Be Healthier and Love Your Job More

Focusing on personal well-being can help you feel more engaged at work. Researchers associated with the American College of Occupational and Environmental Medicine (ACOEM) demonstrated improved job satisfaction and more engaged workers (fewer days absent and less coming to work sick and/or feeling miserable) if they spent time after hours on improving wellness. Anything that helps you achieve a more positive sense of yourself can help. Examples include:

- learning something new,
- adding goals to your life,
- taking stock of your accomplishments and achievements, and
- making other personal changes to get out of a rut.

If low energy is an issue, seek professional screening for depression. It takes minutes. Eighty percent of people who experience depression are not being treated—and 1 out of 10 people is affected. Could that one person be you? Contact UAlbany EAP for confidential support, resources, and/or referrals.

EAP Wellness Calendars Are Now Available!

A new year is fast approaching. That means it’s time to start handing out the annual EAP wellness calendars! This colorful calendar offers an array of tips for your health and well-being that will help you throughout 2016. To request a copy be sent to you via campus mail, call the EAP Office at 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 Source: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Stress Less Week  For UAlbany Faculty & Staff

Employee Assistance Program
November 2—6, 2015
Campus Center

To register: 
http://www.albany.edu/eap/event_sign-up.htm

E A P  T H A N K S  E V E N T  S P O N S O R S: 
VOYA, VOYA FINANCIAL ADVISORS
TIAA-CREF, Financial Services

Event Calendar

“Stress Less...Preparing a Healthy Lunch” with Donna Duffy, UAlbany Campus Dietician.
Monday, November 2: Noon - 1:00 pm, Assembly Hall
Box lunch provided by Sodexo and sponsored by TIAA-CREF. Registration CLOSED. Maximum enrollment of 50 attendees has been met.

“Stress Less About Finances Station” with financial consultants from TIAA-CREF and VOYA. Receive financial fitness information. Enjoy games and prizes! Grab a snack and learn some stress management techniques, too!
Tuesday, November 3: 10 am - 3 pm, Fireside Lounge. Just Stop In!
PLUS, “Stress Less About Investing” lunchtime program presented by TIAA–CREF.
• Noon - 1 pm, Assembly Hall

“Stress Less...By Using Relaxation Techniques”
Wednesday, November 4:
• Noon - 1:30 pm, Fireside Lounge, Therapy Dogs provided by Therapy Dog International. Just Stop In!
• Noon - 12:30 pm, Assembly Hall, “Sit and Get Fit – A Chair Yoga Experience” with Judi England.
• 2:30 - 1 pm, Assembly Hall, “Introduction to Meditation” with Judi England.

“Stress Less About Time Management” with Alan Krieger of Krieger Solutions, LLC.
This program will be offered at TWO different times.
Thursday, November 5: Room 375, Campus Center, Noon - 1 pm and 1:15 - 2:15 pm

“Stress Less...Enhance Your Overall Wellness with Essential Oils” with Terry Quigley.
Friday, November 6: Noon - 1 pm, Assembly Hall

For more program details, visit the EAP website calendar.
http://www.albany.edu/eap/monthly_eap_calendar.htm
Door prizes & EAP giveaways available, too!
In the Workplace...

Be a Solution-Oriented Employee

You can drop a problem in your supervisor’s lap and let him or her figure it out, or you can be a solution-oriented employee. Here’s how to be the latter and win your supervisor’s respect:

1) Identify the issues associated with the problem needing attention.
2) Ask why these issues exist. This “why” is generally the problem, but asking why again often leads to a more defined root cause.
3) Seek information and reactions about the problem from those most affected by it.
4) Formulate possible solutions, reflecting on the information gathered in #3.
5) Consider the pros and cons of each potential solution.
6) Make a selection, write it down, and present it along with the problem.

Microaggressions in the Workplace

Are you familiar with the term “microaggression” in the workplace? It refers to the often-subtle uncivil and inappropriate communication and interactions, verbal or nonverbal, that cause others who are members of a minority group (gender, race, disability, etc.) to feel that they have just experienced a snub, slight, derogatory comment, or negative message. Microaggression is often unintentional or accidental. Research shows these subtle negative interactions, frequently rooted in false beliefs and stereotyping, have cumulative adverse effects. They interfere with workplace productivity, and they also undermine an inclusive workplace. Common examples of microaggression include:

- making traditional gender role assumptions (“Do we have any ladies willing to make potato salad for the company picnic tomorrow?”),
- sexist jokes,
- saying someone looks clean-cut,
- making assumptions about the inferiority of others that prompts social invisibility or overlooking their interest in an activity or work function.

To assist coworkers and others in reducing unwitting microaggressions, consider asking the question, “Can you explain what you meant by that?” This can lead to improved awareness about biases and stereotypes.

You can learn more about the negative impact of microaggression from the book, Microaggressions in Everyday Life by Derald Wing Sue, Ph.D., 2010. Or, to read an article in Psychology Today by Dr. Sue titled “Racial Microaggressions in Everyday Life,” click here.

Source 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.

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

Early intervention is the key! Contact EAP.
All in the Family...

When Work Stress Comes Home

Job stress can affect anyone. If you have job authority, higher skills, or decision-making latitude, then you are at higher risk for job stress following you home. Contrary to popular belief, it isn’t simply talking about work with a spouse/partner that creates the real stress, but rather, it is lack of emotional availability that adversely affects your relationships. “Being there” emotionally is your goal, and structure is the way to achieve it. To stop the home invasion, establish a support system—a mentor or reliable group of friends—to process stress and solve work problems. Establish home-life routines you stick to—changing clothes when you arrive home, setting a regular family hour for building bonds, and making sure activities inhibit distractions. A more efficient separation of job stress from family life will soon follow. Contact UAlbany EAP to confidentially discuss other possible strategies to stop work stress from traveling home with you.

When You Discover Teen Drug Use

The discovery of a teen’s drug use can create overwhelming fear and concern for parents. There are no boilerplate best-intervention steps: however, age, circumstances, the substance used, frequency of use, your child’s current school status, and even your family’s medical history of risk for dependence on substances can figure into an effective response. There are several key factors to weigh in your response:

- Avoid the decision to say or do nothing. This includes minimalizing the use (e.g., “thank goodness it was only pot”), because there is risk associated with any kind of substance abuse.
- Assess the situation. Attempt to discover when the drug was used, how often it was used, who it was used with, how it was acquired, how much your teen possessed, and the circumstances of use. This assessment process will probably lead you to a decision on how to respond.
- Consider family goals, standards, values, hopes, expectations, and legal implications. Reflect on them to help craft your response.
- Do not allow the desire to avoid conflict thwart your better judgment to intervene. Winning this inner battle comes with the territory of parenting.
- Turn to professional counseling or guidance—for yourself—if you are unsure how to respond or believe your intervention was not effective. This step can be a tough one, but may save years, even decades, of anguish.

Source for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Can turmeric treat arthritis? Will eating sage improve memory? Many news stories discuss the health benefits of herbs, spices, teas, and natural oils. Not sure what to believe? Visit the online National Center for Complementary and Integrative Health (NCCIH) and discover research claims about complementary and integrative health approaches to see whether rigorous scientific investigation is available on your chosen topic. You can also learn how a substance is used, recommendations, cautions, and other information. However, be sure to talk to your medical doctor regarding any specific condition.

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

If you are interested in alternative health, be sure to attend the Stress Less Week lunchtime event on Friday, November 6.

“Stress Less...Enhance Your Overall Wellness with Essential Oils”
Noon - 1:00 pm
Assembly Hall, Campus Center
To register, go to:
http://www.albany.edu/eap/event_sign-up.htm

“Everyone wants to live on top of the mountain but all of the happiness and growth occurs when you’re climbing it.”

~Andy Rooney, American Radio and TV writer (1919 - 2011)
Self-Talk That Can Make a Positive Impact

Contributed by Seema Mathura, EAP Office Work Study Student

We talk to ourselves all day long, whether it be through a task that we are working on or a situation that we are facing. However, there are some days wherein we have the negative voice whispering our insecurities back to us, killing our self-esteem. This negativity can destroy any seed of hope that we may otherwise have in striving for our dreams.

According to an article, published in Spirituality Health, dozens of studies have been conducted including a recent experiment by Antonis Hatzigeorgiadis, from the University of Thessaly, to discover whether these inner monologues influence our behavior in positive or negative ways. Here are 5 ways in which we can use our inner voice to help make good on our goals, gain confidence, and perform better overall.

1. **Listen carefully and critically to the inner critic**: Ethan Kross, laboratory director of the Emotion and Self Control Lab at the University of Michigan suggests that “in high pressure situations, self-talk is often relentless and critical.” He says that we must pay attention to what we are saying to ourselves and to our behaviors. When we realize how we are saying something with disdain and discouragement, we can control our mind and pause the monologue to consider ways on how to improve it.

2. **Create a psychological distance from yourself.** Kross suggests using your own name when referring to your situation. Ask yourself questions such as “Why are you feeling so stressed?” This way you create a psychological distance, regulate your emotions, and lessen your discomfort. He also explains that, “People who use their own name or “you” begin to think of the task more as an interesting challenge rather than as a threat.”

3. **Fit your conversation to your goal.** Hatzigeorgiadis’s research indicates that different types of self-talk work best for specific goals. There are instructional types of self-talk such as “shoulders back” or “keep the left arm straight” that work best to improve technique. Motivational self-talk such as “you’ve got this,” or “you can do it,” can help with confidence, strength, or endurance.

4. **Treat yourself as a friend.** It may sound a bit strange, but being demeaning or disparaging is only going to amp up your stress and hold you back. Instead, treat your monologue as a friend and speak compassionately. Take this scenario, for example: You have to give a presentation at work in front of the higher ups. You’re scared and nervous so you start a mantra in your head, “I’m going to make a fool out of myself. I’m no good at this.” Instead, relax, straighten your back, smile, and rescript that entire negativity into one of positivity, saying to yourself, “Relax. You’ve prepared to the best of your ability. You know what you’re doing.”

5. **Last but not least, say “I don’t” instead of “I can’t.”** Vanessa Patrick, professor at the University of Houston found that people who used the phrase “I don’t” to resist temptation fared better that those who said “I can’t.” Saying “I can’t” communicates limitations or constraint whereas saying “I don’t” demonstrates that you are in charge of your thoughts and behaviors. For example, if you are trying to lose weight say “I don’t miss my workouts” rather than “I can’t miss my workouts.” Or, “I don’t eat dessert.” versus “I can’t eat dessert.”

When you replace your inner negativity with positive and encouraging self-talk, you will be able to meet adversity and challenges head on that will contribute to greater success. For more information regarding positive thoughts and an overall well-being, contact the UAlbany EAP office for more resources.

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

As the Centers for Disease Control and Prevention (CDC) states on its website, “If you’re a smoker, quitting is the single most important step you can take to protect your health and the health of your loved ones. Smoking causes immediate damage to your body, and it threatens your future with increased risks for cancer, heart attack, lung disease, and early death. Many people have probably urged you to quit smoking already, but we all know that quitting can be hard.” The CDC offers these tips to help you on November 19 and beyond!

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
   - Calling or texting a friend

3. **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.
4. **Talk to your pharmacist, doctor, or quitline coach about quit options.** Nicotine patches, gum, or other approved quit medicines may help with cravings.

Article Source: [http://www.cdc.gov/Features/GreatAmericanSmokeout/](http://www.cdc.gov/Features/GreatAmericanSmokeout/)
EAP’s mission is to help support and maintain a healthy and productive workforce. With that mission in mind, this year we’re embarking on what we hope will be a worthwhile, fun endeavor to highlight our connection to the University and our pride in all that we as employees contribute to make UAlbany a unique place to work.

There are some basic elements of what makes a workplace a “healthy and productive” environment. Employees need to feel valued, find meaning and purpose in their work, feel a sense of pride in what they do and who they work for, and have positive social connections with their co-workers and supervisors/managers. **We all play a role in creating a healthy workplace and in feeling engaged as University employees.**

**How will this project work?**

- Each month in the *EAP ENews* we’ll ask a question or invite you to reflect on some aspect of your connection to UAlbany, your workplace. We’ll use the e-newsletter as a means of sharing some of the comments (and even photos!) that are submitted.

- If you’d like to participate by sharing your comments, you’ll go to the [EAP website](#) and click on the “Questions and Comments” icon. Be sure to note whether you’d like to include your name on your comment or if you would prefer not to include it.

- If you wish to send a photograph along with your comment, follow the directions on the Questions and Comments page about how to submit the photo.

- By providing your submissions, you are giving EAP permission to publish your answers, including provided pictures. Please note that all responses may not be published in the *EAP ENews* due to space considerations. Additional comments/photos may be posted to the EAP website for viewing.

EAP is excited about initiating this endeavor and providing an opportunity to ENGAGE YOU in this ongoing conversation about your connection to UAlbany—this place where we all work together to keep the University thriving!

**October’s question was “What is one of your favorite places on campus?” See the next page for responses and discover November’s topic!**
Here are some UAlbany employees’ favorite places on their campus!

"One of my favorite spots is the Dewey Library, which happens to be here on the Downtown Campus in Hawley Hall. If you’ve never seen it, it’s well worth the short trip. It’s as beautiful as it is impressive!"

~ Kathy Gurney, photo provided

“By far one of the most beautiful parts of UAlbany is the Downtown Campus. Sitting outside Draper Hall under the magnificent columns you can see the vibrant Center Square neighborhood bordered by the equally beautiful Washington Park. Pair it with a hot cup of coffee, and you have a perfect fall spot.”

~ Gregory Sides, photo provided

“The view outside my office window on the East Campus (CPHCE) on a sunny day in fall cannot be beat. There are some beautiful trees over here.”

~ Lynne Graebell

November's Topic...

Identify something working at UAlbany that makes you grateful.

OR, share a special moment when someone expressed gratitude for something you did on the job which made your day!

Contribute this month and you will be entered into a drawing to receive a special EAP giveaway.

During this month noted for giving thanks, we want to say THANK YOU for participating in this EAP project!

To submit your response, click on the “Questions and Comments” icon on the EAP website or click here to share your comment. Then be sure to read the December edition of the EAP ENews to learn what other UAlbany faculty and staff contributed!
This apple cake recipe is one my family's favorites. My mom regularly made this for my brother's hockey team parties and summer family gatherings at camp. It was always great in the fall when North Country apples are at their peak flavor. The recipe fills a 13x9" pan, so there's plenty to go around. It's delicious whether you frost it or not.

Now that my mom's memory is failing due to Alzheimer's, I bring her a piece of cake to see if it sparks some recollection of happier times.

I'm sure you'll love this cake like she does, and maybe start your own family memories over a piece. Enjoy!

Use Macintosh or Granny Smith apples (or combo of the two) for this recipe.

**Ingredients:**
- 4 cups coarsely diced peeled apples
- 2 cups sugar
- 1/2 cup oil
- 2 eggs well beaten
- 2 teaspoons vanilla
- 2 cups flour
- 1 teaspoon salt
- 1.5 teaspoons baking soda
- 1 teaspoon baking powder
- 2 teaspoons cinnamon

**Directions:**
1. Mix apples well with sugar in a large bowl.
2. Add oil, eggs and vanilla.
3. In a separate bowl, mix the dry ingredients. Slowly add to apple mixture.
4. Use a no-stick vegetable spray on a 9 x13-inch pan.
5. Pour mixture into pan.
6. Bake for one hour at 350 degrees.
7. Serve with or without a vanilla frosting.
Do you have a **health care proxy** in place? Do you have children but don’t have a **will** set up? Do you think it’s only when you are retiring or “getting old” that you need to deal with **estate planning**?

Regardless of age, there are certain estate planning steps to take to ensure that your financial and health wishes are carried out if you become incapacitated or pass away. This presentation will give you the tools and information needed to implement a successful estate plan that will save time, money and anxiety for you and your loved ones.

**Presenter:** Timothy E. Casserly, Esq., CFP

Casserly is the co-founder of the Albany, NY based law firm Burke & Casserly, P.C., which was established in 1988. Casserly focuses his practice on wills, trusts, estates; elder law; and financial, retirement and tax planning. He is a Certified Financial Planner and is a member of the National Academy of Elder Law Attorneys.

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**To Register Contact:**

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

**Thursday, November 19**

Noon - 1 pm  
Room 375  
Campus Center  

Registration Deadline: November 18
Stress Less...Enhance Your Overall Wellness with Essential Oils

High quality essential oils are an effective, safe, and easy way to enhance overall wellness and decrease your everyday stress. Please join us as we share how oils such as lavender, peppermint, lemon, frankincense and proprietary blends can be incorporated into your daily routine to create a healthier lifestyle. You will have the chance to experience the oils through smell, taste, and application to the skin and notice the difference they make in your mood and stress level. Come prepared to relax and enjoy!

Presenter: Terry Quigley, M.S. is a former teacher who left the classroom to pursue her interest in holistic health. She is a 2004 graduate of The Institute for Integrative Nutrition in New York City and is a Certified Holistic Health Practitioner. Her passion is to educate others on wellness and empower them to healthy choices that will enhance their zest for life. Terry has shared Young Living Essential Oils for the past 14 years and can attest to their ability to improve overall quality of life.

To register, contact:
Brenda Seckerson, EAP Coordinator
442-5483
bseckerson@albany.edu

Or, register online:
http://www.albany.edu/eap/event_sign-up.htm

Friday, November 20
Noon - 1:00 pm
Room 110A
School of Public Health

Registration Deadline: Thursday, November 19
UPD Announces R.A.D. Basic Course for Women

The mission of the Rape Aggression Defense (R.A.D.) Systems is to establish an accessible, constantly improving, and internationally respected alliance of dedicated instructors. These instructors in turn, will provide educational opportunities for women, children, men and seniors to create a safer future for themselves. In doing this, we challenge society to evolve into an existence where violence is not an acceptable part of daily life.

Mondays, November 16, 23, and 30
6:00 pm - 10:00 pm
Indian Quad, Mohawk Tower Penthouse, 21st Floor

Please park in Indian Gold Parking Lot. See campus map: [http://www.albany.edu/map/](http://www.albany.edu/map/)

TO REGISTER: Provide your first/last name, email, and age if under 18. Under 18 requires parent/guardian permission. Forms will be provided at the first session along with registration paperwork. Minimum age is 12. Age 12 through 15 requires a female parent/guardian to attend whether or not that parent/guardian actually participates in the course. To complete the R.A.D. for Women Basic Course, participants must attend all three sessions. Maximum enrollment is 25. Register early!

The R.A.D. Team at the U/Albany University Police Department looks forward providing this class.

CONTACT: Email Brett McLaughlin at bmclaughlin@albany.edu or call 518-442-3130.

General Class Information:

Please wear sneakers and comfortable clothing that allows good freedom of movement, i.e., exercise attire. No jewelry, please. If you have jewelry that cannot be removed, please try to tape it with medical tape if possible. Bring water or other hydrating beverage and a snack if you’d like. We will supply training manuals, which are yours to keep. In addition to physical self-defense techniques, the first day will include classroom style discussion. The remainder of the course will be almost entirely physical defense techniques. The course culminates with a dynamic simulation on the final day. Dynamic simulation gives the participant the opportunity to perform the techniques they have learned against "aggressors" wearing special protective equipment in realistic training scenarios. Simulation is not mandatory to complete the course, but it is strongly encouraged. To learn more about R.A.D., please visit [www.rad-systems.com](http://www.rad-systems.com).
Gratitude is the inward feeling of kindness received. Thankfulness is the natural impulse to express that feeling. Thanksgiving is the following of that impulse.

~ Henry van Dyke, American author and educator (1852-1933)

Holiday Stress-Relief Tips Worth Trying

If your family holiday get-togethers are often stressful with personality clashes, try these ideas to help you enjoy the season more and look forward to getting together next year.

⇒ Begin with the right mind-set. Decide that you will detach from slights and snubs, and refuse to allow your “buttons to be pushed.” Mentally rehearse new responses to predictable interactions. Commit to a different response so you will remain cool. If Aunt Flo criticizes your choice of a serving spoon for the cranberry sauce, instead of reacting with the usual anger reflex, thank her for the tip.

⇒ Let go of leftover resentments from last year’s dustup by beginning with a clean slate.

⇒ Visitors in your home can be tiresome no matter how much you love them. Consider taking a break (“me time”). Plan these regularly.

⇒ If you have a vision of a perfect holiday, use this vision as a guideline, not a litmus test for a successful get-together. Decide it is okay to settle for having a positive and memorable time together, but avoid measuring your success by degrees of perfection.

Keeping these strategies in mind just might help you experience a less stressful holiday season and allow for more moments of joy and connection with your family.

Article Source: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
In September, EAP sponsored a lunchtime financial wellness program titled “Couponing 101” which was provided by SEFCU. If you missed this program, check out this couponing website found by one of the EAP Committee members to help you with your holiday budgeting! **The Krazy Coupon Lady**

Note: EAP’s sharing of this website serves as a means to inform employees about a financial resource and is not intended to advertise or promote said company or provider.

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**Make a Great Plate.**

**Turkey Rice Roll-ups**

**Ingredients**
- 1 tbsp olive oil
- 2 tbsp chopped fresh rosemary
- 1 tbsp fresh lemon juice

**Directions**
Pound cutlets to 1/8-in. thickness. Mix remaining ingredients and spread onto center of each cutlet; roll up and tie together. Place roll-ups on a grill pan; roast 20-30 minutes at 375°F.

Makes 4 servings. Each: 275 calories · 29.5 g protein · 6 g fat · 24 g carb · 1.7 g fiber · 133 mg sodium

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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.