

Employee Assistance Program

Faculty & Staff Living Newsletter

(916) 278-5018



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Wellness, Productivity, & You

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Do-It-Yourself Performance Management



Every six months, examine your performance. Ask yourself, What things in my control have made my job more difficult, and what can I do in the next six months to be more productive? Even if you are a superstar, there is still room to grow. This is do-it-yourself “performance management.” Performance management is a huge and important undertaking in some organizations, with big payoffs. You can practice it on a smaller scale. After six months, take a look at how far you’ve come. Ask yourself if those changes result from monitoring your own performance. At your review, share your results. You’ve just earned “outstanding” on initiative.

Office Workers More Prone to Blood Clots



Stretch, get up, and take regular breaks if you tend to sit for long periods of time at your job. Like airplane travelers, office workers can be at increased risk for potentially deadly blood clots from sitting too long in one spot. It’s called deep vein thrombosis (DVT). A study done in New Zealand and recently reported by the Associated Press showed that 34% of people admitted to emergency rooms for DVT had been sitting for long periods of time. However, only 1-2 percent of people admitted for DVT had been traveling.

Getting a Better Perspective on Respect



Grab a dictionary and you’ll see a dozen definitions for the word respect. Do you view respectful behavior simply as avoiding saying or doing certain things—like what your parents expected of you when you visited your grandparents’ house during the holidays? In the workplace, respectful behavior is more than that. Practiced well, it contributes to improved morale, increased productivity, and a happier workplace for everyone. The most important thing to understand is that respect in the workplace is not just about avoiding offensive behavior. It is a process of personal growth by which you recognize the worth of others along with their personal qualities or abilities, and then naturally interact with them from that viewpoint. This can be a difficult challenge if you have come to work with biases that don’t make respectful behavior easy to practice. We all have biases, usually about many different things. The challenge is to recognize our own biases, acknowledge the biases of others, and understand how those biases interfere with our personal and workplace productivity.

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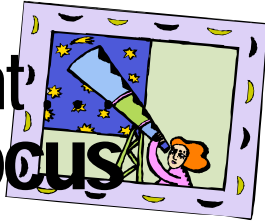
Visit the EAP webpage!

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Self-help web links

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Goal Achievement: The Power of Focus



Being tied to your to-do list is no fun. If all you have for your efforts to “do it all” is a frustrating and disappointing gap between where you are now and where you wanted to be, say, five years ago, something is not right. The answer might be that you have not discovered the power of staying focused. To experience the power of focus, test the following strategy: 1) Formulate a vision of where you want to be 12 months from now. Include business, personal, and financial goals. 2) Write a 60-day plan that gets you started toward the goals you established. Use the plan to check your progress, and make any necessary changes as you go. 3) Now create a one-week plan. Do the same thing with it, but narrow your focus to only a few accomplishments relevant to your goals. 4) At the end of each day, do an inventory. Put your energy into things you can control or achieve today, avoiding unproductive worry about things too far in the future. Did your plan help you stay focused? Are your weekly goals within reach? Celebrate your achievements. There will be many.

Promotions: Work vs. Responsibility



Here’s an insider’s tip: Decisions to promote employees to the next pay grade almost always hinge on whether more responsibility, not more work, exists. Do you understand the difference between more work and more responsibility? They sound similar, but there are sharp distinctions. Many employees request promotions based on job changes or duties that land more work in their laps. They are then perplexed when they are turned down for pay-grade increases. Although there is no guarantee that you can prove to the decision makers (who face tough budget realities) how much you deserve a promotion, identifying your increased responsibilities, rather than just increased workload, will put you closer to your goal.

Customers Are Closer Than You Think



They are, if they work down the hall. You may not see your coworkers as customers, but they can make or break your job. Serve internal customers with care, and you will earn a reputation as a star while building alliances that can open career doors. But if too many people issue too many demands, you may feel swamped. Solution: Prioritize internal customers based on their role in the organization, their needs, and your expertise. Share your list with your boss to confirm you’ve got your priorities right. Just don’t tell colleagues about your list! Some will resent that they aren’t your top priority. As long as you work efficiently and take at least quick, incremental steps to satisfy your highest-priority people, you’ll free up time to respond to less pressing requests. Keeping a pleasant attitude and not promising more than you can deliver will also help. Remember, communication is key. When there is more to do than can be done, present your boss with both a list of the problems, along with your suggested solutions or priorities.

Taking Time for You



Summer is a good time to take a personal inventory. Look at how you are balancing your personal, family, and work demands. Are you taking care of your stress and your health? Sometimes we have to reprioritize our time to ensure our long term health and happiness. Accomplishing goals and meeting demands are important, but so is taking time to relax and enjoy yourself. Ensure you have things in your life that are meaningful and provide personal satisfaction. Many people find it difficult to focus on themselves and honestly evaluate the choices that they have made. This can make it hard to create different choices. Contact your EAP if you would like assistance with your personal inventory.