



# 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.

## Thinking for Success

Success begins and ends with how we think. This important session focuses on helping individuals to develop the belief systems and thought patterns that create attitudes and behaviors leading to success. The course includes practical exercises that participants can utilize long-term to reinforce positive mental habits.

When:  
Monday, October 28th  
10:00 AM - 11:00 AM ET

Register:  
<https://attendee.gotowebinar.com/register/8596950977055062019>

# You asked, and we listened!

EAS presents:

## Mental Wellness Symposium

*Resilience: Living a Mentally Healthy  
Life in the 21st Century*

Date: Wednesday, October 30th

Time: 12:00 -2:00 PM

Location: NJ State Museum Auditorium

205 West State Street, Trenton, NJ.

Please join EAS as we discuss the importance of good mental health and provide education tools to grow a resilient workforce. You don't want to miss this spectacular event!

Special guest speaker and EAS Webinar Presenter:  
Greg Brannan

Performances by: The NJ Mental Health Players

**Sign-up today!**

<https://www.signupgenius.com/go/70A0B4EAEAB23A0F49-resilience>

Free Mental Health and Wellness related resources  
available for attendees.



# Think Positively

Positive thinking can be harder than it seems. Most of us let “reality” squash our career dreams before they’ve even had a chance to develop. You think of how nice it would be to go for your master’s degree, but before you can even envision yourself in a cap and gown, you come up with a million reasons why you can’t do it. Maybe you don’t have enough time or money. Or you think you should wait until the kids are grown. Or you can’t afford to cut back on work hours. Instead of listing all the reasons you can’t do something, just this once, list all the reasons you can, and should. Maybe this degree will increase earning potential or open up exciting new career options. Maybe it’ll help you to feel better about yourself.

**Positive thinking takes practice.** We all have negative thoughts from time to time, but it’s possible to turn your negative thoughts into positive ones by following these simple guidelines.

**Identify your negative thoughts.** Negative ideas can spring into your mind so fast and so often that you are hardly even aware of them anymore. Consider the last dream or idea you rejected. Maybe you thought about asking for a new assignment at work. Write down all the excuses and problems you came up with to reject the idea. For example, perhaps you didn’t ask for the new assignment because you’d never done anything similar before, didn’t know if you could handle the extra workload, and you weren’t sure if it was already assigned to someone else.

**Weigh each excuse for validity.** Take each item on the list and think through whether they are really obstacles that could block you from achieving your goals—or just excuses based on fear or procrastination. In the example above, not having enough experience could potentially keep you from getting the assignment. But fears about handling the extra workload or wondering if it has already gone to someone else will not prevent you from getting the assignment. Let’s face it: they are simply excuses not to go for what you want.

**Think of ways to overcome your obstacles.** So you don’t quite have the experience to take on the project. How can you overcome this? Maybe you are willing to cooperate with a coworker who does have the experience, so you can learn what you will need to know on this project and you can work independently the next time. Or maybe you can take on a smaller project until you build up to the one you want. If your dream assignment has indeed gone to someone else, try to develop a few main reasons why that person had the advantage over you. Perhaps there are areas for you to focus on going forward to improve your chances for the next opening.

**Reclaim your dreams.** Once you have successfully broken down all your excuses, re-imagine the dream. You are the savvy team leader of the most important assignment for the company. You handle it with expertise and efficiency. Is it still a dream that fits? Are you still interested in being the team leader? If so, it’s yours for the taking.

*Source: Women for Hire. (n.d.). Positive energy and self-promotion. Retrieved November 30, 2016, from <http://womenforhire.com>*

# Bouncing Back: Resiliency

Life is full of ups and downs; everyone faces daily struggles and conflicts, and has coped with them! Resiliency is the ability to bounce back from adversity.

## Resilient People

- Resilient people cope with stressors in life and become stronger! They bounce back from problems with more smarts and power. Others view them as buoyant and elastic.
- Everyone can improve and develop their resiliency skills. Everyone wants to get through setbacks quicker and better, and recover faster from adversity. It just takes practice.

## How to Improve Resiliency

- See change as part of life. You can't fight change; it is a constant—so accept it!
- Consider embracing change and take charge.
- Going ballistic or avoiding the problem usually does not help. Stay cool, calm, and collected; manage your attitude and behavior. Find ways to solve the problem when you are in control and have a plan.

## Think positively!

- An optimistic outlook is helpful and a hopeful perspective makes a difference.
- See yourself as achieving and succeeding! Even dark clouds do have silver linings.
- “We can't control everything that happens in life; we can control our attitudes and responses.”—Lou Tice

## Keep your perspective.

- You may limit your options with a poor perspective. Use a long-range view to cope with the current problem.
- Monitor your perceptions of the event and your reactions. Change your view and responses as needed, so you can manage them effectively.

## Practice self-care.

- Exercise, rest, sleep, eat well, and relax often! People can best handle problems when the body, spirit, and mind are nourished.
- Find fun hobbies and activities, and engage in them frequently.
- Take good care of yourself!

## Lessons Learned

- Review how you have effectively handled past stressful or difficult times.
- Use similar resiliency strategies with tackling present problems.
- Know that you can handle it!

## Resiliency Expert Tip

- Try a new approach or strategy when old ones are not working or fail.

## Game Plan

- How do you plan to bounce back?
- What are your best rebounding skills and strategies?
- How and when will you use resiliency skills?
- Who are your coaches?

Equip your mind and body to deal with stresses that come your way!

Source: U.S. Navy and Marine Corps Public Health Center. (n.d.). From *Bouncing back: Resiliency [PPT]*. Retrieved February 4, 2019, from <https://www.med.navy.mil>



# Domestic Violence Awareness Month

## October 1-31, 2019

### Domestic and Intimate Partner Violence

Domestic violence is sometimes called intimate partner violence. It includes physical, sexual, or emotional abuse, as well as sexual coercion and stalking by a current or former intimate partner. An intimate partner is a person with whom you have or had a close personal or sexual relationship. Intimate partner violence affects millions of women each year in the United States. Men may also be abused by their intimate partner.

#### Signs of Domestic Violence or Abuse

Intimate partner violence, or domestic violence, can be difficult to see if it starts little by little, if your partner says they love you, or if they support you financially. Domestic violence can include forced sex, physical abuse, and emotional abuse, such as cruel words or threats. It can happen between married people, to a couple who lives together or apart, or to a same-sex couple. Abuse is never OK.

#### How do I know whether I'm being abused?

You may be experiencing domestic violence if your partner

- Controls what you're doing
- Checks your phone, email, or social networks without your permission
- Forces you to have sex when you don't want to
- Controls your birth control or insists that you get pregnant
- Decides what you wear or eat or how you spend money
- Prevents or discourages you from going to work or school or seeing your family or friends
- Humiliates you on purpose in front of others
- Unfairly accuses you of being unfaithful
- Destroys your things
- Threatens to hurt you, your children, other loved ones, or your pets
- Hurts you physically (e.g., hitting, beating, punching, pushing, kicking), including with a weapon
- Blames you for his or her violent outbursts
- Threatens to hurt herself or himself because of being upset with you
- Threatens to report you to the authorities for imagined crimes
- Says things like, "If I can't have you, then no one can"

#### What are signs of domestic violence or abuse in same-sex relationships?

If you are in a same-sex relationship, many signs of domestic violence are the same as other people in an abusive relationship. Your partner may hit you, try to control you, or force you to have sex. But you may also experience additional signs of abuse, including:

- Threatening to "out you" to your family, friends, employer, or community
- Telling you that you have to be legally married to be considered a victim of domestic violence and to get help
- Saying women aren't or can't be violent
- Telling you the authorities won't help a gay, lesbian, bisexual, transgender, or other nonconforming person

Regardless of your gender identity or sexual orientation, no one has the right to physically hurt you or threaten your safety.

## What can I do if I'm being abused?

Your safety is the most important concern. If you are in immediate danger, call 911.

If you are not in immediate danger, consider these options:

- **Get medical care.** If you have been injured or sexually assaulted, go to a local hospital emergency room or urgent care center. You need medical care and may need medicines after being injured or raped.
- **Call a helpline for free, anonymous help.** Call the National Domestic Violence Hotline (<https://www.thehotline.org>) at 800-799-SAFE (7233) or 800-787-3224 (TDD). The hotline offers help 24 hours a day, 7 days a week, in many languages. Hotline staff can give you numbers for other resources, such as local domestic violence shelters. If you are deaf or hard of hearing, there are resources available for you which are detailed at <https://www.thehotline.org/help/deaf-services/>. The National Coalition of Anti-Violence Programs (<https://avp.org>) has a hotline to help LGBTQ victims of violence. Call 212-714-1141 for 24-hour support in English or Spanish.
- **Make a safety plan to leave.** Domestic violence usually does not get better. Think about a safe place for you to go and other things you will need. Staff at the National Domestic Violence Hotline (<https://www.thehotline.org>) can help you plan.
- **Save the evidence.** Keep evidence of abuse, such as pictures of your injuries or threatening emails or texts, in a safe place the abuser cannot access.
- **Talk to someone.** Reach out to someone you trust. This might be a family member, a friend, a co-worker, or a spiritual leader. Look for ways to get emotional help, like a support group or mental health professional such as NJ Civil Service Commission's Employee Advisory Service (EAS).
- **Look into a restraining order.** Protection orders, often called restraining orders, are meant to keep you safe from a person who is harassing or hurting you. The police can arrest a person who violates a restraining order and charge them with a crime.

If you are the victim of domestic violence, know that you are not alone. There are people who want to help you and who are trained to respond.

*Source: The National Women's Health Information Center, Office on Women's Health (OWH). (Updated 2018, June 7). In Domestic and intimate partner violence. Retrieved August 29, 2019, from <https://www.womenshealth.gov>*



According to the Center for Disease Control (CDC, 2017), 1 in 4 women and 1 in 7 men will experience Domestic Violence. If you or someone you know is a victim of domestic violence, act fast, and get help!

Call the National Domestic Violence Hotline at 1-800-799-7233 to report the abuse. In addition to this, EAS has professional counselors who can help you. You can schedule an appointment by calling our toll free number 1-866-327-9133.