You’re swimming in emails, phone calls, “quick question” interruptions… and it’s only 10 a.m. How do you find time to be “strategic” - or even get to that one project you planned to complete today? Here are a few tips on becoming more efficient:

1. **Beat clutter with the “D” system.** Every document and email you receive should be discarded, deleted, done, dated (as in, when you’ll do it), drawered (filed) or deterred (forwarded to someone else). The goals? Handle each piece of paper or email once.

2. **Manage interruptions.** You can’t stop people from dropping by or calling. But you can determine how you’ll react to their requests. Decide within the first minute whether to deal with the issue on the spot or whether you need to schedule time for a longer conversation.

3. **Make a daily plan.** Block out time for what you want to accomplish in a day. Schedule high-focus tasks for the time of day when you’re most alert. Ideally, you want to tackle your top priority within 20 minutes at the start of the day.

4. **Prioritize tasks: It’s as easy as ABC, 1-2-3.** At the start of the week, list five things you have to accomplish during that week. Compare No.1 and No.2, asking, “If I could get only one done this week, which would it be?” Put a tick mark by the chosen one. Then compare No.1 against No. .3 item. Next compare No.1 against No. 4 and No. 5.

Now, begin the process again, starting with the No.2 item. Compare it with No.1, and put a tick mark by the chosen item. Go down the list, comparing No. 2 against the other items. Do the same with No. 3, then No. 4 and No. 5.

The item with the most marks is you’re a, the next highest number of marks is your B, and so on.

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**Employee Recognition Program**

Each year, the University takes time to acknowledge exceptional individual and/or group contributions to the University or surrounding communities.

This year’s deadline for nominating individuals or groups for a recognition award is November 14, 2012.

All non-instructional staff and administrators (excluding management) of the University, the SU Student Services, Inc., and the SU Foundation are eligible.

Services or actions nominated should fall into at least one of the following areas: innovative idea, team effort, problem solving, customer service and community/volunteer services. Nominations may be submitted by any staff member, supervisor, administrator or manager. Completed forms should be forwarded to the Human Resources Department.

All completed forms will be presented to the committee which is comprised of a cross-section of non-instructional staff members and managers.

The nomination form may be obtained from the Human Resource Department or from the website www.ship.edu/HR/Forms.

Please contact Nipa Browder at extension 3110 for any question regarding the program.
5 ways to be happier at Work

A recent study by the University of Chicago's National Opinion Research Center revealed that 86 percent of workers are satisfied with their jobs. Plus, the job satisfaction rate has been high since the survey began in 1972. That’s great news, because life can be miserable if going to work is misery. According to Jon Gordon, the best selling author and keynote speaker, here are some strategies to be happier at work each day by using the following tip:

**Monday**

Focus on “Get to” instead of “Have to” - while driving to work focus on what you “get to” do instead of what you “have to” do. With gratitude realize that you don’t have to do anything and you get to go to a job. Gratitude floods your body and brain with emotions that uplift you and energize you rather than stress hormones that drain you.

**Tuesday**

Don’t Expect your Boss, Co-Workers and Customers to Make you Happy—Realize that happiness is an inside job. Our happiness has less to do with forces outside of us and more to do with what’s inside of us. The way we think about work, feel about work and approach our work influences our happiness at work. For instance, just my making yourself smile you produce more serotonin in the brain which makes you feel happier. You’ll also be happier when you focus on what you are giving instead of what you are getting.

**Wednesday**

Don’t Seek Happiness—Ironically if you want to be happier don’t seek happiness. Instead share your strengths and decide to work with passion and purpose and happiness will find you. The research shows that people are most energized when they are using their strengths for a bigger purpose beyond themselves. Whatever your job, decide to bring passion to it and find purpose in it. Every job will get mundane and “old” if you let it but purpose and passion keep it fresh and make you happier.

**Thursday**

Focus on Excellence instead of Success—When you focus on success, you can easily fall into the trap of comparing yourself to others, looking over your shoulder, feeling envious, playing office politics, and competing against coworkers instead of collaborating. However, when you focus on excellence you measure yourself against your own growth and potential. You strive to be the best you can be. You simply focus on getting better every day and this makes work more meaningful and rewarding.

**Friday**

Celebrate Together—While we shouldn’t depend on others to make us happy, by building a positive team or support group at work we will be happier. So instead of expecting others to make you happy, you proactively create the positive relationships that enhance your engagement, productivity and happiness. One great way to do this is to huddle with your team/group at the end of the week and have each person share their accomplishments, victories, and great moments of the week. This will produce great feelings on Friday that inspire you and your team to come back to work and make a difference on Monday.

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**NEW STAFF**

- Tricia Ayala – Etter Health Center
- Crissy Diehl – Etter Health Center
- Jessica John – Office of Professional, Continuing and Distance Education Studies
- Chad Keggerreis – Computing Technology Center
- Melissa Knouse – Academic Success Program
- Mark Paul – Accounting and Budget
- Marilyn Proctor – Registrar’s Office
- Lauren Wilkes – Admissions
- Alan Zanotti – Computing Technology Center

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**Work can either be FUN or drudgery...**

It depends on your attitude...

**I LIKE FUN.**

**COLLEGE HAPPIER.**
BE VIBRANT.

Healthy Aging: It’s never too late to make healthier lifestyle choices.

The key to healthy aging is a healthy lifestyle. Eating a variety of healthy foods, practicing portion control and including physical activity in your daily routine can go a long way toward promoting healthy aging.

HEALTHY WEIGHT – IT’S NOT A DIET, IT’S A LIFESTYLE. The key to achieving and maintaining a healthy weight isn’t about short-term dietary changes. It’s about a lifestyle that includes healthy eating, regular physical activity. And balancing the number of calories you consume with the number of calories your body uses. Staying in control of your weight contributes to good health now and as you age.

PHYSICAL ACTIVITY IS ESSENTIAL TO HEALTHY AGING
As an older adult, regular physical activity is one of the most important things you can do for your health. It can prevent many of the health problems that seem to come with age, such as weight gain, diabetes and high blood pressure. It also helps your muscles grow stronger so you can keep doing your day-to-day activities without becoming dependent on others.

PREVENTING FALLS
• Exercise regularly. It is important that the exercises focus on increasing leg strength and improving balance, and that they get more challenging over time. Yoga and Tai Chi classes are a couple of good examples.
• Ask your doctor or pharmacist to review your medications both prescription and over-the-counter, to identify medicines that may cause side effects or interactions such as dizziness or drowsiness.
• Have your eyes checked by an eye doctor at least once a year and update your eyeglasses to maximize your vision. Consider getting a pair with single vision distance lenses for some activities such as walking outside.

GET A BLOOD TEST
High cholesterol usually has no signs or symptom. At your regularly scheduled appointment your doctor can do a simple test to check your cholesterol levels.

MONITOR YOUR BLOOD PRESSURE
Getting your blood pressure checked is important because high blood pressure often has no symptoms. Your doctor can measure your blood pressure, or you can use a machine available at many pharmacies. You can also use a home monitoring device to measure your blood pressure.

DIABETES – WHEN SHOULD YOU BE TESTED
Anyone aged 45 years or older should consider getting tested for diabetes, especially if you are over weight. If you are younger than 45, but are over weight and have one or additional risk factors such as family history or a sedentary lifestyle, you should consider getting tested.

TAKE YOUR MEDICINE
If you’re taking medication to treat high cholesterol, high blood pressure, or diabetes, follow your doctor’s instructions carefully. Always ask questions if you don’t understand something.

(Adapted from Healthy Highlights, September 2012)
PASSHE Academy offers webinars, teleseminars, and facilitator led programs for employees of the 14 PASSHE universities and the Office of the Chancellor.

The information was so relevant and very well presented. I picked up several new concepts and can't wait to put them to use.

-Dianne, Office of the Chancellor

 Programs  catalog and register  
 Training 2 U  customized courses  
 FAQs  frequently asked questions  
 Contact  your campus liaison

To learn more about PASSHE Academy click here: