Making Better Use of Your Lunch Break

Your lunch break is “me” time, so enjoy it. But don’t fall for the notion that you can’t put it to good use “working” for yourself to reduce stress by taking care of small chores, errands, and to-dos that will free up time after work. If you tend to eat for 15 minutes and zone out for 15 to 45 more, see if any of these ideas whet your appetite for a different kind of lunch—a power lunch that buys free time so you have better days, more pleasant evenings, and fewer weekends bogged down with errands.

1) Plan a grocery list or evening meal.
2) Pay bills.
3) Plan your weekend.
4) Go for a walk.
5) Pick out birthday cards, do short errands, and grocery shop for all the non-refrigerated items to save time later.
6) Schedule personal/medical appointments.
7) Call family and friends to wish them a happy birthday.
8) Have lunch with a mentor.

Before work begins or during a commute on public transportation, plan your to-dos for lunch breaks to supercharge your entire week. Save your list and be amazed at how much you accomplished.

Under Too Much Stress?

Could you be under too much stress and not realize it? Being overstressed (in distress) doesn’t necessarily include worry, dread, anxiety, or sleep problems. Though common, these symptoms are not experienced by everyone. Instead, you might experience rashes or diarrhea, bicker more with a life partner, have neck pain, or become disorganized and forgetful. Being quick to anger (“snappiness”) is a sign of increasing distress, but self-awareness for spotting it may be minimal. Others are more likely to point it out.

Reaction to stress stems from the body’s “fight or flight” response to a perceived threat. This response can manifest in different ways. Because life stress is often psychological (fear of being fired, late to work, etc.), there is nowhere to run. Stress, therefore, will take its toll on your body. When undesirable symptoms of stress appear and don’t relent, it’s time to intervene. Find a large list of stress symptoms at www.stress.org/stress-effects.

Contact UAlbany EAP to discuss your stress. EAP can provide resources and referrals that could help you to alleviate the impact these stressors are having on your health and well-being.

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

Become a More Diligent Worker

Being a diligent worker is a fast way to impress management and leadership. **Diligence means being careful and persistent in your work.** Most employees want to be viewed as diligent. If you’re one of them and believe in the long-term rewards of diligence, here’s the secret: conscientiousness.

Being conscientious is not a work style. It is an attitude that drives the diligent worker’s behavior. Being conscientious means wanting to do what is right—well and thoroughly. Here’s your motivation: Diligent workers are valued and easily stand out. If you exercise diligence, you can count on management talking behind your back—and it will be all good talk that builds your reputation.

Diversity: Welcoming Employees to the Workplace

Welcoming new hires from other cultures or demographics different from your own is a vital step in making diversity a positive force and influence. All employees have a key role in this process. Speediness is important too, because first impressions are everything. Organizations that don’t welcome and assimilate employees will suffer from lower productivity, morale issues, and higher turnover. They will also struggle to compete. The most powerful way you can acknowledge and welcome any new employee is to ask with a smile, “So, how is it going in your first week?” and “Can I answer any questions or help you with anything?”

A single act of kindness throws out roots in all directions, and the roots spring up and make new trees.

~Amelia Earhart, American Aviation Pioneer (1897-1931)

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

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.
Are you finding yourself grappling 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 as an employee benefit.

“When everything seems to be going against you, remember that the airplane takes off against the wind, not with it.”

~ Henry Ford, American Industrialist (1863 - 1947)

**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 UAlbany and Research Foundation faculty, staff, family members, UAS employees, GSEU members, and retirees.

**Early intervention is the key! Contact EAP.**
Mixing Alcohol with Summer Fun

Summer time means family barbecues, trips to the beach, vacation, and lots of time by the pool or on a boat. Paying attention to alcohol consumption during these activities is an important way to stay safe. “Drinking impairs both physical and mental abilities, and it also decreases inhibitions—which can lead to tragic consequences on the water, on the road, and in the great outdoors,” states the National Institute on Alcohol Abuse and Alcoholism (NIAAA).

Did you know that up to 70% of water recreation deaths of teens and adults involves the use of alcohol? NIAAA provides some helpful information to keep in mind as you and your family enjoy the summer season. When it comes to the use of alcohol, combine having fun this summer with being mindful of safety. To access the “NIAAA Fact Sheet: Risky Drinking Can Put a Chill on Your Summer Fun,” click here.

Steps to Stop Being an Enabler

Most people understand “enabling” as a behavior that prevents another person (typically a loved one) from recognizing or experiencing the adverse consequences of a personal problem. This in turn contributes to the affected person’s lack of awareness of the need for treatment or refusal to accept such treatment, counseling, or care. It is not easy to stop being an enabler, but you can take certain steps toward that goal:

- Recognize that you play an enabling role and that you struggle with stopping this behavior.
- Motivate yourself to change by educating yourself about the loved one’s problem. This challenges false beliefs, dispels myths, and clears up misconceptions. A crisis typically produces great motivation to stop enabling, but waiting for such an event is ill-advised.
- Clearing up all these misunderstandings begins to free you from the guilt and fear that keep you bound in the enabling role.
- Empower and motivate yourself further with energy garnered from others by way of a support group that you either find or create. This helps prevent a return (relapse) to the enabling behaviors you swore you would give up.

If you would like more information about how to address being an enabler, contact UAlbany EAP to speak confidentially about resources and referrals that can support your efforts in making a change.

442-5483 bseckerson@albany.edu

Source for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
If Your Loved One Has a Mental Illness

When a loved one has a mental illness, getting family support is a way to help the individual as well as a means of taking care of yourself as you address the concerns and issues that can arise. The Capital District Psychiatric Center’s (CDPC) weekly Family Services Support and Education Meetings might be of help. Participants will experience:

⇒ Support from other families
⇒ Meet those who provide services to your loved one and hear guest speakers on various topics
⇒ Learn how to effectively advocate for mental health services
⇒ Gain first-hand knowledge on how to navigate the mental health system

This FREE group is available to Capital Region residents. Your loved one does NOT have to have been a patient at CDPC for you to attend the Family Services group meetings. Remember, you are not alone. Help and support are available!

CDPC Family Services and Education Meetings

Thursday Evenings
5:30 pm — 8:00 pm
CDPC Family Resource Room Center
75 New Scotland Ave., Albany

For more information, contact UAlbany EAP Coordinator, Brenda Seckerson
bseckerson@albany.edu 442-5483

Or, call Frank Greco, Director of CDPC Family Services
549-6816

National Alliance of Mental Illness—NAMI

NAMI is the “nation’s largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness.” http://www.nami.org/About-NAMI This non-profit organization educates, advocates, listens, and leads and is a great resource for individuals with a mental illness and for their family and friends who want to help.

According to its website, “1 in 5 adults experiences a mental health condition every year. 1 in 20 lives with a serious mental illness such as schizophrenia or bipolar disorder. In addition to the person directly experiencing a mental illness, family, friends and communities are also affected.” For additional information on mental health conditions, click here to go to the NAMI web page.

If you are concerned about your mental health or that of a loved one or friend, contact UAlbany EAP for additional resources and referrals. Support is available and confidential.
Understanding Texting: Shorthand for Parents

It is healthy and normal for young people to establish bonds, but texting has added a whole new dimension to this phenomenon—a growing shorthand of acronyms. Texting shorthand can be fun, but it presents challenges for parents wanting to know about their children’s activities. If knowing more about texting shorthand is important so your children are not KPC (keeping parents clueless), then visit Netlingo.com. It’s the one-stop source for texting acronyms. Some may not leave you LOL (laughing out loud), but you will learn what “420” means (marijuana.) Source: Netlingo.com.

A Budget Isn’t Just About Money

A budget does far more than track expenses. It can positively influence many parts of your life. If you have been resistant about budgeting, you should reconsider. Having a budget helps you:

1) have more control of your life, rather than money controlling you;
2) reduce domestic conflict;
3) improve your sleep;
4) reduce worry;
5) increase feelings of optimism;
6) improve your mood;
7) stop doom-and-gloom thinking;
8) save money;
9) help others (budgets often include a “giving back” section); and
10) focus on shared family goals that bring you closer together. Can you think of more benefits?

Save the Dates...

UAlbany EAP will be offering the 6-hour defensive driving class during the fall semester. This class can reduce your insurance fees or deduct points from your license. NYS requires attendance for the full 6 hours to receive credit.

**Monday, October 19 & Wednesday, October 21**

5:30 pm — 8:30 pm

Stay tuned for registration details!
Live Tobacco-Free

Leave Tobacco Behind...

Quitting tobacco is one of the most important steps you can take for your health. Tobacco doesn’t just cause lung cancer. It also contributes to other lung diseases such as emphysema and asthma, puts you at higher risk for stroke and heart disease, and is associated with several other cancers.

Quitting tobacco will also increase many pleasures in life. You’ll be able to smell fresh air, taste subtle flavors, save money, and play with your children without being winded. What are you waiting for?

Check out this WebMD slideshow titled “13 Best Quit-smoking Tips Ever” to help you achieve your goal of quitting. Click here.

My First or Next 5K!

New York State/SUNY employees and family members are invited to complete their First or Next 5K in 2015 between May and October. Participate in one or more 5Ks and receive a car magnet and certificate commemorating your achievement and be recognized by WellNYS Everyday.

This is...

My First 5K

I’ve never participated in a 5K, but have watched them. This year I want to walk or run a 5K, complete it and cross it off my bucket list!

My Next 5K

I’ve participated in a 5k before. I like the anticipation on the starting line and the excitement of walking or running 3.1 miles. And the best part is crossing the finish line. I want to do another one!

After you complete your First or Next 5K in 2015, go online and register your name and event.

http://www.worklife.ny.gov/wellNYSeveryday/5k.cfm
GOAT CHEESE SANDWICH WITH NECTARINES AND WALNUTS

Created By Mollie Katzen - Chef and Author

Total time: 40 min   Cook time: 25 min

INGREDIENTS

1 baguette, sourdough or sweet
4 ounces herbed goat cheese
1/2 cup California walnuts, lightly toasted, chopped
3 or 4 nectarines, perfectly ripe
2 to 3 tablespoons Balsamic Vinegar Glaze
Watercress leaves, for garnish

BALSAMIC VINEGAR GLAZE

1 cup balsamic vinegar

DIRECTIONS

Heat a barbeque or grill to medium-high heat. Cut the baguette crosswise into six equal lengths, then slice each section in half lengthwise. Arrange the bread, cut side down on the grill; grill until golden and fragrant, about 3 minutes. Halve and pit the nectarines; arrange cut side down; grill until marked and warmed through, about 4 minutes. Slice.

Spread each grilled surface with goat cheese, then sprinkle with walnuts, pressing them into the cheese. Decorate the top of each open-face sandwich with some of the grilled nectarines and drizzle with the balsamic vinegar glaze. Garnish with watercress adding a little more of the balsamic glaze if desired and serve right away.

BALSAMIC VINEGAR GLAZE

In a small saucepan bring the balsamic vinegar to a boil over medium-high heat. Cook, stirring until reduced to 3 to 4 tablespoons.

“Make a Great Plate“ Recipe from Personal Best.
Here’s a refreshing summertime tropical fruit drink treat. Check it out!

http://www.personalbest.com/extras/BUDWC/Images/CC4August15h.jpg

Wellness tip compliments of Personal Best Publications, the same company that produces the EAP wellness calendars.
Please join Museum Director Janet Riker for a talk and tour featuring the 2015 Artists of the Mohawk Hudson Region Exhibit

This current exhibit includes artists from around the region who share their influences in unconventional formats. Charles Geiger, Colin Chase, and Angela Dufresne, highlighted below, are just some examples -- be sure not to miss it!

Please Register by August 3, 2015

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

Presenting UAlbany EAP’s
Lunchtime Art Break

Wednesday, August 5, 2015
12:00 pm – 12:45 pm
University Art Museum

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

THE WORLD WITHIN REACH
How to Use EAP in the Workplace

Aren’t sure how EAP can be of help?

EAP’s goal is to help maintain workplace productivity by assisting employees when personal and/or professional issues may be adversely affecting job performance. As a supervisor, you know that there are times when an employee’s productivity is being impacted due to personal or professional concerns. Making a referral to EAP may be called for to give the employee an opportunity to address concerns outside your realm as a supervisor.

Topics include:
- An overview of EAP and its services
- How to identify and manage performance issues
- When to make a referral to EAP

Join us as we discuss UAlbany’s EAP and explore how supervisors can utilize the program more effectively in the workplace.

Wednesday, September 2
10:00 - 11:30 am
University Hall (UNH)
Room 306
Deadline to Register September 1

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu 442-5483
http://www.albany.edu/eap/event_sign-up.htm
Looking to increase your awareness about the use of coupons to help you with your financial wellness goals? If so, join us for this informative program. Topics to be covered include:

- Sources for coupons
- Storage and organization of coupons
- Coupon lingo
- Websites that maximize savings
- An overview of what it takes to become a successful coupon shopper

**Presenter:**
Jenny Brannon, SEFCU
Manager of Community & Member Education

**12:00 - 1:00 pm**
**East Campus**
Thursday, Sept. 3
School of Public Health Room 110A

**Uptown Campus**
Thursday, Sept. 17
Campus Center Room 375

**To Register Contact:**
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
442-5483 or online at
http://www.albany.edu/eap/event_sign-up.htm

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

“Humankind has not woven the web of life. We are but one thread within it. Whatever we do to the web, we do to ourselves. All things are bound together. All things connect.”

~Chief Seattle
Chief to the Duwamish people (1780-1866)