

Employee Assistance Program

Faculty & Staff Living Newsletter

(916) 278-5018



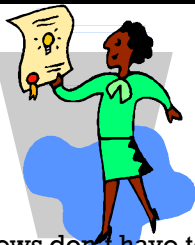
SACRAMENTO
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Wellness, Productivity, & You

Douglas R Adams, LCSW, EAP Clinician
Cathy Connors, Psy.D. EAP Clinician

Shine at Your Review



Annual performance reviews don't have to be dreaded by managers and employees. Make annual performance reviews less of a burden for yourself and your supervisor by seeing them as opportunities to capture some of the lime-light and demonstrate the investment you have in your position. Bring along a short report that includes last year's accomplishments, what you would like to accomplish in the coming year, and a self-assessment of where you believe you need improvement. Have a plan for making the improvements you have identified and share it. Be sure to let your reviewer know at the beginning of the meeting, if not before, that you have a self-assessment you want to share.

Consume the News with Awareness!



There's an old saying in media circles that says "if it bleeds, it leads." The translation: bad news sells. Of course bad news adds to our stress, so the more we can reduce its impact, the better. Although most people say that they prefer to have good news, bad news gets our attention first because we are hardwired to pay attention to it. Knowing this gives you a bit of self-awareness and control over how much and when you consume bad news. Fear news is stressful too. It can influence your behavior—cause you to act differently, switch opinions, and reinforce, even change, your point of view. Consume the news with awareness and you'll reduce your stress at home and at work.

Drug-Free Work Week Oct. 14-20



Drug-Free Workplace Week is a national awareness program sponsored by the U.S. Department of Labor and business members of the Drug-Free Workplace Alliance. Its purpose is to build awareness of the value of a drug-free workplace and encourage employees to seek help. Take the well-known "CAGE" questionnaire as a first step in discovering whether alcohol use is a problem. Two "yes" answers means an assessment is recommended. 1) Have you ever felt that you should **Cut** down on your drinking? 2) Have people **Annoyed** you by criticizing your drinking? 3) Have you ever felt **Guilty** or badly about your drinking? 4) Have you **Ever** had a drink first thing in the morning to feel better? Two "yes" answers don't necessarily mean you have a problem, but it does represent a case for further inquiry. Contact your EAP for a confidential assessment to look at the role alcohol or other drugs is playing in your life. Early assessment and a change in choices can often prevent a relatively small problem from becoming a large problem.

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Ask for automatic delivery by electronic mail

E-mail us at: eap@csus.edu

Visit the EAP webpage!

www.csus.edu/eaprogr

Self-help web links

Community referral information

Practice with the Small Stuff



Working in a fast-paced, sometimes nutty environment can leave you so wired that any frustrating experience (no matter how small) begins to stimulate an overblown emotional response. You missed your bus 30 seconds ago! You spilled your unseen latte behind your laptop! There are no more size 15/32 shirts left on the rack! Use these life stressors as practice sessions to gain better control over the self-talk messages that can make your stress worse. Pay attention to both your internal language and tone. Are you catastrophizing? Are you taking an annoyance and creating a disaster? By altering your internal language, you can decrease your stress. You'll develop an ability to better manage more significant stress-inducing events. Watch how this skill builder helps both you and others benefit from a happier you.



Talk Up the EAP Take Down Violence

All of us naturally give advice to our friends when they face personal troubles. When it's a coworker, don't forget to encourage use of the EAP—especially if it worked for you. It could produce a more complete solution to his or her troubles, and it could prevent greater problems in the workplace, including violence. If your coworker experiences a great deal of physical or emotional isolation from peers, experiences rejection, is easily frustrated and prone to angry outbursts, or feels severely cynical and complains of bad family relations, a suggestion of assistance may prevent a more serious problem from developing. People's coping skills deteriorate as they feel more overwhelmed. Early assistance helps people restore their natural coping skills.

Making Negative Feedback Nicer



Who would you rather get negative feedback from—your boss or coworkers? Many people fear the boss less. That's because supervisors generally follow conventional rules of feedback they have learned, making it easier for the recipient to accept the feedback, while coworkers often take a no-holds-barred, take-no-prisoners approach to letting you know what they think. As a group, coworkers can be a convincing force for help and change, even more than a supervisor, so why not adopt some rules of engagement among yourselves that will make giving and taking feedback more effective, if not exciting. Focus on behavior, actions, statements, and content when giving feedback to a coworker. Don't focus on the person. For example: 1) Don't say someone is boring in a presentation. Instead, identify what could be made more interesting. 2) Be specific. It isn't helpful when you say, "Your presentation wasn't very interesting." Instead, offer details (e.g., "Mary, you need to speak louder and put more energy in your presentation so people feel your passion"). 3) Say what's working. (e.g., "Wow, you really dressed nicely for that presentation, Robert, and it was just the right length"). In other words, let your coworker hear that you value him or her despite the constructive criticism. 4) Listen calmly to what your coworker has to say in response to your feedback. Refuting the feedback is often a first step toward a coworker accepting it after further discussion. It doesn't automatically mean your coworker is in denial.

Your EAP is available from 8 to 5 pm daily. Services are free and confidential, and can usually be arranged within a day of contacting us. We offer consultation, short term therapy, trainings and more. It does not have to involve a work related issue to use your EAP benefits. Visit the EAP website and follow the links to take a self inventory.