



# STATE OF NEW JERSEY CIVIL SERVICE COMMISSION

January  
2025

## 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

#### **ADVANCED COMMUNICATION SKILLS THAT FOSTER COLLABORATION & TEAMWORK**

##### **About the Webinar:**

This practical presentation will cover several key interpersonal skills that help strengthen workplace relationships including learning to focus the needs of others, how to respond instead of react during conflict, and ways to amicably resolve disagreements.



**REGISTER NOW**

**Date: January 23, 2025  
Time: 2:00-3:00 PM**

### WHAT'S INSIDE

- Page 2: A New Perspective for the New Year Ahead**
- Page 3: Finding Your Mojo: How a Sense of Purpose Fuels Your Inner Drive**
- Page 4: Promoting Civility through Mindful Communication**
- Page 5: Protecting Yourself from Identity Theft**
- Page 6: Upcoming Webinars**
- Page 7: Did You Know?**
- Page 8: EAS Outreach Program**



# A NEW PERSPECTIVE FOR THE NEW YEAR AHEAD

By Samantha Delaney, CHES, Training and Development Consultant, Ease@Work, an AllOne Health Company

When you hear the term “whole health,” what comes to mind? Your entire physical well-being? Your mind-body connection?

Whole health is even more expansive and looks at the whole person. It’s based on ancient practices that date back 5,000 years and incorporate the whole mind-body-spirit connection, shown in this quote by Plato: “For the part can never be well unless the whole is well.”

Over the centuries, this concept evolved into today’s definition of holistic health, reintroduced in the 1970s. It incorporates all areas of well-being: physical, mental, emotional, social, financial, occupational, spiritual—and even an individual’s relationships and interactions with their environment.

Each aspect of well-being is interconnected, and if one aspect is not well, the others can be disrupted. For example, if someone is nervous about an upcoming workplace event, they may experience physical symptoms, such as a stomachache, or behavioral issues, such as a shorter fuse, which can then impact their relationships.

When we can understand how each aspect of our health works together, we can take charge of our well-being.

At this time of year, many of us are focusing on New Year’s resolutions. It’s common for people to limit their focus to their physical health. A study shows that the top three resolutions last year were to eat healthier, exercise more, and lose weight.

This year, I would challenge you to revisit your goals from a whole health perspective. Think about everything—your relationships, your surroundings, your financial health, your social life. Are there any changes you would like to make?

A good way to evaluate your goals involves a brainstorming activity, known as the “Start, Stop, and Continue Approach.” The idea is to create a quick list of answers for the following three questions:

1. What are some activities you would like to start doing to add value to your life?
2. What are some activities you would like to stop doing, which do not bring value to your life?
3. What are some activities you would like to continue doing that add to your life?

Don’t limit yourself when answering these questions. Just jot down whatever ideas come to mind. Once you have your lists, decide which goals to commit to. Choose one or two answers for each question and identify steps you can take to reach those goals.

If you’re feeling stuck or struggling to identify ways to get started, contact EAS for help. We are here to support all aspects of your well-being.



# FINDING YOUR MOJO: HOW A SENSE OF PURPOSE FUELS YOUR INNER DRIVE



Having a sense of purpose is an important aspect of your whole health. Although it's deeply personal and unique to everyone, having a sense of purpose brings meaning and direction to life.

This, in turn, provides motivation, determination, and momentum. It's like an inner spark that motivates you to get up in the morning—and to keep moving forward despite the setbacks.

Having a sense of purpose also helps to nurture and support other aspects of health and life, which then has a positive influence on your whole health. Here are some examples:

- **Improved mental and emotional health.** Having a sense of purpose inspires you to pursue interests beyond yourself. This helps to strengthen your mental and emotional health, making it easier to manage stress and ward off anxiety and depression.
- **Healthier habits and improved physical health.** When you're mentally and emotionally strong, it's easier to maintain healthy habits, like eating well, getting adequate exercise and sleep, and seeking regular medical checkups.
- **Stronger relationships and social connections.** Having a sense of purpose inspires you to take on responsibilities and get involved in activities and causes. This not only helps you to build relationships with others, but it also helps you develop a sense of identity and belonging, which helps to prevent isolation and loneliness.

Finding a sense of purpose looks different for everyone, but here are some strategies to consider:

- **Take time to reflect on what matters most to you.** What are your core values, passions, and interests? What do you find meaningful, engaging, and enjoyable?
- **Try new experiences.** Look for opportunities that you find uplifting and rewarding, such as volunteering or getting involved in causes that matter to you. Consider opportunities outside of your comfort zone.
- **Be open to growth and discovery.** Just as life evolves, so do your priorities—and your sense of purpose. Continue to be open to new ideas and opportunities that fill your life with meaning and joy.

There may be times when it's helpful to seek guidance from a mental health professional. To learn more, contact EAS. Services are free and confidential.

# PROMOTING CIVILITY THROUGH MINDFUL COMMUNICATION



Mindfulness is the practice of being aware. It's the ability to observe the world around you and acknowledge the moment. You are *mindful* of your thoughts and feelings and can respond to the situation thoughtfully, not reactively.

Mindfulness is a skill that can be developed and is especially helpful in times of heightened stress. To communicate mindfully—and effectively—consider the following tips:

- **Seek to understand other people's differences and their context.** When speaking to others, consider how their unique backgrounds and experiences may influence how they interpret your messages.
- **Be aware of your words and body language.** Use words that will be clear and familiar to everyone, and be mindful of what your body language is communicating.
- **Listen and ask clarifying questions.** Give your full attention without distraction when communicating, and practice active listening. Pay attention to what is said and seek to understand. By asking clarifying questions, you can help provide context for others.
- **Focus on managing your reactions.** You can only control yourself—not others and not what happens in the world at large. If you find yourself struggling to manage your reactions, take time to breathe or remove yourself from the situation until you can manage your emotions and reactions more effectively.

Learning to understand ourselves and others, and strengthening relationships is a lifelong practice. Mindfulness is a helpful technique in staying present and choosing how to respond to a variety of situations.

If stress or emotions are feeling overwhelming, EAS can help you develop coping strategies and resilience.



# Employee Advisory Service

Support - Empowerment - Growth

**Wednesday**  
**Jan 15, 2025**



**LUNCH**  
**& LEARN**

# PROTECTING YOURSELF FROM IDENTITY THEFT

**Session A: 12noon - 1pm**

**Session B: 2pm - 3pm**

**REGISTER NOW**



**REGISTER NOW**



**Credit Union  
of New Jersey**

The freedom to prosper.

*Join EAS and Amanda Griffith, a CUNJ Financial Wellbeing Impact Officer with over 17 years of experience in the financial services industry to learn strategies for safeguarding your personal information to protect yourself and family from identity theft.*



# Employee Advisory Service UPCOMING WEBINARS

## Supervisors / Managers

### Moving from Manager to Leader

#### Date / Time

- Jan. 23, 2025
- 11:00 – 12:00 PM

#### About this webinar:

This important presentation will discuss the key differences between being a manager and a leader, and provide several strategies for becoming more of a leader on a day-to-day basis. Covered topics include core leadership goals, the mindset of effective leaders, the importance of using a collaborative approach, and methods for motivating your team.



REGISTER NOW



## Employees

### Advanced Communication Skills that Foster Collaboration & Teamwork

#### Date / Time

- Jan. 23, 2025
- 2:00 – 3:00 PM

#### About this webinar:

This practical presentation will cover several key interpersonal skills that help strengthen workplace relationships including learning to focus the needs of others, how to respond instead of react during conflict, and ways to amicably resolve disagreements.



REGISTER NOW



Employee Advisory Service (EAS)  
*Support - Empowerment - Growth*

Your privacy is important to us. Your confidentiality is protected by state and federal law and regulations. All of the services offered are guided by professional and ethical standards. Contact us to learn more.



EAS\_Help@csc.nj.gov



866- 327-9133



<https://nj.gov/csc/employees/advisory/>

How Can We  
Help You?





# Employee Advisory Service

*Support - Empowerment - Growth*



## DID YOU KNOW?



### EMPLOYEE ADVISORY SERVICE (EAS) CAN HELP STRENGTHEN YOUR RELATIONSHIPS.

Good relationships don't necessarily just happen. Developing and maintaining healthy partnerships with your spouse, family, friends and colleagues takes time, effort and understanding.

From improving communication skills, learning to give and take, and respecting one another to making time for yourself, problem-solving, having fun together, and more, EAS can provide guidance and helpful support. Call the Helpline today for confidential assistance.

#### Available Features

- 24/7 in-the-moment telephonic support
- Individual, marital and family counseling
- Information on pre-marital and marital counseling
- Referrals to local resources



**Contact EAS Today for  
Confidential 24-hour Support**



Helpline: (866)- 327-9133



Email: [EAS\\_Help@csc.nj.gov](mailto:EAS_Help@csc.nj.gov)



<https://nj.gov/csc/employees/advisory/>



# Employee Advisory Service

*Support - Empowerment - Growth*

## EAS OUTREACH PROGRAM

Employee Advisory Service (EAS) is a program designed to assist 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 to help restore the health and productivity of employees and the workplace as a whole.

Here are some key points about EAS:

- **Purpose and Scope:**

- EAS supports both employees and their household members.
- It addresses a wide range of issues, including personal, family, and work-related challenges.
- The goal is to provide timely and effective assistance while maintaining confidentiality.

- **Services Offered:**

- *Assessment:* Employees can self-refer or be referred by their Appointing Authority for an intake/assessment session with a counselor.
- *Counseling:* Professional counselors collaborate with regional providers to offer services throughout New Jersey.
- *Referral:* EAS helps connect individuals with appropriate resources based on their needs.

- **Benefits for Employers:**

- Employers can benefit from EAS services by promoting employee well-being, effectiveness, and efficiency.
- EAS offers webinars and events focused on various topics relevant to employees and supervisors/managers.

If you have any concerns or need support, consider taking advantage of the resources provided by EAS. Our Outreach Team will visit your agency to inform employees about the free benefits that we provide, and how they can request our services. Ask your Human Resources Department to schedule an information session for your team today.



**NUMBER:**

1-866-327-9133

**EMAIL:**

EAS\_HELP@CSC.NJ.GOV

**24 HOURS A DAY 7 DAYS A WEEK**  
(EMERGENCY MENTAL HEALTH SERVICES)

