

Employee Assistance Program

Faculty & Staff Living Newsletter

(916) 278-5018



SACRAMENTO
STATE

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Wellness, Productivity, & You

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Plug into a Positive Mental Attitude!



Motivational books, tapes, and CDs—do they work to improve your motivation, self-image, attitude—your life? Yes, but to maximize the power of these tools, match the subject of the motivational program to what you desire most to gain or change. Is conquering procrastination your goal? Or is being more assertive your biggest challenge? Most motivational material has something in it for everyone, but fit the product to your most burning need. If you don't, it can end up in your "stack of stuff." Establish a regular routine of use. Don't skip a day. Regular use interrupts the limiting pattern of thinking or behaving and prevents their return. Repeat the program. Repeated listening does more than reinforce the message, it contributes to the new mental reflexes or thinking habits described in the program that you seek to acquire. Remember to practice. You are trying to acquire a new skill or approach.

Relationship Issues Compound Financial Stress



Financial stress is on many people's minds. What is often not immediately clear to people is that the first part of your solution to financial problems frequently involves building a better relationship and overcoming communication challenges so that you can talk about money productively. Communication issues and couple troubles can sabotage your most calm and deliberate attempts to discuss financial issues. Sometimes difficulties in a relationship even contribute to financial problems. Money can represent many different things to people, including power, status, success, nurturance, and security. Often, people have differing views of money and are not even aware that their partner doesn't see money in the same way. Rather than repeating this cycle, consider some short-term professional counseling along with seeing a financial counselor or visiting a consumer credit counseling agency. With this approach, you could end up on the other side of this stressful period with better finances and a better relationship as well.

Parents: Talk about Prescription Drugs



If you've taken time to speak with your children about the dangers of drug abuse, don't forget to discuss abuse of prescription drugs. This gets the least attention from parents, and it is a rapidly growing type of drug abuse. Only 79% of parents discuss drug abuse with their children. Of these, only 32% discuss abuse of prescription drugs.

Source: U.S. National Drug Threat Assessment 2008, U.S. Department of Justice

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www.csus.edu/eaprogr

Self-help web links

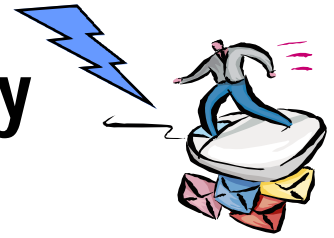
Community referral information

Powerfully Respectful Workplaces



Many behaviors commonly exhibited by employees can be detrimental to the well-being and productivity of coworkers. A lack of respect in the workplace, if left unchecked, will drag down morale, create higher turnover, and increase risks to the employer. What role do you play in contributing to a respectful workplace? Respect is the regard or consideration we have for others in all aspects of what concerns them—personal property, appearance, character traits, values, personal space, opinions, and emotional well-being. Disrespect toward others can negatively affect any of these things, so it is important to understand the role we play in maintaining a respectful workplace. Each of us has *personal power*, and with it, we affect others around us, whether we know it or not. Your daily actions signal to others the level of personal respect that you hold for them. Understanding that *what you do matters* can increase your personal awareness and give you more control over the direct, indirect, or unspoken signals you send to others. It can lead you to make improvements in your relationships and increase your happiness at work. This awareness is the key to minimizing strife and hostility, and to increasing the courtesy and mutual respect that all of us want from each other.

Avoiding Trigger-happy E-mails



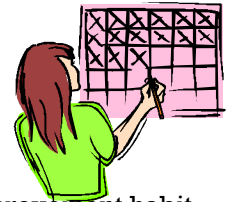
Avoid trigger-happy e-mails. If it isn't necessary "right now" to respond to an emotionally charged topic in an e-mail, wait. Put the message in a text document, save it, and let it rest. Chances are that hours later, or the next day, you'll want to change it, and you'll be glad you waited. Perhaps you've learned to wait awhile before proofreading and then sending an important written document. That's when you'll find the errors. This holds true for e-mails too, especially when they are inspired by emotion. You're not looking for typos, however. Instead, you're looking for language in your e-mail that was inspired by emotions, especially anger, that no longer grip you now that you have calmed down. Once sent, an email can not be recalled. And the words you've written are available for potentially everyone to see. Give yourself the gift of time to calm down and make a rational decision about both what you really want to say, but also more importantly, how you want to say it.

Avoiding Accidents with the Elderly



If there is one thing the elderly want, it's staying safe and independent as long as possible. But they'll eventually need the help of family members connecting them to resources so they can do it. If you are a busy adult child of an aging parent who can't pile much more on your plate, search the Internet for one of the many "safety checklists for the elderly" available from associations and agencies that exist to help the aging. From tacking down an unsecured carpet to installing a helpful \$25 handrail near the tub, such a checklist can help prevent falls or other injuries that could lead to dramatic life changes neither of you wants.

Thirty Days to a New Habit?



Can anyone create a new life improvement habit in 30 days just by repeating the desired behavior each consecutive day without skipping a day? Although the 30 day time frame is not proven, we do know it is possible for people to learn new habits and skills. If you try it, be sure to include two important factors beyond your desire for success. The desire to be successful is less important than planning and then implementing the repetitive plan. Wanting the change badly enough is of course important, but action is the key. Have a means to visually remind yourself each day what you are working on. Check yourself each night on how successful you were. The other factor is the ability to "recover" quickly from a setback or a straying from your plan. These two factors in combination predict how successful you will be with the "30 days to a new you" strategy.