

# Faculty & Staff Living

September 2003

A work and life newsletter

Employee Assistance Program 278-5018

Clary Tepper, Ph.D., Clinical Psychologist  
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## Taking Action

# ANGER

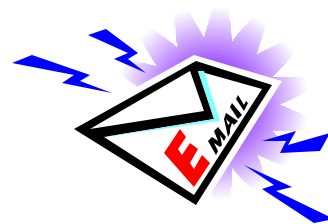
**A**nger is not a bad thing, but it can get out of control. Fight back! Practice managing your anger with this popular tool. Identify a repeating event in your life that invokes an anger response that you would like to control. Copy and use the tool ten times. Then consider whether your anger response to the recurring event has reduced.

EVENT AND FIRST SYMPTOM OF ANGER	
THOUGHTS AND BELIEFS THAT CAUSED ANGER	
HOW I RESPONDED TO THIS EVENT	
WHAT I DID WELL IN RESPONSE TO THIS EVENT	
WHAT I WILL DO NEXT TIME	

## Stay on Top of 215 Diseases *New Drugs!*

**M**edications and treatment for hun-

dreds of diseases are continually being researched through clinical trials throughout the country. Could you or someone you know benefit from this information? Research and track developments for conditions that interest you at **Acu-rian.com**. They will send you weekly email updates about new clinical trial opportunities and new medical therapies for selected conditions. The subscription service is free, and the website assures confidentiality for subscribers.



The EAP has two clinical psychologists:

Clary Tepper, Ph.D.

&

Christopher Knight, Ph.D.

**Forward F&S Living to a Friend**

Ask for automatic delivery by electronic mail

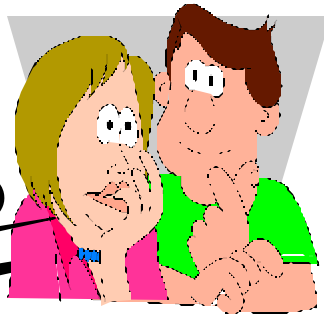
E-mail us at: [eap@csus.edu](mailto:eap@csus.edu)

Visit the EAP webpage!  
[www.csus.edu/eapprogr](http://www.csus.edu/eapprogr)

Self-help web links

Community referral information

# 21st Century **JITTERS**

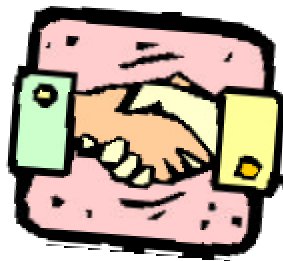


If you are feeling the stress of the new 21<sup>st</sup> century workplace – living on the edge of uncertainty or panic about what’s coming next in the way of a merger, downsizing, layoff, or your transfer to a lower-paying job – it’s time to feel more in control in the face of the stress. Consider following these five steps:

- 1) Decide that you will not let the uncertainty of your job’s future cause you to be a victim of the stress associated with it.
- 2) Get the right information. Rumors can run rampant in financially stressed organizations. Don’t accept false information as fact, and avoid reacting to the “buzz on the street.”
- 3) Use the EAP for support. There is no substitute for an empathetic listening ear to help you sort through options, ideas, and “what-ifs.” This “processing” will also help you cope more effectively with stress.
- 4) Avoid wishful thinking and denial about job security. Instead, use some energy to formulate a plan that you can implement if you lose your job. Knowing what you will do if you lose your job is the most powerful weapon against the stress of uncertainty, and it can help reduce the tossing and turning in your sleep. Do not permit this stress to linger and affect the quality of your life. Many employees fearful of job layoffs have suffered for years pending a decision by their organization to eliminate their position, and then the job loss never came! So long-term chronic stress is your enemy. This stress can be more harmful than the layoff itself!
- 5) Act. Start acquiring new skills and abilities that are transferable to a new employer, a new position within the organization, a new job, or even self-employment. This step can build your confidence and generate excitement about a possible new future. You just might leave before the “bad news” hits. Few victories are as sweet.

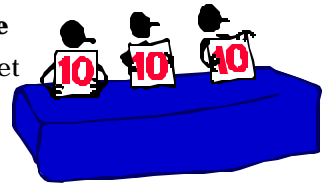
## Is Your Handshake Making It Happen?

**F**irst impressions can mean the difference in getting a job, a client, or an opportunity. Is your handshake making a good impression? Shaking hands sends a message – a message about you. Is your handshake limp or too firm? Is it sweaty or greasy? Do you out-squeeze the other person or grab so fast you miss all but a few fingers? Etiquette experts agree, make sure you firmly shake a person’s hand – and always look him or her straight in the eye (one of the most common mistakes when shaking



## Find Your **TEAM** **PLAYER** Score!

**A**re you brave enough to get feedback



from others? Try this team player survey.

Use these ratings: 5 - Always; 4 - Frequent; 3 - So-So; 2 - Rarely; 1 - Almost Never. Survey items: 1) I am willing to receive feedback. 2) I spot interpersonal conflict early and bring issues to the group for problem solving. 3) I share control and resources with team members. 4) I am open to using outside help with team conflicts. 5) I am focused more on team achievement than my achievement. 6) I am willing to use others’ ideas. Score values: 27-30 = Team Guru; 24-27 = Team Pro; 20-23 = Team Wannabe; less than 20 = Team Thorn.

## Neat Ideas



**Jenny Lovins**, author of the book *Neat Ideas*, offers the following tips to help you untangle yourself from disorganized stuff:

- 1) Don’t let possessions possess you. Chances are you are spending 80 percent of your time using only 20 percent of your possessions. So ask yourself: “If I throw this out or give it away, will it affect my life?” If the answer is no, get rid of it.
- 2) When acquiring possessions, think: Is this a need or a want? Go for needs; hold off more on wants. You will accumulate less stuff and save money. Buying something new gives many people a lift, but this trap can swamp you in clutter.
- 3) To fix a cluttered work area with paper, mail, magazines, and accumulated stray objects on your desk, use the **FAT** intervention – **File It, Act on It, or Toss It**.
- 4) Only use clear plastic storage boxes so you can see what is in them