



# EMPLOYEE ADVISORY SERVICE NEWSLETTER

*Welcome to the NJ Civil Service Commission's Employee Advisory Service (EAS) Newsletter! EAS is committed to improving the quality of life for all New Jersey Civil Service employees by encouraging a good work-life balance. **The EAS Employee 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.*

## 4 Steps to Maximizing Your Potential

This practical presentation will provide a roadmap 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.

When:

Thursday, January 30th

2:00 PM - 3:00 PM ET

Register:

<https://attendee.gotowebinar.com/register/3258007288251535619>

Phone: 866-327-9133

Web: [www.state.nj.us/csc](http://www.state.nj.us/csc)

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# Goal Setting for Personal and Professional Excellence

## Why set goals?

Science has shown that goal setting is the most effective performance-enhancing strategy available.

## How it Works

- It helps in the discovery of new strategies and techniques. “Without goals, and plans to reach them, you are like a ship that has set sail with no destination.”—Fitzhugh Dodson, Author
- Goals direct attention and energy on the most important thing. “Man is a goal-seeking animal. His life only has meaning if he is reaching out and striving for his goal.”—Aristotle, Philosopher
- Setting goals helps sustain effort and motivation by focusing on short-term objectives. “I learned that if you want to make it bad enough, no matter how bad it is, you can make it.”—Gale Sayers, NFL Hall of Famer
- Goals provide a measure to evaluate progress and success. “You measure the size of the accomplishment by the obstacles you had to overcome to reach your goals.”—Booker T. Washington, Civil Rights Leader

## Define your goal-setting mission.

This article will assist you with being successful and understanding the importance of goal setting, and it will guide you through the steps of setting meaningful and obtainable goals.

Goal setting is a process that builds from figuring out what you want to accomplish and continues to guide how you get there. The steps in the goal-setting process encourage action and commitment for pursuing meaningful goals in many areas of your life, whether physical, social, spiritual, emotional, family, or otherwise:

- Understand the importance of setting meaningful and relevant goals.
- Understand the steps involved in setting these meaningful and relevant goals.
- Take time to reflect on what values and dreams are important to you.
- Put effective goal setting into practice.
- Understand the importance of spending time, thinking about, and seeing yourself accomplishing your goals.

“Be not afraid of going slowly, be only afraid of standing still.”—Chinese Proverb

## Five Dimensions of Strength

There are five key dimensions, identified by the U.S. Army’s Comprehensive Soldier and Family Fitness program, that will serve as anchors to support your individual achievement throughout this planning process. (Note: Use these strengths as a guide only; feel free to adapt them to reflect your own personal goals.) See below:

### *Physical*

Perform and excel in physical activities that require aerobic fitness, endurance, strength, healthy body composition, and flexibility derived through exercise, nutrition, and training.

### *Emotional*

Approach life’s challenges in a positive, optimistic way by demonstrating self-control, stamina, and good character with your choices and actions.

### *Social*

Develop and maintain trusted, valued relationships that are personally fulfilling and foster good communication, including a comfortable exchange of ideas, views, and experiences.

### *Family*

Aim to be part of a family unit that is safe, supportive, and loving, and provides the resources needed for all members to live in a healthy and secure environment. (Note: “family unit” can be expanded beyond a traditional family to include any network that counts as family to you.)

### *Spiritual*

Spirituality refers to one’s purpose, core values, beliefs, identity, and life vision. These elements, which define the essence of a person, enable one to build inner strength, make meaning of experiences, behave ethically, persevere through challenges, and be resilient when faced with adversity. An individual’s spirituality draws upon personal, philosophical, psychological, and/or religious teachings, and forms the basis of the person’s character.

### *Steps for Setting Effective Goals*

Goal setting is a process that builds upon itself. The process below encourages action and constantly changes as you change. Once you set a goal it is not set in stone; you can always come back and reassess or change your goals. True goal setting is a dynamic and fluid process that should continue throughout your life.

Step 1: Define your dream. These are your outcome goals.

Step 2: Know where you are right now.

Step 3: Decide what you need to develop. These are your priorities.

Step 4: Make a plan for steady improvement. Include actions and affirmations.

Step 5: Set and pursue short-term goals. These are your daily to-dos.

Step 6: Commit yourself completely. What is your commitment strategy?

Step 7: Continually monitor your progress. Ask yourself questions like these:

Did you accomplish your daily goals? Take pride in these accomplishments. If not, what obstacles did you face? Can you plan ahead for those obstacles the next day or week?

Do any of your priorities or daily actions need to be adjusted? Setting and achieving goals is an ongoing process, so take time to enjoy the journey.

*Source: U.S. Army, Joint Base Lewis-McChord. (2013, July). Introduction (pp. 3–6). In Goal setting for personal and professional excellence. Retrieved April 12, 2018, from <http://www.lewis-mcchord.army.mil/>*



# New Year's Resolutions for Mental Health

President Abraham Lincoln said, "Always bear in mind that your own resolution to succeed is more important than any other." When thinking about a New Year's resolution, it is helpful to choose an objective that can be successfully reached. These goals may be short- or long-term, simple or complex, individual or shared. Some of the most common New Year's resolutions for Americans include:

- Focusing on health by losing weight, exercising, and eating healthier foods
- Becoming more financially savvy by lowering debts and saving money
- Quitting a bad habit, like drinking too much alcohol or smoking
- Improving professionally by finding a better job or pursuing higher education
- Traveling more by planning a trip
- Being more environmentally responsible by reducing, reusing, and recycling
- Serving others by volunteering more

But what about those who want to make a mental health resolution? Many people choose to focus on stress management or reduction, anxiety control, or just to live happier. Since these resolutions are more difficult to accomplish, how do you make this year different to make sure you set yourself up for success? Change your perspective when approaching New Year's resolutions. Instead of making a vague list of what you want to change, ask yourself three simple questions: What, why, and how?

## What?

Start by specifically defining what it is you plan to accomplish this year. Be concise, and keep it simple. For example, if you start with a goal like, "I plan to be happier this year," you may want to redefine that as, "I plan to spend more time doing things I enjoy." If your resolution is to reduce your stress this year, you might guide yourself toward saying, "I will set boundaries about working on the weekends."

## Why?

Ask yourself, "Why would I like to accomplish this goal?" Often, changes to your life have an internal representation that you aren't even aware you're striving for. That's why some people vow to lose 15 pounds but once they do, they still feel defeated and depressed. If you really investigate why you want to accomplish your goal, you will find a bit more about what you really wish to accomplish. This is one of the most important things to identify. It helps keep you going when times get hard and you want to quit before reaching your goal.

## How?

Have a well-thought-out plan before you embark on your adventure this year. It's important to realize that if you knew all there was to know about this particular life change, you'd have already accomplished it.

- **Do your research.** Make sure you find out the info about what you're taking on.
- **Tell everyone you know.** People who are accountable are more likely to succeed in achieving resolution goals. When you know that you're going to hear about it from people when you continue to engage in the old behaviors, you are less likely to bail out on your resolutions. Also, letting people know about your goals is a great way to have friends and family encourage you along the way.
- **Set up a reward system.** Periodically use rewards for reaching small goals. Accomplishing the goals you set produces dopamine, the pleasure chemical in your brain. Dopamine activates the parts of the brain that make you eager to pursue new challenges. By setting and achieving goals today, you're heightening your ability to be the person you want to be.

### References

Todd, W. E. (2014, December 31). Resolutions for the New Year. Retrieved January 2, 2015, from <http://blogs.usembassy.gov/>  
Bapties, S. (2014, December 31). Making New Year's resolution stick. Retrieved January 2, 2015, from <http://www.robins.af.mil/>  
Source: Moyer, A. (Reviewed 2017). New Year's resolutions for mental health. Raleigh, NC: Workplace Options.

# Exercise: What Kind Should You Do and When Will You Do It?

## Scheduling Your Exercise Time

Look at your daily schedule. At first glance it probably looks as though not another thing could be added. But are you sure? Could you exercise while you watch TV, or while you're on the phone? How about cutting your friendly chats with relatives and friends a little bit shorter, or spending a little less time with the sports page? Surely there's something you do that's less important than your health and fitness.

Maybe you're one of those rare people who plan so well they have zero slack time. How about waking up 30 minutes earlier? You'll feel so much better from exercising that you'll probably never notice the difference.

## Choosing the Right Amount of Exercise

The amount of exercise that is right for you depends on what you want to accomplish; every little bit helps. If you're very new at this, you may want to start slowly, exercising for 5 or 10 minutes each time. Gradually increase the amount of time so that you're eventually exercising four or five times a week, for 30 minutes or more each time.

If that's not possible, try to exercise as often as you can. And if you find that regular exercise routines just don't work for you, look for other ways to increase your activity. Walk, don't drive. Take the stairs instead of the elevator. Keep your arms and legs moving when you're sitting at your desk—you get the idea. If you get strange stares from your coworkers, tell them what you're doing—maybe you can even get them to join in.

## Don't forget to breathe.

Sounds silly, doesn't it? But breathing steadily is an important part of your exercise, even if all you're doing is stretching. So breathe in deeply and exhale slowly, and keep going. By breathing correctly, you help your lungs do a better job supplying your muscles with the oxygen they need.

## Aerobic and Anaerobic Exercise

There are two basic forms of exercise. They are aerobic and anaerobic, and they differ in many particulars. However, both forms of exercise can offer substantial benefits.

When you exercise aerobically, you raise your heart rate to 60% to 80% of its maximum rate for at least 20 minutes. You can calculate your maximum rate by subtracting your age from 220—and remember, your goal is to reach at most 80% of maximum. The benefits of aerobic exercise include:

- Improved cardiovascular strength
- Increased stamina
- Burning of body fat after 20 minutes

Aerobic exercises include walking, rowing, aerobic classes, swimming, cross-country skiing, stair-stepping, biking, skating, and tennis.

Anaerobic exercise involves short bursts of exertion followed by periods of rest. Unlike aerobics, anaerobic exercises enable you to change the actual shape of your body (aerobic exercise will result in a smaller version of the body you already have). Other benefits of anaerobic exercise include:

- Increased calorie burning 24 hours a day
- A more muscular body
- Ideal exercise for those who dislike aerobics

Anaerobic exercises include strength training, push-ups, crunches or sit-ups, pull-ups, and leg raises.

*Source: Workplace Options. (Reviewed 2018). Exercise: What kind should you do and when will you do it? Raleigh, NC: Author.*