunch break is an option which would avoid charging time or speaking to your supervisor about using EAP.

- In some cases if you have informed your supervisor of your appointment with EAP, the supervisor may request confirmation of your meeting and the amount of time spent with the EAP Coordinator. If such confirmation is needed, you will **sign a release form when meeting with the EAP Coordinator** giving her permission to contact your supervisor to confirm the meeting took place. **To maintain confidentiality, the Coordinator will NOT disclose any information about the conversation and referral information provided.**

  **NOTE:** The EAP Coordinator can accommodate appointments outside of your work hours.

Attending EAP-sponsored events:

EAP’s overarching mission is to help maintain a healthy and productive workforce.

If an EAP-sponsored lunchtime wellness program or professional development workshop would support your personal and/or professional growth and address any needs you or your family might have, you may ask your supervisor/manager for the release time you might need to attend a program. **Staff release time is contingent upon operating needs.** Support for employees to attend EAP lunchtime programs and workshops is greatly appreciated.

**Not all places of employment offer employees a robust EAP benefit.**  
**Take advantage of yours!**
Electronic Recycling Day

UAlbany’s Office of Sustainability and Facilities Management are co-sponsoring an Electronic Recycling Day on Wednesday, November 8th. Personal items will be accepted for FREE. **No state-owned equipment will be accepted.** Properly recycling our electronics is an important way to protect our environment which ultimately affects our personal health and well-being. **For all of the details, go to:** [http://www.albany.edu/gogreen/files/flyers/ElectronicsRecyclingDay_2017.pdf](http://www.albany.edu/gogreen/files/flyers/ElectronicsRecyclingDay_2017.pdf)

Free Tai-Chi Class on Campus

Have you been interested in trying Tai-Chi? Or, maybe you’ve taken Tai-Chi in the past and would like the opportunity to enjoy the experience again? The **UAlbany Confucius Institute** is offering a FREE Tai-chi class on Mondays and Wednesdays on campus. Classes run through December 16.

**Instructor:** Vera Childers - A Master of Tai-chi who has been teaching Tai-chi for 27 years.

**Schedule:**

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If you have any questions about the Tai-chi class, contact Youqin Huang. [http://www.albany.edu/gp/huang.php](http://www.albany.edu/gp/huang.php)
Two Opportunities to De-stress!

Chair Yoga

Take 30 minutes out of your day to experience chair yoga. We will gently breathe and stretch our way to a comfortable body and more relaxed mind. All movements are done seated or standing with the chair for support. Learn techniques that you can use at your desk!

Progressive Relaxation

Short circuit stress with this simple technique you can use at the end of your all-too-busy day or any time you feel tension building. We’ll explore a bit about the “stress cycle” and how progressive relaxation can help to restore calm, boost creativity, and make life a little more enjoyable!

Facilitator: Judi England, RN, licensed massage therapist, and professionally certified Kripalu yoga instructor.

Friday, November 3

Assembly Hall, Campus Center

To register contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
Call 518.442.5483
or register online
http://www.albany.edu/eap/event_sign-up.htm

Chair Yoga Session
Noon—12:30 pm

Progressive Relaxation Session
12:45 pm –1:15 pm

Stress Less Month Sponsors:
Employee Assistance Program

Stress Less Month

Successful Meal Prepping Tips to Make Your Life Less Stressful

Are you stressing out while trying to provide wholesome meals for you and your family?
Do you want to save time and provide nutritious meals?
Would you like to eat more foods in your diet plan that help reduce stress?

Join UAlbany dining’s campus dietitian, Donna Duffy, as she shares tips, tricks, and recommendations for successful meal preparation and suggestions for including anti-inflammatory foods into your daily diet plan.

• Healthy Meal Prepping & Anti-inflammatory Foods demonstration program
  • Tuesday, November 7, 2017, 12:00pm - 1:00pm
  • Assembly Hall, Campus Center

To Register Contact:

Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
Call 518.442.5483
Or register online:
http://www.albany.edu/eap/event_sign-up.htm
Learn about the SUNY Retirees Service Corps!

Keys to a “Stress Less” Retirement

*It’s not just about your finances*

Retirement can seem scary, but it doesn’t have to be. Here’s your chance to learn from and question two SUNY retirees. They’ll talk about how they prepared emotionally for retirement and give advice on the non-financial aspects of retirement preparation – including the importance of having a plan, finding purpose, and the connection between staying engaged and staying healthy. You’ll also hear from representatives of the SUNY Retirees Service Corps, who will talk about the services their organization provides.

**PANELISTS:**
* Dr. Ram Chugh, Distinguished Service Professor of Economics (Emeritus), SUNY Potsdam; Executive Director Emeritus, SUNY Retirees Service Corps, SUNY System Administration; Board Member, University at Albany Emeritus Center
* Jim Kalas, Associate Provost (Retired), SUNY System Administration; Lecturer (Emeritus), University at Albany
* Julie Petti, Director, University-wide Human Resources, SUNY System Administration
* Pierre Radimak, Coordinator, SUNY Retirees Service Corps; Editor, SUNY Retirees Newsletter

**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

**Stress Less Month Sponsors:**

**Wednesday, November 15**
**Noon—1:00 pm**
Assembly Hall
Campus Center
Chair Yoga and Progressive Relaxation

Short circuit stress by experiencing chair yoga and the progressive relaxation technique. Chair yoga incorporates gentle breathing and stretches that are done seated and standing with your chair for support. We’ll explore a bit about the “stress cycle” and how progressive relaxation can help to restore calm, boost creativity, and make life a little more enjoyable!

Facilitator: Judi England, RN, licensed massage therapist, and professionally certified Kripalu yoga instructor.

To register contact:
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Call 442-5483 or register online
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Friday, November 17
Noon—12:45 pm
Café Conference Room
A Wing

Stress Less Month Sponsors:
Quick & Easy Meal Ideas

Tuesday, November 28th
12:00 p.m. – 1:00 p.m.
4 Tower Place, Room 610

Think you’re too busy to prepare a healthy meal? This program will provide practical solutions for overcoming the barriers that may be preventing you from cooking meals at home. Participants will leave this class with shopping tips, healthy recipes, and a list of essential foods to keep your kitchen stocked!

Open to all UAlbany and Research Foundation employees!

CDPHP members can earn up to 10 Life Points® for attending.

To register, contact Brenda Seckerson, EAP Coordinator:
bseckerson@albany.edu ~ 518-442-5483
Or register online: http://www.albany.edu/eap/event_sign-up.htm

When registering, please indicate if you have CDPHP to help us meet our minimum enrollment!
The EAP Art Break is back! This is a great way to get energized during your work day and connect with others who are interested in the arts and learning about the UAlbany campus. Join us as Naomi Lewis provides a talk and tour of the current exhibit titled *When We Were Young: Rethinking Abstraction from the University at Albany Art Collections* (1967-present). Looking back at highlights from the earliest years of the University at Albany Art Collections, this exhibition shines a fresh light on late-Modernist abstraction as it relates to current trends in contemporary art.

**To register contact:**
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
Call 518-442-5483 or register online
http://www.albany.edu/eap/event_sign-up.htm

**For more information about the exhibits, go to:**
http://www.albany.edu/museum/index.shtml

**University Art Museum**
**Wednesday, December 6**
**Noon—12:45 pm**
**Tour Guide: Naomi Lewis**
Some favorite seasonal recipes from EAP Committee members.

EAP Committee members share some easy “make ahead” recipes that help relieve the stress of cooking holiday meals. **Note...These recipes are about saving time but not calories!**

**Merissa Mabee, M/C Representative,** likes to make her mashed potatoes ahead of time. She uses this recipe for “**Delicious, Creamy Mashed Potatoes**” that she and her family enjoy.

**Toni Gaspary, UUP Representative,** shares her mom’s cranberry sauce recipe. This relish-type sauce is another easy recipe to make ahead of time. Plus, the homemade version helps you to avoid using the canned seasonal dish!

### Cranberry Sauce

**Ingredients:**
- 12 ounces cranberries
- 1 cup white sugar
- 1 cup orange juice

**Directions:**
In a medium sized saucepan over medium heat, dissolve the sugar in the orange juice. Stir in the cranberries and cook until the cranberries start to pop (about 10 minutes). Remove from heat and place sauce in a bowl. Cranberry sauce will thicken as it cools.

**UUP Representative Marcia Catrambone** gives us her “Thanksgiving Make Ahead Stuffing” recipe.

**Ingredients:**
- 1-1/12 lbs. of fresh bread (crust removed)
- 1 lb. pork sausage—loose
  *(can also use ½ lb. sweet and ½ lb. hot Italian sausage)*
- 5 medium onions—chopped
- 2 garlic cloves—chopped
- 5 stalks celery—chopped
- 2-10 ounce cans chicken broth (can use beef broth)
- 1 stick of butter
- 2 whole eggs
- Ground sage (use a lot for good flavor!)
- Salt & pepper to taste

**Directions:**
Break up bread into small pieces and place in large bowl.

Sauté sausage in large frying pan and break up into pieces.

Drain the fat by pouring over the bread.

In same pan, add butter until melted and sauté onion, garlic and celery until soft. Add sage, salt and pepper then pour over bread.

Warm the chicken broth and pour over bread. Toss everything together in the bowl and when mixture has cooled slightly, add the two eggs and mix well.

Place in a 9 x 13 baking dish, cover tightly with foil.

Bake for 30 minutes at 350 degrees.
Recipe Compliments of Personal Best Publications

MAKE A GREAT PLATE.
Start your day with a breakfast of whole grains and fresh fruit.

Apple Pie Breakfast Bowl

INGREDIENTS
1 cup plain nonfat Greek yogurt
1 tbsp almond butter
½ tsp cinnamon
1 tsp honey
1 apple, diced
¼ cup toasted oats or granola
2 tsp pecans, chopped

DIRECTIONS
In small bowl, stir together yogurt, almond butter, cinnamon and honey. Separate apple pieces into 2 breakfast bowls. Top apples with yogurt mixture, oats and pecans. Stir together and enjoy!

Makes 2 servings. Each: 268 calories • 15g protein • 12g total fat • 27g carb • 18g sugar • 4g fiber • 47mg sodium

Gratitude unlocks the fullness of life. It turns what we have into enough, and more. It can turn a meal into a feast, a house into a home, a stranger into a friend.

~ Melody Beattie

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program - Contact Info:
10B Airline Drive, Albany, NY 12235 ~ 518.486.9769

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

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.