

Mind and Matter

A publication of the University of Miami Faculty and Staff Assistance Program (FSAP)

Spring Semester 2012

Achieving Harmony and Balance in the New Year

by Pilar Tamburrino, MS, LMHC

Most human beings are trying to find harmony and proper balance in their lives. It is rather difficult to identify any universal formula of harmony and balance in life that would match all human beings equally.

Balance is a feeling derived from being whole and complete; it's a sense of harmony.

Harmony is a state that comes about when all the parts of your life are balanced with each other and with the world around you.

When you're balanced, you can feel it. You get the sense that your life is moving along steadily. You take things in stride. So why does achieving it and maintaining it, seem so difficult to do for so many of us?

Your life is made up of many vital areas including your health, family, financial, intellectual, social, work, spiritual, recreation, personal growth, romance and more. Living a balanced life is about integrating those components of your life that are truly important to you and realizing that sometimes you need to make choices about what has to come first. Making those choices allows you to live a balanced life that's aligned with what you value. Living a balanced life doesn't require you to give 100% of yourself 100% of the time. There will be times when personal/family life and work collide but by knowing what's most important to you and making choices based on your values, you'll be better able to balance your decisions and feel whole.

This New Year, when you are considering bringing balance to your everyday life, follow these helpful tips:

1. **Focus on your priorities.** Concentrate your time and energy on your personal and professional priorities. Be willing to say "no" to everything else. Identify your values and align your life around what's truly most important to you.
2. **Get organized.** Plan ahead and anticipate your needs. Arrange time in your schedule for rewarding activities so that your days are balanced.
3. **Be flexible.** Accept that needs will pop up which will require your readjustment and perhaps new choices. Stop striving for perfection and allow for more reasonable standards.
4. **Create daily routines.** Instill healthy habits into your daily life. Find ways to relax, relieve tension, and minimize stress. Eat healthy meals, drink plenty of water, and get adequate rest.
5. **Establish support networks.** Be willing to ask for and receive help.
6. **Simplify your life.** Stop over-scheduling and over-committing. Begin eliminating things from your life that really aren't important to you.

To learn more about this topic, please join us at our lunch and learn seminars:
Tuesday, January 24th 12-1pm at the University Center, Room #245 (Gables Campus)
Wednesday, January 25th 12-1pm at UM Hospital, Seminar Room C (Medical Campus)
Thursday, January 26th 12-1pm at the Library Map & Chart Room (Marine Campus)

Lunchtime Seminars: Spring 2012

Becoming Consumer Savvy

Achieving Harmony and Balance
in the New Year

Nurturing Healthy Relationships

Understanding Updates
to your Property Taxes

Positive Parenting

The Benefits of Relaxation

Stress Management
Open Forum

Please visit www.miami.edu/fsap
and click on "Schedule of
Seminars" for more details.

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About New Year's Resolutions

by Rosario Zavala, MSW, LCSW



Happy New Year! It's that time again when most of us look ahead to the New Year with new hope and determination that we may be able to leave behind old habits and begin anew. We set out to achieve goals such as losing weight, paying off debt, saving money or finding a better job; to name just a few. By the middle of March, if not earlier, many individuals' motivation and enthusiasm dissipates and they find themselves feeling guilty and disappointed that their good intentions did not prevail.

There are many different ways to make resolutions. Some people choose to write them down in a notebook, or print out a list, while others may choose to simply whisper them to the wind. However you choose to make them, keep these tips in mind to help you maintain your resolutions throughout the year.

- Make only a few resolutions.
- Be realistic. Choose resolutions you can actually attain and are under your control.
- Be specific. Avoid generalizations.
- Build on your strengths, not weaknesses.
- Break them down into small goals that are measurable.
- Write them down on paper.
- Tell your friends and family so they may provide support for you.
- Get started right away.
- Don't despair if you have a setback. Keep going.
- Reward yourself along the way.

If you, or a co-worker, need assistance in setting goals and staying motivated contact the FSAP at 305-284-6604 to make an appointment with one of our Employee Assistance Professionals.

Resources to Help You Stay on Track

1. **Free publications on a variety of topics.**
<http://publications.usa.gov/>
2. **Weight Watcher's meetings at UM campuses.**
sheri.lee@miami.edu
3. **Free exercise slide shows & videos.** <http://www.webmd.com/fitness-exercise>
4. **UM Well 'Canes.** http://www.miami.edu/index.php/benefits_administration/wellcanes
5. **Consolidated Credit Counseling Services.**
www.ConsolidatedCredit.org



» Inspirational Quote

"Happiness is when what you think, what you say, and what you do are in harmony."

- Mahatma Gandhi

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Mind and Matter is a quarterly publication from the UM Faculty and Staff Assistance Program that provides helpful tips and articles regarding work-life balance, health and well-being. If you would like to receive this newsletter directly in your inbox each quarter, as well as receive announcements of upcoming FSAP seminars, please send an email to cbootle@miami.edu.

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