NEW FACULTY AND STAFF...

Welcome to the UAlbany Community!

The Employee Assistance Program (EAP) is a New York State joint labor/management program that is a negotiated benefit for employees. Faculty members and staff from the various unions (CSEA, UUP, PEF, GSEU, and NYSCOPBA), Management/Confidential (MC), and other employee affiliations on campus (the Research Foundation, UAS, the Albany Foundation), family members, and retirees are eligible to use the confidential EAP Information, Assessment, and Referral Service and attend EAP-sponsored programs.

UAlbany EAP strives to enhance the maintenance of a healthy and productive workforce. We hope you’ll enjoy receiving the monthly EAP E-News and will take advantage of the EAP services and programs that are offered. (See page 4 for more information.) And be sure to check out the EAP website from time to time throughout the year to discover helpful resources and learn about upcoming EAP events and programs.

Contact UAlbany EAP Coordinator Brenda Seckerson if you would like to learn more about this employee benefit.

E-mail: bseckerson@albany.edu  Phone: 442-5483

MULTI-TASKING VERSUS CHUNKING

Time Management Strategies

The younger you are, the more unlimited time can seem. However, by appreciating the finite nature of time, you’ll achieve goals faster and more abundantly. “Chunking” is one way to do this. Chunking is a time management tool for getting more done with fewer interruptions, starts and stops, and without the need to repeatedly refocus your efforts on competing tasks. These are the flaws of multi-tasking. Chunking focuses on completing one thing and then moving onto the next. This time management technique will astonish you with its impact!

For information on how to utilize chunking as an effective strategy for productivity, check out the article titled “Don’t Multi-task When You Can Use Chunking” or just Google "chunking time management" to learn more.

EAP NEWS

SEPTEMBER 2013

EMPLOYEE ASSISTANCE PROGRAM

UAlbany Employees’ Link to Resources for Health & Well-Being

ARTICLE RESOURCE

Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
So, are you starting to feel like you are walking the tightrope again with the start of a new academic year? Trying to balance work life and home life can take some extra care as we swing into the fall season and the beginning of school. Increased work responsibilities, family and life commitments, and fuller schedules can make it feel like there are a lot of balls to be juggled. Tightrope. Juggling. Life can become like a circus if we don’t stop and make some adjustments. Here are some tips from Personal Best’s brochure Balancing Act: Work & Family...Meeting the Challenge that can help you keep that “life-is-a-circus” feeling at bay.

Be aware of your limitations. Accept that no one can do or have it all, and try to identify your priorities. Know what’s important to you.

When possible, avoid bringing work home and home to work. Make a conscious transition from each. Set reasonable hours for your job, for others, and for yourself.

Learn the value of planning and organization. Don’t just let stuff happen. If you establish and practice routines, you may feel like you have more time and less stress.

Add fun every day. Life is too short not to play and laugh. Learn to appreciate the comical side of situations each day. Laughter eases stress.

Nourish your body. It’s the best investment of your time you can make. Nutritious foods, adequate sleep, and exercise will reward you with added energy.

Control time wasters. Are you robbing yourself of time with unnecessary commitments, e-mails, phone calls, meetings, or hours of watching TV?

Expect the unexpected. Only in dreams does everything go smoothly. A good coping strategy is to stay flexible—a skill you are probably learning as you practice your juggling act every day!

B-A-L-A-N-C-E can be elusive. Recognize that it requires making choices and a willingness to change what isn’t working.

If you find yourself feeling overwhelmed by all that you have going on at work and at home, here’s your quick checklist of steps to take to try to achieve some sense of balance and control.

Prioritize by deciding what is most important in your life.
Avoid multitasking and trying to do everything at once.
Learn to say no.
Delegate whenever possible.
Focus on work at work.
Allow for the unexpected.
Control time wasters.
Take time to care for yourself.

If you would like a copy of the Balancing Act: Work & Family...Meeting the Challenge brochure that contains the tips outlined in this article as well as additional suggestions, contact the EAP Office to request a copy be sent to you via campus mail. Also available is the 21 Ways to Save Time brochure. If it would be more helpful to talk to someone about trying to “juggle” it all, take advantage of the confidential Information, Assessment, and Referral Service. Set up an appointment to speak with EAP Coordinator Brenda Seckerson. bseckerson@albany.edu 442-5483

Remember, the Employee Assistance Program is a safety net when it feels like you are walking on a tightrope.
Senior Services of Albany’s Caregiver Connection

Fall 2013
Telephone Support Group Program

12-week Tune-up Class
Class for caregivers held by telephone conference call.
Reduce stress, strain, and depression
Receive support and encouragement
Solve problems more effectively
Learn about community resources

Fall Class Starts September 24th
Tuesdays 7pm-8pm
Award-winning & evidence-based;
led by Diane Van Dusen, MSW.

Advance Registration is Required
Space is limited to 8 registrants
Please call Laurie Milward at 518-465-1398
Or email Cindy Kather at Ckather@seniorservicesofalbany.com
Informing and supporting Capital Region residents who provide assistance and care for older adult relatives, partners or friends. Funded in part by NYS Office for Aging, Albany County Department for Aging and the United Way of the Greater Capital Region.

Tough Teens, Real Solutions

A group for parenting adolescents
Raising a difficult teen can present many challenges, and parents often need all the support they can get. In an educational and therapeutic environment, parents will come together to learn effective strategies for developing a more positive relationship with their teen. You will:

⇒ Develop strategies for positive change in parenting style
⇒ Learn the "3 C's of Effective Parenting"
⇒ Become more aware of the negative patterns and obstacles that prevent you and your teen from getting along

Samaritan Counseling Center of the Capital Region
Orientation Session: Saturday, Sept. 21, 2013 (pre-registration required)
Classes: Saturdays, 9:30 - 11:15 am
Sept. 28 - Nov. 16, 2013
Location: Orientation session & classes will be held at the Shenendehowa United Methodist Church, Clifton Park, NY
Led by Daniel Kulzer, LMSW & Nicole Edwards, MA
For fees and registration, call (518) 952-1262
http://www.samaritancounselingcenter.org/
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.

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

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

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

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

"You don’t have to see the whole staircase. Just take the first step.”

~Martin Luther King, Jr.
Clergyman, Activist, and Civil Rights Leader (1929-1968)
The Power of Praise
The “Secret Sauce” of Employee Engagement

The ability to integrate praise and recognition into the day-to-day interactions with staff can result in increased employee engagement, loyalty, and a reduction in employee turnover. Join us for an interactive and engaging program that is more than a tips and strategy session. You’ll have an opportunity to experience a shift in thinking which will lead to new actions such as authentically praising staff more often.

**Presenter:** Lisa Giruzzi has more than 25 years experience helping people be more successful through effective communication. She is the author of *31 Days to Transform Your Life*. Her newest book is titled *Bringing Out the Best in Your Employees*. Lisa is the owner of the consulting firm *Transformational Conversations* and has given keynotes, workshops, and presentations nationwide.

**Location:** Room 375, Campus Center

**Registration Deadline:**
Tuesday, October 1

**Space is Limited! Register Early!**

**THURSDAY, OCTOBER 3**

**9 AM — 12 PM**

*Supervisor’s Approval Required to Attend

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

*Courtesy of EAP, participants will receive a copy of Lisa’s book *Bringing Out the Best in Your Employees: The Ultimate Guide for Managers and Supervisors for Engaging and Empowering Employees to be More Successful and Productive Through Effective Communication.*

**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
**Improve Your Emotional Intelligence**

Emotional intelligence is the ability to monitor one’s own feelings and emotions and that of others. This understanding allows for more satisfying and productive relationships. Anyone can have a better “EI” by practicing a few skills. Here are a few of these skills to incorporate into your life to increase your EI:

1. Try encouraging others to speak first and give them your full attention.
2. Eliminate the idea of good and bad personality types at work. Instead, look for the part of their personality that represents positivity and is well-meaning.
3. If there’s friction between you and a coworker, look at where you may be coming up short in communicating and address that first.
4. The next time you find yourself focused solely on winning or on retribution, take a step back and look for ways to achieve your goal that also benefit others.

**The Performance Discussion**

Being happy on the job, engaged, productive, and feeling “at one” with your supervisor is about as good as it gets. One more thing will make it perfect—no surprises at your annual review. Plan upstream to prevent this problem by having a discussion about your performance. The “performance discussion” is about getting feedback on how well you’re doing your job. You don’t have to wait for your supervisor to initiate it; it can start with you. If you’re beginning to feel unsure about your performance, a little detached, and can’t say for certain what your supervisor thinks about how you’re doing, then you’re overdue for a performance discussion appointment. Be proactive and inquire as to when the next one will be.

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

“Good things may come to those who wait, but only the things left by those who hustle.”

~Abraham Lincoln
Decoding Money and Emotions in Our Lives

Why do people have issues around money? Because human beings are instinctive first and rational second, even if we want to think otherwise. Sometimes it can seem that we are ruled by forces we don't understand at all. In our present culture, dealing with money has become very knowledge-based and complex. In our closest relationships, money issues emerge because they intersect with our most basic needs for survival and love. In this lunchtime seminar, we will begin to shed some light on this perplexing human experience in an enjoyable and uplifting way.

Presenter: Sandra Kennedy, MA, CPA, CPC works with individuals and couples to solve money issues and improve money management. She combines a background as a Certified Public Accountant (CPA) with a MA in Counseling Psychology, as well as a certification in coaching (CPC). In addition, she is a teacher, tutor, and seminar presenter. A trusted adviser for over twenty years, she combines down-to-earth common sense with higher vision and purpose. www.MoneyandPurpose.com.

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
It’s not just for elders!!

Estate Planning, Wills, & Trusts

Do you have your will, power of attorney, and health care proxy set up?

Estate planning isn’t just for elders! As adults, we ALL need to think about setting up these important documents. Putting them in place helps plan for the future from a legal standpoint and provides our families with an outline of our wishes. These actions can give everyone some peace of mind. Join attorney Michelle Wildgrube from the law firm of Cioffi Slezak Wildgrube P.C. as she explains what you need to know about estate planning.

12:00 - 1:00 pm
TWO UPTOWN Campus Offerings!
Tuesday, September 17 OR Wednesday, October 2
Room 375, Campus Center

DOWN TOWN Campus
Thursday, September 19
Room 105, Draper Hall

EAST Campus
Tuesday, October 1
Room 110A, School of Public Health

“A Legally Speaking Workshop”
provided by The Legal Project*

*The Legal Project is a private, not-for-profit organization that was founded by the Capital District Women's Bar Association in 1995. It provides a variety of free and low cost legal services to the working poor, victims of domestic violence and other underserved individuals in the Capital District. http://www.legalproject.org/

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
Did You Know...
The New York State STAR Program has changed?

New legislation requires all homeowners receiving a Basic STAR exemption* to register with the New York State Tax Department in order to receive the exemption in 2014 and subsequent years.

- Homeowners will not have to register in order to receive their 2013 STAR exemptions.
- Homeowners will not have to re-register every year. Based on the information provided in the registration process, the Tax Department will monitor homeowners' eligibility in future years.

DEADLINE to register is December 31, 2013. For all of the details and online registration, go to:
http://www.tax.ny.gov/pit/property/star13/default.htm

*The Basic STAR Program...
- Is available for owner-occupied, primary residences where the resident owners' and their spouses income is less than $500,000
- Exempts the first $30,000 of the full value of a home from school taxes

For more information, go to: http://www.tax.ny.gov/pit/property/star/index.htm

EAP Defensive Driving Class Returns!

EAP took a hiatus from offering the Defensive Driving Class for a couple of years due to the minimum enrollment not being reached. With our focus on financial well-being during the fall semester, we’ve decided to try once again to offer this 6-hour class which provides a 3-year discount on auto insurance and helps to deduct points off of one’s driver license.

Wednesdays, Nov. 6 and Nov. 13
5:30 - 8:30 pm
Standish Board Room, Science Library
For registration and fee information, go to the EAP website.
http://www.albany.edu/eap/monthly_eap_calendar.htm
How to Be a Catalyst for Change

People who are catalysts make things happen. They are passionate about their jobs. But which came first—their passion or the ability to get things done? Learn to be a catalyst for change, and you may experience renewed enthusiasm for your job.

1) Start by writing down three to five things that need improvement in your work environment that you have or should have influence on helping to correct.

2) Next to each item, note ideas that will lead to a solution.

3) From this list, choose one area of improvement where you are most likely to succeed and take the first action step. Start small. It may just be a conversation with other influencers about possibilities.

4) From these conversations, consider your next small move. This is called strategizing.

As you make small, positive changes, you will feel momentum and gain a visualization of your future success. Your enthusiasm will grow. Notice how focus, determination, patience—and a bit of political sensitivity—play key roles in creating change in organizations. You’ve just discovered the path to feeling more engaged and finding more meaning in your job.

Save the date! $ Tuesday, October 29

EAP’s First Financial Wellness Fair

We’re calling it our “Money-Wise and Financially Fit” fair. EAP has invited an array of providers who can offer information and resources designed to support your financial well-being. Also woven into the day’s event will be three, 20-minute seminars. Circle the date on your calendar, and stay tuned for further details!

Highlighting our first financial wellness fair, financial well-being will be an overarching theme for the fall semester EAP Lunchtime Wellness Programs. Employees will have the opportunity to explore the topics of money and emotions, estate planning, right-sizing your home or that of your elder parents’ home, and funeral planning. EAP hopes you’ll take advantage of the programs being made available to support UAlbany employees.