



# EMPLOYEE ADVISORY SERVICE NEWSLETTER

The New Jersey Civil Service Commission's Employee Advisory Service (EAS) Newsletter contains useful articles and information for managing various well-being and work-life issues in order to create a healthier, happier, and more productive workplace. EAS is committed to improving the quality of life for all New Jersey Civil Service employees by encouraging a good work-life balance.



## *Upcoming Webinar:*

### **4 Steps to Maximizing Your Potential**

#### ***About this webinar:***

This practical presentation will provide a road-map to help individuals focus on further developing their unique strengths and abilities, including assessing their talents; embracing the full value of them; identifying opportunities to use them in greater ways; and, planning for their use in meeting the needs of others.

**Date:** June 28, 2022

**Time:** 2:00-3:00 PM

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## ***What's Inside:***

**Page 2:** Invest In Yourself

**Page 3:** Office Etiquette

**Page 5:** PTSD Awareness Month

**Page 7:** Your Employee Advisory Service

# Invest in Yourself

For a better future and a better present, invest in yourself. Make a commitment to personal and professional growth, better health, stronger relationships, and a more fulfilling life. Here are some ways to invest in yourself.

## Invest in your skills and knowledge

Lifelong learning is a key to self-improvement. Many jobs require ongoing skill development just to keep pace with constant change. Beyond that, learning can expand your horizons, open new opportunities, and be a source of joy and satisfaction in and of itself. Think creatively about ways you can keep learning, whether it's another language, a new skill, or new perspectives on the world.

Options include, but are not limited to:

- Classes and degree programs
- Webinars and workshops that may be available to you at no cost
- Online training, from formal programs to posted videos and tutorials
- Reading or listening to books, articles, blogs, podcasts, and informative programs
- Travel
- Museum visits
- Learning new skills from coworkers and friends

## Invest in your health

With a healthy body, you'll have more energy and more to give—now and in the years to come. Make healthy habits such as those listed below as part of your routine.

- Regular physical activity and exercise
- Healthy eating, including a variety of nutritious foods with a minimum of added sugar and salt
- Healthy sleep habits
- Routine medical checkups and visits

## Invest in your emotional well-being

Happiness is one goal of emotional well-being. Others include the ability to handle strong emotions in healthy ways and connect with others on an emotional level. To build self-awareness and emotional maturity for greater happiness in life, you might try

- Recognizing the signs of stress and finding effective ways to keep it in check
- Countering negative self-talk with positive and confident thoughts
- Journaling
- Practicing gratitude
- Meditation or mindfulness practices
- Working with a coach or therapist



## Invest in your creativity

Find ways to bring more creativity into your life, for your own enjoyment and to hone your ability to find new solutions to problems and challenges. There are lots of ways to exercise your creativity:

- Make things-with woodworking, ceramics, jewelry, sewing, or knitting
- Learn an instrument or return to one you played in the past
- Join a creative group—to sing, play music, or act
- Draw, paint, or sculpt, or try your hand at another visual art
- Write-stories, poems, memories, or even a book
- Invent your own recipes
- Design your own clothes

## Invest in healthy relationships

Social connections and supportive relationships are closely linked to overall well-being, including emotional and physical health. Invest in yourself by cultivating important relationships:

- Stay in touch with family and friends. Make time to connect, listen, and enjoy each other's company
- Choose which friendships to maintain. Friendships that are a drain on your energy and make you feel bad about yourself are not worth keeping. Focus on the friendships in which you care about and encourage each other, listen as much as you talk, and offer support when it's needed
- Expand your social and professional network to include people who lift your spirits, challenge you to be better, and expand your knowledge and skills.
- Find a mentor.

The time you spend improving yourself, learning new skills, broadening your perspectives, attending to your health, gaining emotional maturity, and strengthening relationships will pay you back many times over. Investing in a better you is the way to reach a better future and enjoy a better life now.

*Source: Morgan, H. (2021, June 3). Invest in yourself (C. Meeker & B. Schuette, Eds.). Raleigh, NC: Workplace Options.*



## Practice professionalism

Sweat suits are fine for weekends, and tank tops are okay for picnics, but they don't fit the typical office environment. Likewise, letting personal problems, biases, or friendships interfere with your work responsibilities shows a lack of professionalism. Being professional doesn't mean being stuffy, humorless, or straight-laced. Professionalism acknowledges that appropriate behavior enhances the quality of life in the workplace.

No one opposes politeness or courtesy in theory but putting either virtue into practice is another matter. First, you have to know the rules. Then, you have to follow them, even when you'd rather not.

## Here are some tips to learn the rules of business etiquette:

- Follow the golden rule and treat others as you'd like to be treated.
- Follow the behavior of respected colleagues and superiors.
- Check out books on etiquette when you need guidance.

## Here are some tips to practice business etiquette:

- Keep your eyes open for chances to be courteous. (Notice a coworker skipping lunch to meet a deadline? Offer to help or to bring back something to eat.)
- Be consistent by showing respect for everyone, from the cleaning woman to the CEO. You never know how small kindnesses will reverberate.
- If you make a mistake, admit it, and apologize right away.

## Don't

Avoid the temptation to do any of the following:

- Gossip about your coworkers
- Tell or listen to off-color jokes
- Show up late for meetings

Get into the habit of stellar conduct, and your fine reputation will be your reward. No one wants to work with, or even be associated with, a boor. To move up the ladder, the skills of etiquette will help you on every rung.

## FAQs

*My coworker constantly leaves her dirty dishes in the office kitchen sink. I don't know who she expects to clean up after her, but since I'm a bit of a neat freak, I wash her plates and cups. The problem is, my resentment's beginning to affect how we work together. How can I tell her to clean up her act?*



Expecting the same level of cleanliness in the office kitchen as you do in your kitchen at home will leave you disappointed. If a direct request fails, you can pass along your complaint to the office manager (though this could create more bad feelings). You could also stop washing her dishes. The office manager would probably soon be inspired to institute a policy that dirty dishes left in the kitchen will be tossed out every Friday.

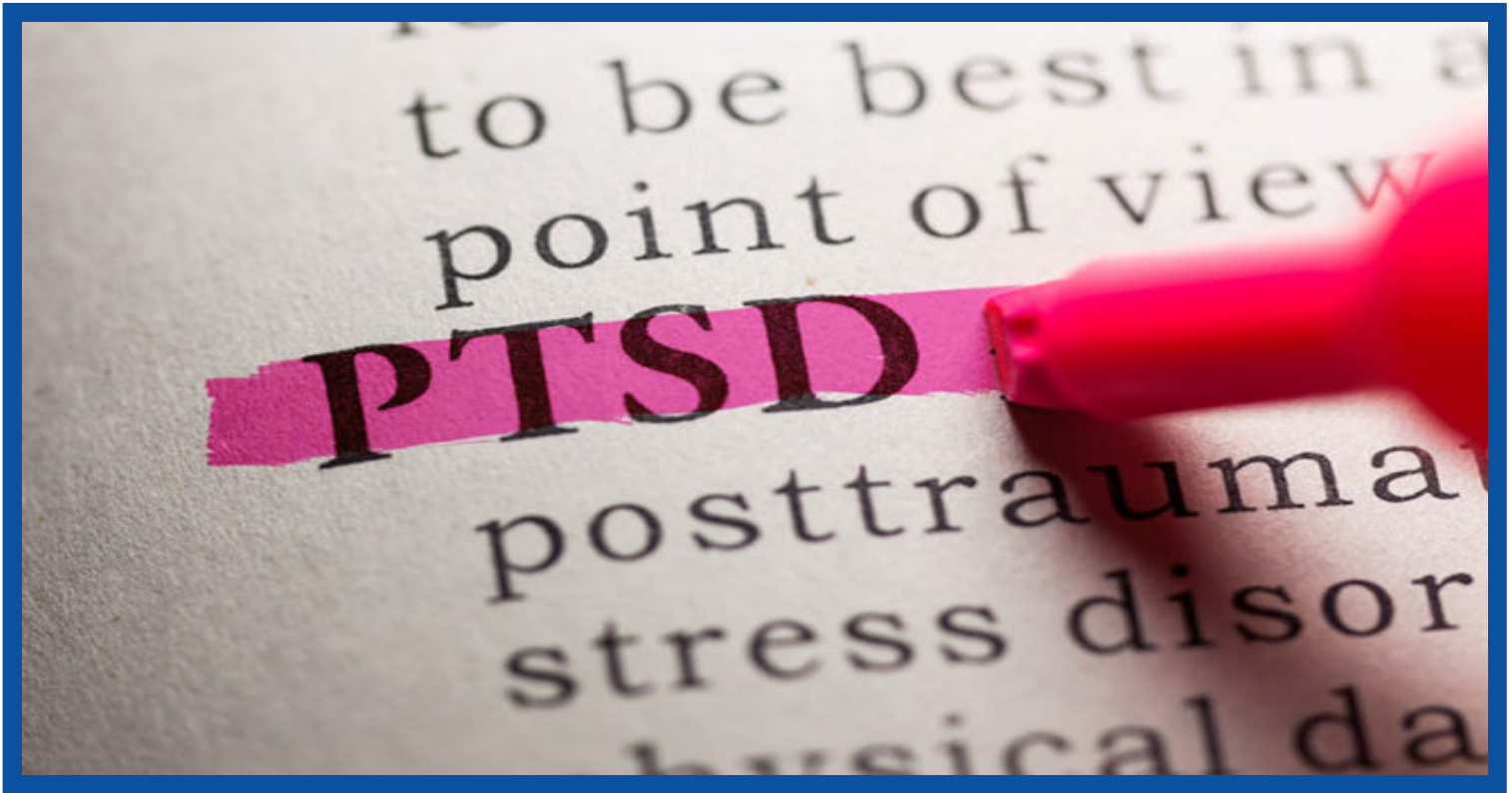
*My secretary's a single parent of a 3-year-old son. If her babysitter falls through, she brings the little guy to work. He keeps himself busy for a while, but it inevitably becomes a big distraction. Isn't this bad office etiquette?*

Yes. Anyone can get herself in a bind, but it's inconsiderate to bring a child to work. Now's the time for tact and sympathy. Tell her you know she's bearing the heavy weight of single motherhood but bringing her son to work is too distracting. Brainstorm with her about solutions. Help her find a backup babysitter, or let her work from home occasionally, if it's feasible.

Gift giving is getting out of hand at my office. Last week it was Greg's get-well gift. The week before it was Beth's baby shower. Now they want another \$10 for Ray's retirement party! How can I decline without seeming inconsiderate?

Staying calm is a must. Use tact and express yourself simply. You could say: "It's kind of you to be organizing all this gift giving, but I can't contribute this time. Could help you set up for the party?"

# Post-Traumatic Stress Disorder (PTSD) Awareness Month June 2022



## Post-Traumatic Stress Disorder

It's natural to be afraid when you're in danger. It's natural to be upset when something bad happens to you or someone you know. But if you feel afraid and upset weeks or months later, it's time to talk with your doctor. You might have post-traumatic stress disorder.

## What is Post-Traumatic Stress Disorder or PTSD?

PTSD is a real illness. You can get PTSD after living through or seeing a dangerous event, such as war, a hurricane, or a bad accident. PTSD makes you feel stressed and afraid after the danger is over. It affects your life and the people around you. If you have PTSD, you can get treatment and feel better.

## Who gets PTSD?

PTSD can happen to anyone at any age. Children get PTSD too.

You don't have to be physically hurt to get PTSD. You can get it after you see other people, such as a friend or family member, get hurt.

## What causes PTSD?

Living through or seeing something that's upsetting and dangerous can cause PTSD. This can include:

- Being a victim of or seeing violence
- The death or serious illness of a loved one
- War or combat
- Car accidents and plane crashes
- Hurricanes, tornadoes, and fires
- Violent crimes, like a robbery or shooting

There are many other things that can cause PTSD. Talk to your doctor or Employee Advisory Service (EAS) if you are troubled by something that happened to you or someone you care about.

## How do I know if I have PTSD?

Your doctor can help you find out. Call your doctor if you have any of these problems:

- Bad dreams
- Flashbacks, or feeling like the scary event is happening again
- Scary thoughts you can't control

- Staying away from places and things that remind you of what happened
- Feeling worried, guilty, or sad
- Feeling alone
- Trouble sleeping
- Feeling on edge
- Angry outbursts
- Thoughts of hurting yourself or others

Children who have PTSD may show other types of problems. These can include:

- Behaving like they did when they were younger
- Being unable to talk
- Complaining of stomach problems or headaches a lot
- Refusing to go places or play with friends



Janet’s husband asked her to see her doctor, who told her she might have PTSD. Janet’s doctor put her in touch with a doctor trained to help people with PTSD. Soon Janet was being treated. It helped her to feel less tense and scared, and it helped her to sleep. It also helped her to share her feelings with the doctor. It wasn’t easy, but after a couple of months, Janet began to feel better.

### Facts about PTSD

- PTSD can affect anyone at any age
- Millions of Americans get PTSD every year
- Many war veterans have had PTSD
- Women tend to get PTSD more often than men
- PTSD can be treated. You can feel better

### Don’t hurt yourself

You are not alone. Get help if you are thinking about hurting yourself.

- Call EAS
- Call your doctor
- Call 911 if you need help right away
- Talk to a trained counselor at the National Suicide Prevention Lifeline at 1-800-273-8255

## When does PTSD start?

PTSD starts at different times for different people. Signs of PTSD may start soon after a frightening event and then continue. Other people develop new or more severe signs months or even years later.

## How can I get better?

PTSD can be treated. A doctor or mental health professional who has experience in treating people with PTSD can help you. Treatment may include “talk” therapy, medication, or both.

Treatment might take 6 to 12 weeks. For some people, it takes longer. Treatment is not the same for everyone. What works for you might not work for someone else.

Drinking alcohol or using other drugs will not help PTSD go away. It may even make it worse.

## How PTSD can happen: Janet’s story

Janet was in a car crash last year. The crash was frightening, and a man in another car died. Janet thought she was lucky. She lived through it and she wasn’t badly hurt.

Janet felt fine for a while, but things changed. She started to have nightmares every night. And when she was awake, she could see the crash happening over and over in her mind. She felt tense every time she rode in a car and tried to avoid it as much as she could. Janet started yelling at her husband over little things. And sometimes she just felt numb inside.

# Your Employee Advisory Service

Employee Advisory Service (EAS) is a program designed to help employees and their dependents with personal, family or work-related issues that may adversely impact their work performance.

EAS provides confidential assessment, counseling, and referral services and helps to restore the health and productivity of employees and the workplace as a whole. Problems are addressed in the quickest, least restrictive, and most convenient manner, while maximizing confidentiality and quality.

## EAS can assist employees and dependents with:

- Anger Management
- Depression
- Anxiety
- Critical Incident Stress
- Substance Abuse
- Stress Management
- Grief Counseling
- Family Issues
- Job Performance Issues

SERVICE REQUESTS /  
MANAGEMENT REFERRALS

[Click Here](#)

*Your confidentiality is protected by state and federal law and regulations. All of the services offered are guided by professional and ethical standards. EAS staff may not release details of your need for services without your prior written consent. Information concerning the date and time of your appointments and referrals can be released to your Human Resource Office.*



## Support - Empowerment - Growth Employee Advisory Service

How Can  
We Help  
You?

**Toll free number:**  
1-866-327-9133

**Email:**  
EAS\_Help@csc.nj.gov

**Website:**  
[www.csc.nj.gov/csc/employees/  
programs/advisory/eas.html](http://www.csc.nj.gov/csc/employees/programs/advisory/eas.html)

24 hours a day 7days a week  
(Emergency Mental Health Services)

