Give Your Brain a Break

It’s more productive to take a break. Having brain breaks gives you a chance to take a short, restful respite from your work. These breaks can be mindfulness practices or just a five-minute break to stretch your body.

World’s Most Enabling Statement

Reports suggest you do the work of three. Functional altruism. We love to describe ourselves as multipurpose persons. It’s perhaps the most misunderstood attitude. Addicts like us, though, tend to look foolish when pressed to explain the personal benefits of our addictive behaviors. We’re not just trying to have fun and not just helping the homeless. We’re on a mission to help those in need, and we’re doing it for the greater good of society. But ultimately, we’re doing it for ourselves. We’re addicted to the sense of power and control that comes from helping others.

Promoted to Supervisor? Do This Next...

For further help, questions, or referral to community resources for specific problems or personal concerns, contact your qualified health or legal professional.

Important notice: Information in this newsletter is for general knowledge only. We welcome your suggestions & feedback by contacting the FrontLine Employee Assistance Program.

Greetings from your UB EAP!

We hope you enjoy the October edition of our monthly newsletter. We welcome your suggestions & feedback by contacting the FrontLine Employee Assistance Program.

Are You Addicted to Your Smartphone?

Are you finding yourself wanting to avoid that person? If so, our confidential, professional mediation program may be able to help! For more information, call 645-822-0244.

Are you a new supervisor? Don’t learn the following skills by trial and error: 1) observing other people’s styles; 2) judging the right time and way to communicate; 3) helping your team understand their role; 4) accessing your team’s thoughts and ideas; 5) building trust; 6) making decisions; 7) motivating your team; 8) providing opportunities for growth; 9) team building; and 10) communicating effectively with upper management. If you’re thinking, “Wow, I wish I knew this when I took this job!” then you’ll team up earlier, more often, and more effectively when the going gets tough.

Organizational Change & Adapting to Change at Work

If you’re not on the front line to break through some sticky issues, it’s organizational change at such a stage. It’s as critical as it is disruptive. And then you need to think about how you’re going to survive it.

Communication with Your Boss

Many of us are more comfortable communicating with someone who is below our level. But when you have a boss who is above you, the dynamics change. Many people are afraid to communicate with their boss because they believe their boss has something they need. They think their boss is going to want to know all about their personal life. But that’s not true. Your boss wants to know how you’re doing at work.

Understanding Any Smartphone Addiction

A smartphone addiction can be one of them. Don’t stay frustrated, feeling helpless because you think you should be able to stop. Smartphone addiction is a serious problem and likely leads to death if left untreated. You may observe that family members who are addicted to their smartphones or computers are able to stop. Don’t stay frustrated, feeling helpless because you think you should be able to stop. Smartphone addiction is a serious problem and likely leads to death if left untreated. You may observe that family members who are addicted to their smartphones or computers are able to stop.

UB EAP Programs and Support Groups

Workplace Mediation Program

Are you not getting along well with a coworker or other employees? Do you think it might be worthwhile to consider mediation? If your relationship problems involve coworkers or other employees, you may benefit from mediation. The UB Workplace Mediation Program can help you resolve workplace conflicts.

Workshop Series.

The UB Workplace Arts program is a great way to get involved with other employees, in addition to your regular work duties. The Workplace Arts program is accepting new members now for the fall and spring semesters.

Be more productive at work by taking breaks. Here’s your motivation if you are inclined to avoid breaks: 1) avoid work overload; 2) take breaks on a regular basis; 3) take breaks at the end of the workday; 4) take breaks when you are feeling overwhelmed; 5) take breaks when you are feeling bored; 6) take breaks when you are feeling stressed; 7) take breaks when you are feeling frustrated; 8) take breaks when you are feeling anxious; 9) take breaks when you are feeling depressed; and 10) take breaks when you are feeling lonely. Breaks are an essential part of productivity and effectiveness.

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To register for this upcoming workshop, please go to:
http://www.math.buffalo.edu/office/registration/training/catalog/eap/0939day.html

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