



STATE OF NEW JERSEY CIVIL SERVICE COMMISSION

April
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

FROM OVERWHELMED TO IN CONTROL: TAKE CHARGE OF YOUR TIME, STRESS, AND RELATIONSHIPS TODAY

About the Webinar:

This session is designed to enhance individuals' personal and interpersonal success in the workplace. Discussion topics include keys to planning and prioritizing time, effective methods for managing and coping with stress, and core communication skills.



REGISTER NOW

Date: April 24, 2025
Time: 2:00-3:00 PM

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USING COPING STRATEGIES TO BUILD RESILIENCE

After any kind of traumatic event, it's common to experience grief, sadness, disruption, and loss. And if you face a succession of challenges, these emotions can become even more debilitating.

At times like these, it's important to know about individual resilience. You can develop individual resilience by learning ways to manage your behaviors, thoughts, and actions in a way that promotes personal well-being and mental health. These strategies can help you develop the ability to withstand, adapt to, and recover from stress and adversity—and maintain or return to a state of mental health.

By developing these strategies, you are better prepared to work through pain, disruption, and stress and begin rebuilding your life.

What can you do to build resilience?

- **Develop a support network.** People who have the support of family and friends are more likely to receive help during tough times—and enjoy nurturing relationships during everyday life.
- **Learn to manage strong feelings and impulses.** People who can manage their emotions are less likely to get overwhelmed, frustrated, or aggressive. While they can still experience sadness or loss, they are more likely to find healthy ways to cope and heal.
- **Develop good problem-solving skills.** Thinking, planning and solving problems in an organized way contribute to feelings of independence and self-competence.
- **Ask for help and seek resources.** After a disaster, many people may feel helpless and powerless. Resourceful people know how to ask questions, are creative in their thinking, are good problem solvers, and have a good social network to reach out to.
- **Take control.** After the chaos of a disaster, it can be helpful to engage in activities that help others regain a sense of control. This supports the healing and recovery process. Being able to see yourself as resilient, and not as helpless or a victim can help build psychological resilience.
- **Cope with stress in healthy ways.** People who find positive and meaningful ways of coping lift their spirits and sense of self-worth. These positive and meaningful ways of coping are more beneficial than harmful ways of coping, such as drinking or relying on other substances.
- **Help others and find positive meaning in life:** Positive emotions like gratitude, joy, kindness, love, and contentment can come from helping others. Acts of generosity can add meaning and purpose to your life, even in the face of tragedy.

If you would like additional help in developing coping skills or managing life's challenges, contact EAS for confidential support.

Sources: This information was compiled from two articles: "Individual Resilience: Better ways of thinking about life's challenges" (<https://mylifeexpert.com/article?i=1256>) and "What are the characteristics that support individual resilience?" (<https://mylifeexpert.com/article?i=1257>).



MANAGING EVERYDAY STRESS AND WORRIES

Small actions that you take every day can help you care for your mental health and ward off anxiety.

- **Identify negative thoughts and challenge them.** Pay attention to your thoughts when you feel anxious. Write them down and try to identify any negative or unrealistic patterns. Ask yourself if there is evidence supporting these thoughts. Replace negative thoughts with positive ones. Challenge your inner critic by treating yourself with kindness.
- **Practice mindfulness and relaxation techniques.** Practice mindfulness by focusing on your breathing or senses. Try progressive muscle relaxation or guided imagery to calm your mind. Practice deep, slow breathing when you feel anxious. Try the 4-7-8 breathing technique: inhale for 4 seconds, hold for 7, and exhale for 8.
- **Set a specific time to think about problems that are on your mind and come up with potential solutions.** Write down your thoughts. When the time is up, redirect your mind to other things. This will make it easier to keep the worrisome thoughts off your mind when you need to focus on other things.
- **Set realistic goals and manage your time.** Break down big tasks into smaller, manageable goals and celebrate your achievements, no matter how small. Create a schedule to organize your time, prioritize tasks, and set realistic deadlines to reduce stress.
- **Keep moving.** Participate in activities you enjoy. Regular exercise can positively impact your mood.
- **Start a gratitude journal.** Write down three things you're grateful for each day. You can shift your perspective by focusing on positive aspects of your life.
- **Start a consistent self-care routine.** Ensure you're getting enough sleep, eating well, and taking breaks.
- **Learn to say no.** Don't overcommit yourself. It's okay to say no to new responsibilities when you feel overwhelmed.
- **Reduce your consumption of caffeine.** Some people are more sensitive than others to the effects of caffeine, and too much of it can contribute to health problems, including anxiety. Consider having fewer caffeinated drinks.
- **Visualize positive outcomes.** Picture yourself successfully facing and overcoming challenges.

FINDING HOPE WITH CHANGE



Finding hope during times of significant change can be challenging, but it's possible by grounding yourself and reframing your perspective. Here are some strategies to help you navigate and find hope:

1. **Acknowledge Your Feelings.** Accept that change often brings a mix of emotions—fear, excitement, uncertainty, and possibility. Allow yourself to process these feelings without judgment.
2. **Focus on What You Can Control.** Identify areas where you still have influence or stability in your life. Small actions, like creating a routine or setting achievable goals, can restore a sense of control.
3. **Look for Opportunities in Change.** Consider what this change might bring in terms of growth, learning, or new possibilities. Ask yourself, “What could I gain or discover because of this?”
4. **Reconnect with Your Values.** Reflect on what matters most to you—family, creativity, purpose—and realign your efforts toward those values. Grounding yourself in your core principles can provide clarity and hope.
5. **Seek Support.** Share your thoughts with friends, family, or a support group. Sometimes, just knowing you're not alone can be a source of hope.
6. **Practice Gratitude.** Focus on the positives, even if they're small—good health, supportive people, or moments of joy. Keeping a gratitude journal can shift your focus toward what's going well.
7. **Visualize a Positive Future.** Picture a future where you've adapted to the changes and found new strength or opportunities. Visualization can help you feel more optimistic and motivated.
8. **Be Patient with Yourself.** Change takes time and so does adapting to it. Progress, no matter how small, is still progress. Trust that you're resilient enough to get through this.
9. **Find Inspiration.** Read stories about others who've thrived despite challenges. Quotes, books, or uplifting media can remind you that hope is possible.
10. **Embrace the Present Moment.** Practice mindfulness to anchor yourself in the here and now. Sometimes, just taking life one moment at a time can ease the overwhelm.

Remember, hope isn't about ignoring difficulties—it's about believing in your ability to face them and finding reasons to keep going. What's one thing you can focus on today that might bring a glimmer of hope?

Source: AllOne Health Member Portal: <https://mylifeexpert.com/article?i=3392>



Employee Advisory Service UPCOMING WEBINARS

Supervisors / Managers

REGISTER NOW



From Reactive to Resilient: Emotional Intelligence Strategies for Supervisors

Date / Time

- April 24, 2025
- 11:00 – 12:00 PM

About this webinar:

Our emotions can bring joy and happiness, but if not managed well, they can also cause pain and frustration. This important presentation discusses the steps necessary for supervisors to build and maintain a balanced emotional life at work, strengthen relationships with employees, and achieve greater success as leaders.

Employees

From Overwhelmed to In Control: Take Charge of Your Time, Stress, and Relationships Today

Date / Time

- April 24, 2025
- 2:00 – 3:00 PM


About this webinar:

This session is designed to enhance individuals' personal and interpersonal success in the workplace. Discussion topics include keys to planning and prioritizing time, effective methods for managing and coping with stress, and core communication skills. These skills will help strengthen relationships, improve collaboration with diverse clients and co-workers, and better handle difficult conversations and conflicts.

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

**Save
The
Date**

2025

MENTAL WELLNESS SYMPOSIUM

Building Resilience Across Generations

This vital symposium will focus on building individual and group resilience in the workplace and increasing the awareness of generational differences. Participants will learn strategies to transform pressures and setbacks into opportunities for growth and empowerment.



Date: Thursday, 5/22/2025

Time: 12pm to 2pm

BORN
1928-1945
The Silent
Generation

BORN
1965-1980
Generation X

BORN
1997-2012
Generation Z

BORN
1946-1964
Baby
Boomers

BORN
1981-1996
Millennials

BORN
**EARLY-2010S-
MID-2020S**
Generation
Alpha

Contact EAS Today for Confidential 24-hour Support

Helpline: (866) 327-9133

Email: EAS_Help@csc.nj.gov





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



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



Employee Advisory Service

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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)

