Boost Your Immunity to Distraction

Research shows distractions can greatly reduce your ability to get things done. A Michigan State University study found that people were twice as likely to make mistakes on a task after a 3-second interruption. Distractions can divert your attention from working at the high level of supreme focus that makes the task at hand progress quickly and effortlessly.

Use these mental boosters to stay focused:

**Insulate.** When you are working on a task that requires focus, block out everything else. Shut off your phone and other mobile devices. Close your email and your Internet browser. Set a time limit, such as 20 or 30 minutes, to work single-mindedly without interruption.

**Identify.** Know what times of day you’re at your mental best and seek to avoid distractions and focus on important work during those hours.

**Engage.** Often, distraction doesn’t come from your surroundings—it comes from you—checking social media, cleaning off your desk, chatting with a coworker, or checking email to avoid working on a project. **Try this:** Schedule a set time for tasks you don’t particularly enjoy or break down daunting tasks into small chunks. Once you’ve met your goal, turn to other, more pleasurable activities. That way, you turn those little breaks and conversations from distractions into rewards.

Source: Personal Best, a registered trademark of Ebix. (March 2020)

Put Feedback to Work

Receiving feedback can feel uncomfortable, but if you adopt the attitude that feedback is useful, you can transform the experience into a wonderful way to boost your productivity and performance. Here’s how:

**Listen carefully.** Hear what the person offering feedback has to say without interrupting, defending yourself, or forming a response.

**Be receptive and respectful.** As you listen to feedback, keep your body relaxed and open. Avoid crossing your legs, making a fist, fidgeting, or crossing your arms over your body. This will help the speaker be more honest, and it will help you absorb what’s said.

**Question.** Make sure you understand the feedback and ask for clarification if you don’t.

**Assess and follow up.** Think over the feedback, and consider how you might use the suggestions you were given to improve your performance.

Source: Personal Best, a registered trademark of Ebix. (January 2020)

TP Top Performance.
Making the Most of a Bad Day at Work

Everyone experiences job-related setbacks and mistakes at work (“a bad day”). Our initial focus is usually how awful we feel or how unfair “it” all seemed. The challenge is moving past the negativity. Try these strategies to increase your resilience. Here are six “Ts” to recapture a positive you:

**Temporary:** Remind yourself that feeling bad is temporary; it will soon dissipate
**Teach:** Ask yourself what can the day teach you? What part of it will add to your skills and abilities?
**Talk:** Talk and vent your experience with a friend to experience emotional release
**Twirl:** Move, exercise, or play—engage in physical activity to influence a positive mood
**Transcribe:** Write down your feelings
**Thanks:** Focus on two or three things you are grateful for despite the setback, to help reenergize positivity

Mechanics of Making Deadlines

Don’t allow the quality of your work to suffer by missing deadlines. Meeting deadlines is an acquired skill with two influences—motivational and mechanical. **Motivational:** Agree on the deadline with your co-worker. Next, commit to the deadline. Then, acknowledge the direct and indirect consequences of not meeting the deadline. Make an accountability pact—allow your co-worker to contact you at any time about progress. **Mechanical:** Know how much time each part of your project will take. Divide it into mini-deadlines. Adopt an early completion point (your buffer). Success will reinforce your on-time habit, and a positive reputation will follow.

Preparing to Take on a New Role

The transition of moving to a new position or starting a new project can be challenging. Adapting to the change is easier with good preparation. Here’s how:

**CREATE** a transition plan. Minimize the time you spend filling both roles by carefully planning how to wrap up one set of duties and start the next. Create a transition schedule with specific tasks assigned to each day and stick to it.

**LET GO** of old responsibilities. If you are handing off duties of your soon-to-be former job, document them. If you are the only one who can perform a specific procedure, teach it to someone else. Create a solid list that someone else can follow, so you can comfortably step away.

**BE PATIENT** with the learning curve. Just as it will take time for someone else to learn your current role, don’t expect to just hit the ground running with your new responsibilities. Give yourself time to adjust, and take steps to manage stress during this time; exercise regularly, eat nutritiously and don’t short yourself on sleep.

Source: Personal Best, a registered trademark of Ebix. (March 2020) TP Top Performance
Keeping Work Stress From Coming Home

Is work stress coming home with you, along with tension, irritability, and anxiety? Experiment with these environmental controls and behavioral tactics to see if they don’t steer your thoughts and reflexes away from work and worries.

♦ Before leaving work, participate in a ritual that “completes your day.” For example, put things away, stack paper neatly, roll your chair under your desk, dust a couple of shelves, or empty the wastebasket. Take a good look at your office or work space, “feel the completion” of your day—and leave. These behaviors, practiced daily for just a week, will begin to compartmentalize work and home.

♦ If bringing work home is unavoidable, don’t place it on the kitchen counter, dinette, or with house clutter as you walk through the door. Instead, create a special location in your home physically removed from areas where you engage with loved ones.

♦ Create digital communication habits that reinforce boundaries. For example, the message you leave on your voicemail should indicate that you can make yourself readily available, however, only if it is urgent. And if it is urgent, let them know how to reach you. Note that you can experience a reduction in unnecessary phone calls if you simply allow the caller to decide if the concern is so urgent that it can’t wait. Most of the time, it really can. Compartmentalization, boundaries, and smartphone management—these are instruments of work-life balance.

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

Practice Self-Appreciation

Give yourself a pat on the back. A little self-appreciation can go a long way toward helping you feel more positive and achieve more. Three tips to try:

Review what you’ve accomplished. List your best successes at work and in life, such as passing a test, completing a key project, landing a big client, coming up with a great idea, or helping someone else. Remembering what you did well in the past can reconnect you with your self-worth.

Recognize your strengths. Make a list of the things you do well. If you have trouble thinking of your strengths, ask a friend or coworker to help you list some.

Tune up your self-talk. Recognize the negative messages running through your mind: I can’t do this. I am not capable and will never get it right. Work hard to think more positively and send encouraging, appreciative thoughts to yourself: I know I can do this. This is hard, but I’ll figure it out. I never quit. Sometimes that’s all it takes to turn your attitude around and spur you toward your goals.

Learn to Love Yourself. Personal Best, a registered trademark of Ebix.
Cultural Competency and Implicit Bias

Cultural Competence includes the ability to understand, appreciate, and interact with persons from cultures, backgrounds, and/or belief systems that are different from one’s own. Implicit (or unconscious) biases are learned stereotypes that are automatic, unintentional, deeply ingrained, universal, and which generally influence behavior.

Join us for this 90-minute workshop designed to increase your awareness in these areas.

- Participants will be introduced to the concept of ‘privilege’ and how privilege influences one’s perceptions, words, and actions.
- Some group work will be done to facilitate learning, using customized scenarios.

**Workshop Facilitator:** Samuel Caldwell, MBA, Lean Six Sigma Black Belt. Associate Director, Office of Diversity and Inclusion. Samuel has 30+ years of professional and military experience in a number of disciplines including higher education, project management, government affairs, community engagement, operations and customer care. He has led dozens of cross-functional teams in the areas of process improvement and process engineering, to improve end user experience.

*Supervisor’s approval required to attend.*

**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

**Tuesday, March 3**
Offered in two different sessions
9:00 am—10:30 am
or
1:00 pm—2:30 pm
Campus Center Ballroom
(originally scheduled in Assembly Hall)
Help for Compulsive Video Gaming

Video gaming addiction is the obsessive preoccupation with online games at the expense of real-life activities or obligations. It is not a recognized psychiatric disorder, but has the same psychosocial consequences of other compulsive disorders like gambling addiction. In 2002, On-Line Gamers Anonymous (OLGA) was formed. It offers support, strength, and hope to addicted gamers and their families so they can heal and recover from this rapidly growing and disabling condition. Talk to a professional counselor or contact UAlbany EAP for a referral to discover what resources are available to help you or a loved one. (Source: www.olganon.org)

Couples Counseling: Finding Motivation to Go

More couples have discussed couples counseling than will ever go. Many checklists online will help you decide whether your relationship could use help, but only a strong enough reason will empower you to make the call. If you’re hesitating, you may have misconceptions about couples counseling. One common fear is the therapist will align with your partner and together confront all your imperfections. That won’t happen with an experienced professional. Instead, you will be put at ease, and what you envision as the stereotype will be quickly dismissed. Each of you will discover what you’re doing healthfully, along with what you can consider doing differently in your relationship to make it work for you both. The good news is you are likely to feel more empowered while you work toward changes you and your partner agree on. With commitment, most couples enjoy a reduction in the tension they have grown weary of experiencing each day, along with hope that the changes sought will last.

First Responders, Relationships, and Stress

If you are a first responder, or someone who regularly responds to crises, you know that work relationships are critical for feeling support, buffering stress, and experiencing overall job satisfaction. Recent research shows, however, that you may be protecting and shielding your spouse or partner from the extreme stress you are exposed to at work. You might behave at home as if work is not affecting you. This desire to protect but also pretend that all is well can create additional stress that leads to conflicts at home and ultimately in relationships you value. Sound familiar? If so, and you’re concerned, contact UAlbany EAP Coordinator Brenda Seckerson for support and resources.

bseckerson@albany.edu 442-5483

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

It’s Tax Season!

The Greater Capital Region Creating Assets, Savings, and Hope (CASH) program provides FREE tax preparation services from IRS-certified VITA (Volunteer Income Tax Assistance)/AARP volunteers. All you need to qualify for free tax preparation is an annual household income below $56,000. That’s it! For those making up to $66,000, you can also receive free assistance with tax preparation.

- To find a VITA location, go to: http://irs.treasury.gov/freetaxprep/
- Or, for FREE tax preparation sites in Albany, Rensselaer, Schenectady, Schoharie, and Saratoga counties, call (518) 694-8900. If you would like further information dial 2-1-1, the United Way Helpline, for all of the details, or check out the United Way website: http://www.cashgreatercapitalregion.org/

Additional Tax Preparation Resources:

- People and families who use a Simple Form may be eligible to use this free service: www.MyFreeTaxes.com
- Or, go to the NYS Tax & Finance website to see if you qualify for a FREE tax return this year: https://www.tax.ny.gov/pit/efile/default.htm
- Questions about preparing your taxes? Connect with the IRS Taxpayer Advocate Service at www.irs.gov/advocate.

FYI ... 2019 Flex Spending Account Claims Deadline Fast Approaching

Employees enrolled in the Flex Spending Account (FSA) for the 2019 plan year have until March 31, 2020 to send in reimbursement requests for eligible 2019 expenses incurred under the Health Care Spending Account and the Dependent Care Advantage Account.

FSA reimbursement requests may be mailed, faxed or submitted online through www.myFBMC.com.

For more information, log on to www.flexspend.ny.gov or call 1-800-358-7202.

“Do not save what is left after spending, but spend what is left after saving.”

~ Warren Buffet
So, You’re an Executor, Now What?

An executor carries out the provisions of a will and manages the assets until the estate is passed on to the heirs. It isn’t a responsibility to take lightly. It is okay to turn down the request of being an executor, but if you are willing to serve, here are a few things to remember:

⇒ Order multiple copies of death certificates as soon as possible and send them to key parties promptly. Bank accounts and other financial accounts will require copies of the death certificate to disburse funds.

⇒ Estimate the value of the estate. Is it solvent (assets are greater than liabilities)?

⇒ Notify the Social Security Administration (in the town where the person lived) of the person’s death.

⇒ Notify potential creditors of the person’s death to stop accruing interest on accounts and to verify remaining balances.

⇒ File the death certificate and will with the probate clerk. The probate clerk must legally certify the executor of an estate. The clerk will require an original will, death certificate, and the names and addresses of all beneficiaries.

⇒ Keep detailed records of any transactions or communication regarding the estate. The executor oversees managing and paying debts of the estate.

⇒ Know the state laws. Laws vary among states.

Source: Personal Best, a registered trademark of Ebix. (March 2020) TD Top Dollar

Why Thieves Love Your SSN

Your Social Security number (SSN) is critically important to your identity. A dishonest person can wreak havoc on your life by stealing your SSN, and not just financially.

The many ways thieves can disrupt your life include:

• Using your SSN to get themselves out of a ticket, or if they’re arrested. This could lead to problems if an employer does a background check.

• Using your number for medical records, putting you on the line for medical bills or insurance claims. This could affect future coverage for you. Watch your mail for medical bills you didn’t incur or look for notices from your insurance company for claims you didn’t file.

• Filing a tax return with your SSN to get a refund. This is essentially stealing from the U.S. Treasury — and you.

• Using your number to open utility accounts, such as electricity, gas, cable, or phone accounts, in your name.

Protect your personal information. If you do suspect someone is using your SSN, contact the Social Security Administration at 1-800-772-1213. And never, ever, give out your SSN over the phone, in an email, or online to someone you don’t know.

Source: Personal Best, a registered trademark of Ebix. (January 2020) TD Top Dollar
Use EAP for Acute Stress

EAP Coordinators do more than help employees solve problems. They also possess good listening and empathy skills and provide emotional support that offers relief from the anguish an employee may be feeling caused by a life crisis, difficult time, or even grim personal circumstances. Don’t dismiss asking UAlbany EAP Coordinator Brenda Seckerson for help, even if you believe that “EAP can do nothing to help me in this situation.” Don’t live in fear, lose sleep, become physically ill, or experience a constant sense of foreboding doom by “going it alone.” Instead, partner with the EAP for support that can help you through a difficult period.

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
518-442-5483
bseckerson@albany.edu
EAP Website: 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.
Employee Assistance Program

Thank you to all who attended the February 25 EAP Meet & Greet and for contributing to this year’s Kindness Project!

A special thanks to the following for their support and/or contributions to this EAP event:

UAAlbany Athletics
UAS
Campus Center Facilities
Campus Catering

And of course, the EAP Committee and EAP Ambassadors!

Making a Positively Great 2020 Vision Card—An EAP wellness activity

The EAP Committee Kindness Project—EAP Ambassador Kim Comproski collecting personal care items for the Purple Pantry and St. Vincent de Paul’s Food Pantry

EAP Committee member Marcia Catrambone overseeing the EAP wellness information table and preparing to pass out the EAP tote bag giveaway
**Lunchtime Wellness Program**

**Cooking Demonstration**

Learn about the Mediterranean Diet and how to prepare 2 recipes!

*Nutrition presentation by Donna Duffy, MS RDN CDN*
*UAlbany Dining's campus dietitian and nutritionist*
*Cooking demo by Executive Chef, Stephen Greeley*

**Tuesday, 3/10, 12-1pm**
Assembly Hall, Campus Center

REGISTER NOW:
albany.edu/eap/event_sign-up.htm

#1 most recommended diet by health professionals

Health benefits include:
- Lower “LDL” (bad cholesterol)
- Weight loss/maintenance
- Lower risk of Type II diabetes
- Lower risk for developing certain cancers
- Improved brain function
- Improved eyesight
- Improved longevity of life
- Joint relief from Rheumatoid Arthritis

For more information, contact:
Brenda Seckerson
bseckerson@albany.edu or 518-442-5483
Understanding Your NY Health Insurance Program (NYSHIP) Retiree Benefit*

If you missed this presentation during the fall semester, here’s your 2nd chance to attend!

Did you know that to meet the current NYSHIP eligibility requirements at the time of retirement employees must have the following:

- At least 10 years of NYSHIP eligible service,
- Be at least 55 years old, and
- Be enrolled in a NYSHIP plan at the time of retirement.

UAlbany Health Benefits Administrators Kathy Zazarine and Hannah Ingoldsby will outline a framework for understanding how your NYSHIP benefits work within your retirement package as well as offer you a snapshot of the current benefits. You’ll walk away with a general knowledge of the NYSHIP basics to help you understand the steps you need to take when preparing for retirement. A brief Q & A period will be included. NOTE: Dental and vision benefits and individual health benefit estimates will not be included in the program.

**To attend this seminar employees must be within 5 years of retirement.**

Friday, March 27  
Noon—1:00 pm  
Board Room  
Campus Center West  
Deadline to Register:  
Thursday, March 26

**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

The NYSHIP retiree benefits are for state/SUNY employees not Research Foundation employees.
It’s time for another EAP Art Break! 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!

Art Break

Wednesday, April 1
Noon—12:45 pm
University Art Museum

Join us for this semester’s Art Break to experience the current University Art Museum exhibit titled *Affinities and Outliers: Highlights from the University at Albany Fine Art Collections*. The exhibit features over two hundred artworks by fifty artists spanning the mid-twentieth century until today. The exhibition encompasses drawing, painting, photography, prints, and sculpture by established as well as less recognized artists. It highlights notable examples of art historical movements including the Harlem Renaissance, Abstract Expressionism, Pop, Minimalism, Conceptual Art, the Bay Area Figurative Movement, Pictorialism, and the Pictures Generation.

**To register, contact:**
Brenda Seckerson,
EAP Coordinator
518-442-5483
bseckerson@albany.edu

Or, register online:

[HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM](http://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM)

For more information about the University Art Museum exhibits, go to:


*Image credit*
Audrey Flack
*Rolls Royce Lady, 1981*
Dye transfer on paper
Food Your Heart Loves

What do salmon, berries, leafy greens, and nuts have in common? They are all heart-smart foods that ably nourish the body and help combat unhealthy cholesterol, hypertension, and heart disease. But it’s not just a single food in isolation that can help protect your heart. Rather, it’s a combination of nourishing foods and a consistent pattern of healthy eating that has the greatest impact.

♦ Studies show that two dietary patterns are particularly helpful for heart health: the Mediterranean Diet and the Dietary Approaches to Stop Hypertension (DASH) Diet. Both eating patterns are chock-full of vegetables, fruit, whole grains, beans, nuts, seeds, fish, poultry, and low-fat dairy, and recommend reducing the consumption of red meat, sweets, and salty snacks.

♦ Both eating plans emphasize whole, unprocessed foods instead of ultra-processed foods, such as processed meats and cheeses as well as refined breads and other carbs. So, preferably choose apples and carrots rather than apple pie and carrot cake.

♦ Together, these foods provide fiber, antioxidants, and a host of cardio-protective vitamins and minerals essential for good health. Both plans are lower in sodium, sugars, and trans fat, which may raise your risk of heart disease when eaten in excess.

♦ It’s easy to plan your meals: Fill half your plate with vegetables and some fruit, a quarter plate with whole grains, and the remaining quarter with a good source of protein, such as fish, chicken, tofu, lentils, or chickpeas. Your heart will thank you!

Source: Personal Best, a registered trademark of Ebix. (February 2020) TH Top Health

A Shiftworker’s Meal Clock

Your body is designed to eat and process food at certain times. How you time your meals can affect your digestion, sleep, energy, weight, and overall health. To feel your best, eat meals according to the time of day, not your shift. Here are some meal timing tips:

♦ In the morning, before daytime sleep, eat a light meal rich in complex carbohydrates and low in fat. Good choices: whole-grain toast, oatmeal with sliced fruit, brown rice, fruits and vegetables. Drink liquid sparingly so the urge to urinate won’t wake you up.

♦ Avoid going to bed hungry, but don’t overeat. It’s a common misconception that a big meal will make you sleepy. In fact, it takes a lot of energy for your body to digest a big meal, so digesting heavy foods can keep you awake.

♦ Before your afternoon or evening shift, eat your main meal of the day after you wake up from daytime sleep. Mix complex carbohydrates with lean protein to keep you awake and alert over the long haul. Good choices: Chicken or fish, whole-grain pasta, fruits and vegetables, eggs or egg whites, low-fat cheese or Greek yogurt, and whole-grain bread.

♦ On your meal break, eat a high-protein snack low in added sugar and sodium to give yourself an energy boost. Remember that digestion naturally slows at night, so eat light. Try unsalted nuts (approximately 25), an apple with a teaspoon of peanut butter, whole-grain crackers, hummus, bean or low-fat yogurt dip with vegetables, berries, a hard-boiled egg, or low-sodium soup.

♦ Time your meals well and make healthy choices, and you may find you are less tired, less hungry, and can bypass high-fat, high-sugar foods more easily in the middle of the night.

Source: Personal Best, a registered trademark of Ebix. (January 2020) SW Shift Worker
Resist the Urge to Smoke

Looking for ways to resist the urge to smoke? Consider these helpful tips:

- Seek encouragement from someone who has quit
- Check into quit-smoking methods with your health care provider’s help or resources like the NYS Quitline https://www.nysmokefree.com/
- Replace a smoke break with a walk, a trek up and down the stairs, or resistance exercises
- Breathe deeply: Focus on the fresh, clean air that’s filling your lungs
- Remind yourself about the harmful side of smoking on your body and your loved ones
- Keep alternatives on hand (sugarless gum, hard candies, diversion activity)
- Request a Quit Kit from UAlbany EAP by contacting Brenda Seckerson, EAP Coordinator bseckerson@albany.edu 442-5483

Source: Healthy Top Ten: Resist the Urge to Smoke. Personal Best, a registered trademark of Ebix. (2013)

Don’t Let Campus Parking Prevent You From Using Your EAP Benefit

Attention UAlbany and Research Foundation employees who do not need to purchase a faculty/staff parking decal because their work location is not on the Uptown and/or Downtown campuses: Here are some options for free transportation and free parking on campus to enable you to use your EAP benefit.

- When registering for an EAP program, mention that you need to access visitor parking on campus. EAP will be able to sponsor parking at the Collins Circle visitor lot. At least a two-day notice is needed to secure this visitor parking option.
- Use your UAlbany ID to ride one of the CDTA buses for FREE to get to campus. http://www.albany.edu/pmts/mass_transit.php
- Use your UAlbany ID to ride one of the campus shuttles.

CDPHP Cycle! Comes to UAlbany

Speaking of transportation, did you hear that CDPHP Cycle bikeshare program is coming to UAlbany? You’ve probably seen the bikes around the Capital District. Now you’ll see 15 of them on the Uptown Campus! UAlbany members can register for free. Riding season is April through November. This is a wonderful health and wellness benefit.

To sign up for the bikeshare program, scroll to "Unlock Your Access," find UAlbany and register using your albany.edu email address. https://www.albany.edu/news/92698.php

Photo: Margaret Hartley
EAP Lending Library Has New Materials

Looking for some good reads? EAP has updated some of its library offerings on a variety of topics. Here are a few of the titles now on the shelves that are available to borrow.

♦ The Power of Habit: Why We Do What We Do in Life and Business by Charles Duhigg
♦ The Little Book of Big Change: The No-Wilpower Approach to Breaking Any Habit by Amy Johnson, PhD
♦ Expectation Hangover: Overcoming Disappointment in Work, Love, and Life by Christine Hassler
♦ The Joy of Less: A Minimalist Guide to Declutter, Organize and Simplify by Francine Jay
♦ Why We Can’t Sleep: Women’s New Midlife Crisis by Ada Calhoun
♦ We’re Pregnant! The First Time Dad’s Pregnancy Handbook by Adrian Kulp
♦ Retirement Reinvention: Make Your Next Act Your Best Act by Robin Ryan
♦ Be Calm: Proven Techniques to Stop Anxiety Now by Jill Weber, PhD
♦ Eight Dates: Essential Conversations for a Lifetime of Love by John Gottman, PhD and Julie Schwartz Gottman, PhD
♦ The Stressed Years of Their Lives: Helping Your Kid Survive and Thrive During Their College Years by Dr. B. Janet Hibbs and Dr. Anthony Rostain
♦ Rising Strong: How the Ability to Reset Transforms the Way We Live, Love, Parent, and Lead by Brené Brown

Visit the Library page on the EAP website for a full list of topics, books, and DVDs/CDs that the EAP Lending Library has available. Contact EAP if you would like to borrow any materials. bseckerson@albany.edu

“Write to be understood, speak to be heard, read to grow.”

~ Lawrence Clark Powell
Compliments of Personal Best Publications

**MAKE A GREAT PLATE.**

This dish combines great taste with lots of fiber and heart-healthy unsaturated fats.

**Roasted Tomato Pasta**

**INGREDIENTS**
- 2 pints (4 cups) cherry or grape tomatoes, halved
- 2 tbsp extra-virgin olive oil
- 4 cloves garlic, minced
- ¼ tsp each salt and black pepper
- 8 oz. whole-grain spaghetti
- ¼ cup fresh chopped basil
- 2 cups cubed cooked chicken

**DIRECTIONS**
Preheat oven to 375°F. Line baking sheet with parchment paper. Combine tomatoes, oil, garlic, salt, and pepper in a bowl. Mix, then spread on a baking sheet. Bake 30 minutes. Meanwhile, cook pasta according to package directions. Drain and put into serving bowl. Top with tomatoes, basil and chicken. Combine and serve.

Makes 4 servings. Each serving has: 234 calories, 29g protein, 15g total fat, 49g carb, 5g sugar, 10g fiber, 220mg sodium, 2g saturated fat, 6g mono fat, 2g poly fat.

**MAKE A GREAT PLATE.**

Berries and arugula are a winning combination.

**Arugula Salad with Blueberries and Pecans**

**INGREDIENTS**
- 8 cups arugula
- 1 cup blueberries
- ¼ cup goat cheese
- ¼ cup pecans

**DRESSING:**
- 3 tbsp extra-virgin olive oil
- 2 tbsp balsamic vinegar
- ½ tsp Dijon mustard

**DIRECTIONS**
Arrange arugula on large platter. Top with blueberries, goat cheese and pecans. To prepare dressing, whisk together olive oil, vinegar and mustard. Pour over salad. Toss salad and serve. Optional: Add another berry, such as strawberries or raspberries.

Makes 4 servings. Each serving has: 213 calories, 5g protein, 17g total fat, 18g carb, 5g sugar, 2g fiber, 82mg 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.

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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.

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program. Contact Info: 2 Empire State Plaza, 11th Floor Albany, NY 12223 ~ 518.486.9769