Five Secrets to Staying Motivated

If you lack motivation, you might feel bored, unfocused, or tired. Half the day might float by before you realize you haven’t accomplished much—followed by guilt or even panic as you fall behind but can’t figure out how to catch up. Break the chain by keeping motivation high.

Try these five steps:

♦ Break down jobs. If possible, divide big tasks that can appear overwhelming into small chunks that you can accomplish in an hour or less, giving your sense of accomplishment a lift.

♦ See the big picture. Think about how your work impacts coworkers and clients. Making a difference is a great motivator.

♦ Set goals you can reach. Make them achievable and realistic.

♦ Mix it up. If possible, vary your tasks or try a new approach to routine work.

♦ Reward yourself for crossing tasks off your to-do list. Treat yourself to a social outing, a session on social media, or put a dollar in a special account.

Sometimes the best reward is the satisfaction you get from a job completed. What can you check off your list today?

EAP Wellness Calendars Are Now Available!

The tradition continues! EAP is ready to offer its free wellness calendars. These popular, colorful calendars offer an array of tips for your health and well-being including tasty recipes that will help you throughout 2020 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 home page.

www.albany.edu/eap

One calendar per employee while the supply lasts.

October is Domestic Violence Awareness Month. Every day, week, and month throughout the year it’s important to stay aware of this type of violence and remember that there is help and support available. For information on domestic violence, contact UAlbany EAP and/or access the New York State Office for the Prevention of Domestic Violence website: http://www.opdv.ny.gov/ or, call the NYS Hotline: 1-800-942-6906, for English & Español/Multi-language Accessibility. Deaf or Hard of Hearing: Dial 7-1-1
Toxic Personalities at Work

When many different personalities and work styles come together, it can lead to greater creativity, innovation, and productivity. However, those differences can be challenging. Some aggressive personality types can become toxic, dragging down your efforts and your whole work environment. What’s toxic? Coworkers who routinely display toxic behavior might:

- Take credit for their coworkers’ ideas
- Get angry when things don’t go their way
- Criticize or embarrass others publicly
- Regularly fail to perform job duties, often at others’ expense
- Lie or gossip about coworkers
- Show disrespect for their workplace

If you work with someone who regularly exhibits behaviors such as these, you can’t necessarily change them. But, you can keep their negativity from affecting your own positive outlook and job performance. For example:

Rise above it. No matter what is going on around you, focus on your job and make the best effort you can. Avoid blame. Recognize that you are not to blame for the toxic person’s behavior; take responsibility only for your own actions, not those of others. Don’t join them. Negative behavior can be contagious, particularly in the workplace. Don’t add to the toxic atmosphere by gossiping, complaining or retaliating. Reframe. Try to separate the person from the personality as it affects work. Focus on what you can do to solve the problem or change the situation, without engaging with the person. Important: If a coworker is making verbal or physical threats, stealing from the company, or otherwise compromising safety and security at work, promptly report such activities to a supervisor or human resource personnel. Some behaviors are more than toxic—they can be dangerous and illegal.

Source: Personal Best, a registered trademark of Ebix. (September 2019) TP Top Performance

Tips for Shiftworking Parents

Balancing shiftwork and family can be a challenge. However, it’s one you can meet head-on with a few parenting tips designed especially for your shiftworking lifestyle.

- Sometimes your children may just need you to listen. Hear their concerns about your schedule and their time with you.
- Don’t cut your children off from your job. In an age-appropriate way, share the challenges and joys you encounter at work.
- Schedule special time that is just for you and the kids. Turn off the smartphones, tablets, and TV. Curl up on the sofa to watch a movie and eat popcorn. Take a bike ride together before you head off to sleep.
- Team up with your partner, extended family, teachers, coaches, neighbors, and friends. Can you create a cooperative that shares shopping, errands, cooking, or transportation to ease the burden? Trying to do it all alone will only leave you exhausted and stressed. Remember, to do more for your kids, you need to take care of yourself. Get your sleep, eat well, and take time to relax and rejuvenate.

Source: Personal Best, a registered trademark of Ebix. (September 2018) SW Shiftworker
The Road to Resilience

Finding ways to develop a strong sense of resiliency may help you to more easily and more naturally overcome challenges when they occur. Here are some ideas from the American Psychological Association:

- Don’t be afraid to accept help and support from people who care about you and will listen.
- Accept change as a part of life. Accepting situations that you can’t change can help you focus on circumstances that you can change.
- Try looking beyond what’s happening in the difficult moment to see how the future may be better.
- Develop some realistic goals. Do something regularly—even if it is a small step—that moves you toward your goals.
- Build confidence in your ability to solve problems and trust your instincts to help build resilience.
- Put things in perspective. Avoid blowing an event out of proportion.
- Keep a positive outlook about your future. Think about what you want instead of worrying about what scares you.
- Take care of your needs and feelings. Focus on activities that you enjoy and find relaxing.

Source: Personal Best, a registered trademark of Ebix. (November 2017) TP Top Performance.

Depression Screening

National Depression Screening Day is October 9. This free confidential program urges people to use resources that can help them identify mental health disorders and find treatment. Depression is one of the most common reasons people with employee assistance programs seek help. If you’re frequently troubled by depression, seek help. Learn more at www.HelpYourselfHelpOthers.org.

Source: Personal Best, a registered trademark of Ebix. (October 2019) TP Top Performance.

...IT’S ONLY A PHONE CALL AWAY!

If you are finding it difficult to be as productive as you used to be, perhaps a stressor in your life is impacting your ability to feel your best at work and/or at home. The Employee Assistance Program’s Information, Assessment and Referral Service might be the answer. Take advantage of this free voluntary confidential employee benefit. Support, information, and referrals are available to assist you in finding a way to address your concerns.

If you would like to schedule an appointment for an Assessment and Referral session with EAP Coordinator Brenda Seckerson
CALL 518.442.5483
or EMAIL bseckerson@albany.edu
www.albany.edu/eap

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.
Feeling Down? Go Outside!

A Stanford University study found that people who took a 90-minute walk in nature, as opposed to an urban area, showed reduced activity in an area of the brain associated with depression. Boost your mood by enjoying time in a park, the woods or even your own backyard. Fall is a wonderful time to be outdoors!

Source: Personal Best, a registered trademark of Ebix. (October 2019) TP Top Performance.

DEA National Drug Take-Back Day

October 26, 2019 10 am - 2 pm

Held each spring and fall, the National Prescription Drug Take-Back Day is designed to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications. To find a local drop-off site, go to: https://takebackday.dea.gov/

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

“Autumn carries more gold in its pocket than all the other seasons.”

~ Jim Bishop

EAP website:
http://www.albany.edu/eap