



# EAP NEWS

SPRING 2017  
VOLUME 11 ISSUE 1

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

## Up Your Self-Discipline

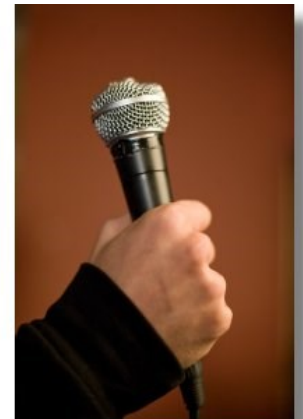


You can improve your self-discipline by practicing empowering behaviors. These behaviors can become reflexes, enabling you to achieve your goals.

- 1) Start with avoiding criticism for falling short of your ideal self.
- 2) Recognize self-discipline is a learned skill not a personality trait.
- 3) Practice improving self-discipline at multiple points during the day, from completing a chore to starting a new large project you have postponed.
- 4) Find the big “why” to stir your motivation.
- 5) Identify steps to the end result, and act immediately. Take the first one, and then the next.
- 6) Maintain work-life balance. Procrastination or distraction can be your mind’s way of avoiding burnout. Lack of balance can undermine self-discipline.
- 7) Set deadlines, and link them to undesirable consequences that are external, not self-punishing. For example, commit to others when goals will be achieved.
- 8) Your body has peak performance periods during the day. Leverage these periods to supercharge self-discipline.

## How to Inspire Others

Inspiration is a tool for motivating others to accept and act on shared goals. To become inspirational, be conscious in conversations with others about how you are making a positive impact on them. This doesn’t mean agreeing with everything they say, but instead means practicing genuine praise for their accomplishments, listening, caring, recognizing their value, encouraging them, and asking for their contribution to projects and ideas. Numerous positive interactions are what build inspirational capacity. Be passionate and practice what you preach. You’ll then have the right formula for inspiring others when you present your ideas.



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

**If your actions inspire others to dream more, learn more, do more and become more, you are a leader.**

~John Quincy Adams, 6th U.S. President  
(1767-1848)

## So Much to Do, So Little Time...

Numerous distractions interfere with everyday work. Constant emails, to-dos, and competing needs of those with whom we must communicate grab at our attention. If you are only skimming the surface of what has to be accomplished, you may be a victim of a work habit called “reactionary workflow.” Reactionary workflow is responding to what’s constantly in front of you and demanding your attention. The result is only skimming the surface of your to-do list and barely touching the most important work. Reactionary workflow is a problem of the modern workplace because technology keeps a conveyor belt of information, issues, problems, and needs coming at us full speed—both personal and business related—24/7. **To reduce reactionary workflow, practice these interventions:**



- ◆ Make a list of absolutely-must-get-done items with the time needed to complete them each day.
- ◆ Schedule them.
- ◆ Open your notepad or WordPad tool on your computer and paste incoming urgent items to this list.
- ◆ Spend the last hour of your day responding to this list of items. This system is not a cure-all, but with practice, it can help turn the table on reactionary workflow.

## Overcoming a Toxic Workplace

Take steps to avoid contributing to a toxic workplace. A toxic workplace typically has informal or unspoken rules or practices that inhibit communication, build distrustful relationships, and provoke unhealthy competition. They also undermine or inhibit attempts to practice healthier forms of communication or cooperation between employees, and they perpetuate primarily through fear. Employees struggle to be happy, healthy, and productive in toxic work environments, but developing a personal strategy can help. **Here are some techniques to use when coming up with your strategy:**

- ◆ Detach: Identify facets of toxicity and ways to detach. Is gossip common? Stop participating, and discourage others from doing so.
- ◆ Seek healthy inputs: Make friends with coworkers who seek supportive relationships.
- ◆ Support: Make an appointment to talk with your EAP Coordinator to discuss ways to manage stress.
- ◆ Lead: If you are in a leadership position, advocate for performance reviews that measure both performance and treatment of others.
- ◆ Build community: If your work unit is part of the whole, build a micro work culture with traditions (common ways of behaving toward each other) that reduces toxicity regarding communication, information sharing, and mutual support.

## Family Dinners: Do They Make a Difference?

Regular family dinners can be tough to come by, but many research studies show that a family sit-down dinner a few days a week can have huge payoffs in reducing the risk of substance abuse among teens. This benefit appears to result from an increase in trust, willingness for teens to bring problems to parents, improved communication skills such as learning to bring up delicate topics, the ability to identify changes in a child’s behavior, resource sharing, and many other life skills.

Source: <http://www.centeronaddiction.org> (Search on “family dinner drug abuse”)



# Nationwide Teen Cyberbullying Survey Reveals Insights

A new study on teen bullying surveyed 5,600 children between the ages of 12 and 17 years old to address various forms of bullying and cyberbullying, “sexting,” and dating violence. Thoughts of suicide, deviant behavior, resilience, and ability to cope were also examined. Important findings: Girls are more likely to be bullied online. Eighty-three percent of those bullied online are also likely to be bullied at school.

**Insight:** Bullying at school is often not reported to parents. However, if you discover your child is bullied online, the chance that they are being bullied at school is very high.

[www.cyberbullying.org](http://www.cyberbullying.org) [search “2016 cyberbullying data”]



## Stop Bickering!

Bickering is the petty disputes you experience with another person, especially a loved one like a spouse, partner, or best friend. To bicker is human, but a frequent pattern that sabotages the pleasures of a relationship you both value needs a fix. Try this intervention:

- 1) Accept that quarreling is a problem and that you both want to dramatically reduce it. (Agree to avoid bickering about who is more at fault.)
- 2) Participate in a 10-minute exercise together, listing as many adverse effects of bickering as possible. Include both visible effects, such as negative effects on children, and invisible effects, such as coping methods, negative self-talk, isolation, reduced intimacy, wasted time, withdrawal, recuperation time, resentment, and even your reputation as the “Bickersons.” Write fast and get it all down.
- 3) Practice with a behavioral change log. After the next bickering event, record the topic, how long it lasted, what you did well to end the bickering, what you can do better next time, and especially anything you learned or insights gained. After one week, share your experiences. Making major behavioral changes (new habits of communicating) will take four to six weeks. If things don’t improve, seek a counselor and bring your notes for a speedier counseling experience.



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## National Drug Take-Back Initiative **April 29, 2017 10 am - 2 pm**

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:**

[http://www.deadiversion.usdoj.gov/drug\\_disposal/takeback/](http://www.deadiversion.usdoj.gov/drug_disposal/takeback/)

**Disclaimer:** Material presented in this newsletter is intended for educational or informational purposes only. It is not intended to replace the advice of your qualified health professional.

*Peace is not the absence of conflict but the ability to cope with it.*

*~Dorothy Thomas, author  
(1898—1990)*

EAP is a joint labor/management program and is part of the **NYS Employee Assistance Program** - CSEA/C82/GSEU/MC/NYSCOPBA/PEF/UUP. Contact Info: 10B Airline Drive, Albany, NY 12235. 518.486.9769

## April is Stress Awareness Month



Let's face it, every month should be stress awareness month! Juggling work life and home life responsibilities can be a challenge to balance. Try a few of these tips from American Health America's website to see if you can better address work-life stressors. Give yourself permission to take care of your health in this manner.

- ◆ **Be efficient with your time at work.** When we procrastinate, the task often grows in our minds until it seems insurmountable. When you face a big project at work or home, start by dividing it into smaller tasks. Complete the first one before moving on to the next. Give yourself small rewards upon each completion, whether it's a five minute break or a walk to the coffee shop.
- ◆ **If you feel overwhelmed by routines that seem unnecessary, discuss it with your boss.** The less time you spend doing busy work or procrastinating, the more time you can spend productively or with friends or family.
- ◆ **Take five.** Taking a break at work isn't only acceptable, it's often encouraged by many employers. Small breaks at work—or on any project—will help clear your head, and improve your ability to deal with stress and make good decisions when you return from a rejuvenating break.
- ◆ **Get help if you need it.** Don't let stress stand in the way of your health and happiness. If you are persistently overwhelmed, it may be time to seek help from a mental health professional. Asking for help is not a sign of weakness—taking care of yourself is a sign of strength. **Contact UAlbany EAP for a confidential conversation about your stress.**

*Resource: <http://www.mentalhealthamerica.net/work-life-balance>*

**NATIONAL**  
**SUICIDE**  
**PREVENTION**  
**LIFELINE**  
**1-800-273-TALK (8255)**  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

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

*UAlbany EAP E-News*  
 Spring 2017

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## EAP Assessment and Referral Service



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 UAlbany Employee Assistance Program's **Assessment & Referral Service** might be the answer. Take advantage of this free voluntary confidential employee benefit. **Confidential** support, information, and referrals are available to assist you in finding a way to address your concerns. **Help is only a phone call or email away.**

If you would like to schedule an appointment for an **Assessment & Referral** session with **EAP Coordinator Brenda Seckerson**, CALL 442-5483 or EMAIL [bseckerson@albany.edu](mailto:bseckerson@albany.edu) [www.albany.edu/eap](http://www.albany.edu/eap)