5 Best Work Habits

Spread positive energy. Start viewing issues or tasks as personal challenges rather than problems. This raises the potential for good results and more pleasure achieving them. Leave gossip and complaints out of your dialogue—your upbeat attitude can be contagious and make a difference in everyone’s productivity.

Clear the clutter. Removing distractions can improve your focus. Streamline and organize procedures as much as possible. Keep equipment running smoothly to stay on track. Make your workspace as comfy as possible. Surround yourself with pictures of family or friends and add music to elevate your mood.

Plan, plan, plan. If you don’t, the day may take you anywhere, possibly where you don’t want to go. Planning directs your energy toward the most appropriate activities and better use of your time. List your plan and must-do tasks for the next day and week, then mark off items as you get them done. Seeing what you’ve accomplished can keep you motivated.

Put off procrastination. Difficult or boring activities are tempting to bypass but delays may add work and create stress for you. Get motivated by completing one small piece of the task—such as an email or outline. Keep the end goal in mind. Besides, checking chores off your to-do list feels good and lets you move on to the activities you enjoy most.

Stay connected. Keep the lines of communication open to co-workers nearby and in other locations. Our modern means of communication allows us to easily stay in touch and let others know we’re available. Keep email and phone calls brief and learn to judge when face-to-face contact may save time.

Meet Stevens

Stevens is a Yellow Labrador Retriever puppy in the Seeing Eye Puppy-Raising Program. Before he is ready to be trained as a Seeing Eye dog, he has to spend time with a “foster family,” a family that gives the dog love, gentle guidance, discipline and consistent care. He has been residing with Belinda Johnson’s family since January 2010. Belinda works in HR Dept. Once or twice a week, she will bring Stevens to work in order to expose him to a variety of social situations and experiences he will encounter as a working dog.

Stevens has participated in the trolley ride at Chocolate World, Hershey, Chambersburg Ice Fest, Memorial Day parades in both Chambersburg and Waynesboro, Church camp, the Chambersburg Mall, Wal-Mart, etc.

The Seeing Eye Program began in 1929 and has partnered with 4-H clubs to organize and maintain a puppy-raising club. For almost 80 years, the Seeing Eye Program has assisted people who are blind who seek to enhance their independence, dignity and self-confidence through the use of Seeing Eye dogs. When Seeing Eye puppies reach the age of 7 or 8 weeks, they leave the breeding station to live with their “foster families” until they are about 16 to 18 months old. Stevens is now becoming part of HR team. Stop by to say ‘hi’ to Stevens.
When things go wrong, it doesn’t have to ruin your day. In fact, with the right outlook, you can prevent many problems from ever happening.

When mistakes occur or something goes wrong, "remember that you're the person who controls your reactions," says Ed Foreman, a motivational speaker and president of Executive Development Systems in Dallas. "Don’t let the weather, your spouse or your boss take that control away from you.

Choose to maintain a positive attitude. "Bring a proactive approach to situations, don’t just react to things after they’ve happened," he says. "Decide how you would like them to turn out."

Set high expectations up front. "Instead of wondering what might go wrong, start looking for things to go right. Our thoughts are self-fulfilling, so chances are you will get the result you expect," says Mr. Foreman.

A positive outlook contributes to a less stressful, more healthful lifestyle, he says. Anger, fear and other stressful emotions are associated with many health problems, from depression to high blood pressure, heart disease and the common cold. But feeling good about yourself and others helps prevent mental anguish and physical problems.

Being upbeat also contributes to more pleasant personal relationships. "Take an honest look at your attitude, then ask yourself, 'Would I like to work with this person? Would I like being married to me?' If you answer no, it’s time to change your attitude and behavior," says Mr. Foreman. 

Start with a smile
Start building a positive attitude as soon as you open your eyes each morning. "Instead of dragging yourself out of bed and off to work in a big rush, start each day with a positive, healthful routine," Mr. Foreman says.

To do that, he suggests you:
- Get up early so you don’t have to rush.
- Tune into positive messages. If the morning news depresses you, listen to a motivational cassette or read an upbeat, fun book.
- Eat a healthy breakfast.
- Exercise. Refresh your body and spirit with a brisk walk or other aerobic activity.
- Leave home early. Allow enough time for your commute—and then some.

Put yourself in charge
"On the job, an individual with a positive attitude is more likely to achieve good results. The next time there is an important assignment or a promotion, that person is likely to get it," Mr. Foreman says.

Here are his strategies for achieving a positive attitude at work:
- Plan your day and your future. Work to achieve real goals, not just finish tasks.
- Greet people with a smile. Studies have found that smiling makes you feel better.
- Avoid excuses; they just make the other person angrier. But "I'm sorry" and "I'll take care of it" work wonders.
- Give sincere appreciation. Your co-workers deserve to know when they’ve done something well—and they will return the compliment.
- Listen more and talk less. Listening to another person is one of the best compliments you can give.
- Alternate work and rest periods. Take time out to refresh yourself with a walk, stretches or other moderate exercise.
- Don’t complain. Grumbling focuses attention on what’s wrong, not what’s right, and creates a negative atmosphere.
- Learn from your mistakes. Instead of getting upset, ask, "How can I correct the situation?"
- Make room for humor. Make it cheerful, not offensive.
- Review your accomplishments at the end of the day. Even small contributions make a difference.
- Go home early enough to spend time with family or friends. Relax and get a good night’s sleep. 

(http://Kroger.staywellsolutionsonline.com/library/wellness/)
Do you know how to view an internal job posting? It is easy. Here is how:

- Log on to www.ship.edu
- Click on My Info tab;
- Click Employee Information System;
- Log in using your email address and password;
- On the left hand side, you will see View Internal Job Postings under Human Resources.
- Interest Form is to be used by current employees to express interest in vacant positions.

The difference between Bidding Form & Interest Form
- Bidding Form is to be used by current employees in the classification immediately below the vacancy within the seniority unit to bid for vacant positions.
- Interest Form is to be used by current employees to express interest in vacant positions.

Questions? Contact HR at extension 1124

Check the time before you criticize

It’s not only what you say and how you say it that you must consider; it’s also when you say it. You can praise an employee any time and it will always be welcome. But before you offer criticism, ask yourself: Is this the best time?

If an employee is up to his/her elbows in a nearly completed task or project, let him/her finish. If an employee is about to leave on a three-day weekend, wait until he/she gets back. You want the individual to accept the criticism and use it to improve performance. Yet in each of the examples cited, your input will likely become only a momentary distraction and a lasting morale-killer. Choose a time when the employee can fully concentrate on what you have to say.

(Communication Solutions)

Welcome New Employees

Mark Bodenhorn—Luhrs Performing Arts Center
Clifford Cagle—Public Safety
Tiffany Code—Dean of Students
Jeremy Goshorn—Admissions
Corinne Goyt—Registrar
Ashley Grimm—Athletics
Sherry Hillyard—Disability Services

Matthew Hopkins—Public Safety
Tiffany Nay—Custodial & Housekeeping Services
Daniel Rebert—CTC
Rachel Richards—Financial Aid
Andrew Shaal—Dean of Students
Andrew Tees—Athletics

“One mustn’t criticize other people on grounds where he can’t stand perpendicular himself”
~Mark Twain~
1. Where's it all going? A clear picture of how much money you're spending—and what you're spending it on—can open your eyes to savings opportunities. Start by tracking one month of expenses. Once you've tracked for a month, take a closer look by putting each expense into one of these categories:
   - Fixed expenses
   - Flexible expenses
   - Periodic expenses

2. What's important to me? Maybe you dream of retiring to a beachfront condo, or you might just want to pay off a big-screen TV. Whatever your financial dreams may be, writing them down is the first step to making them a reality.

3. How can I get there? Making a plan is key. First, figure out how much money you'll need to save each month to reach your goals. Next, compare your monthly income to your expenses. If there isn’t enough left over to reach your goals, look at how you can balance the equation. There are two ways to save more money—add income or cut back on spending. Look for opportunities where you can reduce or eliminate costs.

You can live within or below your means by taking the time to plan and set realistic goals. United Behavioral Health is here to help. Call or log on anytime for help with any of life’s challenges.

(SEAP Newsletter)