



# rEAP the Benefits

State Employee Assistance Program 1-800-308-4934

## September Seminar: Achieve Professional Success through Emotional Intelligence

Research is proving that success in the workplace is achieved not only as a result of our skills and knowledge, but even more so in our ability to interact and work effectively with others. Participants will discuss Dr. Daniel Goleman's "Working with Emotional Intelligence" in which he describes emotional intelligence as the combination of five core qualities: self-awareness, self-regulation, motivation, empathy and social skills.

### Schedule:

- Sept 9** Martin
- Sept 15** Memphis
- Sept 15** Jackson
- Sept 16** Columbia
- Sept 21** Johnson City
- Sept 21** Nashville
- Sept 22** Knoxville
- Sept 23** Nashville
- Sept 28** Murfreesboro
- Sept 29** Chattanooga
- Sept 30** Cookeville

Registering is easy. Just go to the EAP website at [www.tn.gov/finance/ins/eap.html](http://www.tn.gov/finance/ins/eap.html) But don't wait, the deadline to register is two days beforehand.

**Your Employee Assistance Program is available to you 24/7, simply call 1.800.308.4934, to speak with someone about getting the help you need.**

## Goal Setting

You can get through life without having goals. But, most people who have set goals to navigate their lives can no longer imagine life without the clear sense of direction and purpose that solid goals provide.

Setting clear goals can help you concentrate better and accomplish more. It can boost your confidence, reduce your stress, and add to your satisfaction with life.

Some people are reluctant because they have tried it and failed to follow through. But by choosing your goals wisely, you'll be more likely to accomplish them. While it's important to have long-term goals, you don't have to feel locked into them for life – there's always room for flexibility and spontaneity.

Goals are like direction signs which can work perfectly well just to guide your short-term actions, as well as directing your long-term efforts. Sound goals have several important characteristics such as they're written down; they're specific; they have a time limit; and they're challenging.

Writing a goal down makes your commitment more powerful. And specific goals with deadlines make it possible to measure success. Set goals that require you to stretch beyond your comfort zone. Goals too easily accomplished won't challenge you or motivate you to action.

**Key Tip 1:** Start by thinking about what you would like to accomplish during your lifetime. These long-term goals will give an overall direction to your choices. Next, set smaller, shorter-term goals that support your long-term goals.

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Short-term goals should build on each other to move you in the direction of your final goals. Remember that every goal must have a deadline – goals without deadlines are mere hopes.

**Key Tip 2:** Set goals in terms of things that you have control over. If you determine that your goal is to have a new job within three months, your success will depend in part on external factors such as the economy. Instead, state your goal something like this: “I will update my resume and send it with a cover letter to 25 likely employers.” That will take some work, but it’s entirely under your control.

**Key Tip 3:** Don’t make a significant decision or choice without referring to your long-term goals. Take time to think about the implications and possible outcomes of each choice.

Weigh these against one another. Determine which ones you want the most. Then make the choice that takes you in that direction.

**Organizing Goals:** One goal should not contradict or undermine another and goals can’t stand alone. They must reflect a coherent vision of the life you want to lead.

Start by thinking seriously about how you want your life to go. Hammer out a mission statement for your life – a one-sentence or short-paragraph description of what you hope to accomplish before you die. With that in mind, think about where you’d like to be in 20 years; in 10 years; in five years; and a year from now. Find the pattern in these objectives. What do they have in common? How do they build upon one another?

Finally, review your goals regularly to reflect your changing priorities. People often reshape their priorities as they take positive action in their lives.

**Traits of Solid Goals:** Make sure your goals touch deep desires within. A good goal is one you truly care about – not one that you think you should care about, or one that the people around you think you should aim for.

Because your goals work on your mind and your moti-

vation, it’s important to state them positively. Make your goals as vivid and specific as you can. By being specific, your goals become measurable – and that’s how you define your success. Also, spelling out your goals in detail requires more thinking on your part and makes your goals more real. Ideally, goals should be something that you can visualize. Mental images of your own success will help motivate you to persist in the face of obstacles ahead.

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## Setting Limits

Sometimes it’s hard to learn to care for yourself as much as you care for others. If you tend to view other people’s needs as more important than your own, it can be hard. This exercise will help you identify some areas in which you might be shortchanging yourself.

List a few of the demands on your life that absolutely must be done including your work, family members, church, other organizations, etc. Now think about your own needs. Do you wish for any of the following?

- Space to do work
- More time with family and friends
- Help with household chores
- Someone to talk to
- Other \_\_\_\_

What limits can you set to guarantee that you’ll get your share of the pie? What are you willing to stop doing for others so that you can meet your needs? It takes practice to be firm about your limits. When you allow others to step over your limits, what is the most common reason?

- I feel uncomfortable saying “no”
- I’m afraid of losing someone or something
- I feel guilty if I don’t
- Their needs seem more important than mine

When you allow time for your own needs, to balance out the time you spend doing for others, you’ll probably be surprised at how much more you accomplish all around.