

Employee Assistance Program

Faculty & Staff Living Newsletter

(916) 278-5018



SACRAMENTO
STATE

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Wellness, Productivity, & You

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Fixing Broken Relationships at Work



Relationships at work are one of your most valuable resources. So when problems emerge with one of them and you're losing sleep, feeling angry, or building resentments, it's time for a fix. Here's how: Make a call to your coworker and ask for time to sit down and discuss your mutual point of conflict. Plan a meeting in a place where you both will feel comfortable and relaxed, and where you will not be interrupted. Give yourselves enough time to discuss issues. Before starting, take a minute to discuss your goal—what you will gain from resolution of the conflict. Be sure to discuss how not having the conflict on your minds will reduce tension and help you both feel better. This creates a “teaming” effect for your meeting. Now, talk it out. Watch for any statement or gesture made by your coworker that demonstrates conciliation or positive contribution to the discussion, and acknowledge it. Listen to the meaning conveyed (what is the intended message) and then check out your understanding before trying to respond. Avoid debating details from the past that really aren't the issue today. Look for opportunities to find common ground and offer changes you can make to help improve the situation (and hopefully they will do the same). By using this process, you will eventually arrive at an agreement or understanding that advances your relationship. Agree not to let a “tree” grow between you and your coworker if new problems emerge in the future by promising to meet early to resolve differences.



Maintaining a Safe Campus



We have all heard in the news about the horrific events that have happened around the nation, too frequently on college campuses, involving acts of violence aimed at random people. While there are no absolute guarantees such events can be prevented, there is the knowledge that early intervention can often keep a person, or situation, from escalating to something out of control. We all have a part to play in keeping our Sac State campus a safe place for students to learn and for all of us to work. If you have any concerns, you can consult confidentially with a member of the Crisis Consultation Team, whose members are listed below.

Edmundo Aguilar, University Counsel. 278-6940
Ken Barnett, Chief of Police. 278-7321
Leonard Valdez, Director of Student Conduct. 278-6060
Elizabeth Redmond, Interim Associate VP for Human Resources. 278-4488
Bert Epstein, Associate Director, Psychological Counseling Services. 278-6416
Doug Adams, Employee Assistance Program. 278-5018

Except as required by law, all consultations can be kept confidential. Early awareness of a troubled student, employee, or situation, may be crucial in circumventing a tragedy.

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Visit the EAP webpage!

www.csus.edu/eaprogr

Self-help web links

Community referral information

Use Cash and Expenses Get Slashed



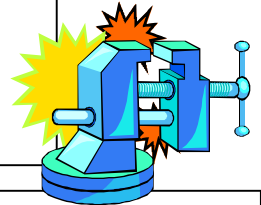
Stores offer discounts for using their credit cards because they know you're likely to spend more. The reason is psychological. When you see cash leave your hand, the pain of parting with it is instantly felt. Swiping a credit card postpones the pain and the emotional cost. It becomes a future concern, not a problem right now. To empower your ability to cut costs more easily, even if you do use a credit card in the future, try using **ONLY CASH** for **EVERYTHING** for two weeks (except of course monthly bills). Most likely, you will spend significantly less on everything from lunch to checkout counter impulse purchases. There is an old saying, "The guy who invented poker was bright, but the guy who invented the chip was a genius." Now, use the extra money towards something meaningful; paying off debt, a special event, or to build up your savings. Try setting a clear financial goal and watch the progress as you apply the extra cash you save toward your goal.

Put the Freeze on Job Burnout



Avoiding burnout is helped by understanding how it progresses and adversely affects your vigor and energy. Like the onset of hypothermia in cold weather, burnout creeps up slowly as you struggle to adapt to increasing stress associated with work overload. Guard against burnout by adding simple strategies to a prevention regime before you begin to feel the onset of burnout's effects: 1) Find start points and end points between job tasks so you get breaks, even if they are short. Make sure you do something non work related during your break, such as taking a few deep breaths, clearing your mind, talking with a co worker or friend. This helps prevent serial tasks without letup in stress. 2) Think "delegation." What can you give away? Many times people end up doing tasks themselves as it seems "easier" to just get it done, though it is often at the expense of other more pressing tasks. 3) Avoid a work cycle characterized by only commuting, working, sleeping, eating, and repeating. Create a "third leg" of activity unrelated to work, much like the third leg of a stool, to balance your day. Finding a way to recharge, or to nourish yourself is essential to maintaining your emotional health. 4) Make "overwhelmed" a destination you refuse to reach. Become an expert at living by one, master to-do list. Prioritize tasks so you have a plan; this may be based on importance, degree of difficulty, or level of enjoyment. By being proactive, you can prevent burnout.

Compress and Conquer Stress



Managing stress can include detaching from it, avoiding it, re-thinking it, and escaping from it. But have you tried compressing it? Identify tasks that you have been putting off, the ones that cause stress just thinking about them. Pursue them with a full frontal assault! This stress technique can work because you regain control over events that until now have been controlling your thoughts and even your mood. Taking charge gives you back the feeling of being in control, instills a feeling of accomplishment, and diminishes the impact of your stressors. It is a well known fact that avoiding those things we have control over can actually increase our stress while taking action on things we do have control over can decrease stress. By making a single plan and following through, we can often begin a pattern of accomplishment that creates positive momentum toward accomplishing other tasks that have been put off (and thus create unnecessary stress). Pick a task that is overdue, but not overwhelming to start; after all, the idea is to build on your successes. The added benefit to you is less stress and a greater sense of control.