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## **IUPUI HRA Work/Life E-News – December 2012**

*Logic will get you from A to B. Imagination will take you everywhere.*

Albert Einstein (1879-1955), physicist

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### **HRA Work/Life Events/Programs/Activities**

#### **Get Back on Your Bike Results**

Equinoxious, composed of Donna Clark, Angela Collier, Kellie Cranfill, Brett Martin and Carolyn Pettigrew, was the winning team for the “Get Back on Your Bike” 150-mile 6-week challenge that IUPUI HRA Work/Life offered this fall. The winner of the \$400 bike drawing was Randall Cloe. Congratulations to all of the winners and anyone who gave the challenge a try. Thanks to Bicycle Garage Indy’s Carl Bruhn and Linda Hardcastle for making this great program available to us and helping us to make it happen!

Here’s what an IUPUI staff member had to say about the program: “Thank you so much for sponsoring the “Get Back on Your Bike.” I remember learning how to ride as a kid but it’s safe to say I hadn’t ridden a bike in almost 30 years. I’ve had so much fun and I just love my new bike. Thank you again for helping me get back on a bike and feel the wonderful freedom that comes from biking!!!”

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### **21<sup>st</sup> Century Management/Leadership Cues for Current/Aspiring Leaders**

#### **The Importance of SPECIFIC Praise and VALUED Rewards**

Any kind of sincere praise is a good thing, but if you want praise to be as meaningful as possible, make it specific. Instead of, “You’re doing a fine job,” try, “The creative idea you offered for a new approach to communicating with students was a breath of fresh air,” or “The enthusiasm you showed for x project really helped gel the team,” or, “The ideas you brought up in the meeting this morning were really impressive.”

Words of praise are welcome and important but, if you want to “kick it up a notch” and give the person a small tangible reward, remember to give something that the person likes. How do you know what he/she likes? In the past, here in HR, all new employees were asked to fill out a “Favorites” form indicating their favorite candy, etc. This form was kept on file and could be referenced so that a valued item could be given to the employee. If you’d like a copy of this form, let me know by December 30<sup>th</sup> and I’ll send it your way.

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### **Work/Life Partner Activities & Information of Interest**

*Work/Life programming is about wellness, career/personal enrichment, dependent care, "life" education (finances, home maintenance, legal issues, etc.), and ideas for better balancing work, life and school. In a nutshell, it's about providing information that you, as a whole person need/want. Since HRA's Work/Life office cannot meet all these needs, we are happy to let you know of work/life-related opportunities that other organizations on and off campus are offering, along with other general information.*

## **Health, Wellness & Safety (Check with your Dr. to learn what's appropriate for you, health-wise, before making changes.)**

### **Free Medications and Vitamins**

If you are on diabetes medications or need an antibiotic or prenatal vitamins, be sure to call grocery and big box stores (e.g. Meijer, Marsh, etc.) in the area because some of them offer these items for free. No kidding! You can sometimes find information on the store Web sites, but in some cases, you really have to dig to find, so I find that calling is faster. Many of these stores offer low-cost prescription prices, too, so it often pays to spend a bit of time comparing prices against your mail-in provider and drug store. Many doctors also know about these free items, as well as where to get the lowest cost, yet high quality, lab tests, etc. so consider asking him/her.

### **Stress Busters Week**

Next week is stress busters week at IUPUI. A yoga introductory class, turbo kick class, chair massages and more will be offered. Check calendar of events, below, for details. Except for the pajama party, which is a students-only event, these events are open to staff and faculty, as well as students.

### **Mindfulness-Based Stress Reduction (MBSR) at Work**

Participants in this series will learn ways to (1) recognize/address stressful situations effectively "on the spot," (2) manage chronic stress (3) improve focus and communication and (4) enhance mind-body wellness. Those who have participated in similar "short form" MBSR class have reported increased mindfulness, less perceived stress, improved sleep and enhanced quality of life. Employees are invited to attend an orientation session on Tuesday, January 15, 4:30 - 5:30 p.m. in Campus Center 409 to assess if this class meets their needs. The 10-session series that follows the orientation session is free to employees committed to attending the weekly sessions being held on Tuesdays, 4:30 - 5:30 p.m. from January 22<sup>nd</sup> to April 2<sup>nd</sup>. FMI and to register for the orientation session, go to <http://www.iu.edu/~welliu/Courses/IUPUI.shtml>.

### **Volunteers Needed for Weight Loss Study**

Do you have a family history of diabetes? Are you overweight? Did you have diabetes while pregnant or have a baby weighing nine pounds or more at birth? If you are 18 years old or older and answered "yes" to any of these questions, you may be at risk for developing diabetes. A free screening to help you learn if you are at risk is being offered to staff, faculty, students and members of the community. If you are at risk and meet other qualifications, you may be eligible to participate in a research study of how your risk may be lowered using lifestyle changes. The approach used in this study has been shown to reduce risk by 60%! FMI and to schedule an appointment, contact Lillian Tate at 278-6208 or [dtrc@iupui.edu](mailto:dtrc@iupui.edu). This effort is supported by Healthy IU, in their efforts to provide life-changing wellness opportunities to us.

### **Weight Watchers at Work**

The Weight Watchers group that meets in the ES building needs two more members to restart meetings. The cost is \$39.95 per month. FMI, contact Valerie Decker at [vdecker@iupui.edu](mailto:vdecker@iupui.edu) or 274-5163.

### **Diabetes Prevention Program (DPP) - Opportunity Knocks Again**

The Diabetes Prevention Program was developed in our own back yard and it works! The program is perfect for you if you are at risk for developing diabetes, are overweight and/or have been diagnosed by a physician as someone with prediabetes. If you are committed to making the time to attend this program, the DPP is committed to providing IUPUI employees the program at no cost. This national program provides a 16-week core curriculum with eight additional post-core monthly sessions and those who did it this fall had very positive things to say about it. FMI and to register, visit <http://www.iu.edu/~welliu/Classes/IUPUI.shtml> . Thirty-five percent of U.S. adults aged 20 years or older have prediabetes and type 2 diabetes is preventable. [Take this 1-minute test to see if you are at risk..](#)

### **FREE Individual Nutrition Counseling for IUPUI Employees**

Want to eat healthier, whether to lose weight, improve cardiovascular health or to just feel better? Schedule an appointment with Elin Grimes, Healthy IU's Registered Dietitian (RD), who can address questions you may have about fiber, salt, vegan/vegetarian diets and more. She will be available between 8:00 a.m. and 4:00 p.m. on Monday, December 10th at Lockefield Village Building (intersection of 10<sup>th</sup> St., University Boulevard and Indiana Avenue) in room 1156. You can schedule an appointment via your Outlook calendar, on the hour between 8:00 a.m. and 4:00 p.m., at [askanrd@indiana.edu](mailto:askanrd@indiana.edu) or by phone at (812) 855-4948 (54948 if from a campus phone). Sessions last about one hour.

### **Students: Become a Wellness Peer Educator**

Peer educators assist with outreach focusing on topics such as alcohol awareness, sexual assault, nutrition, fitness and more and applications to serve in this capacity are now being accepted. FMI, contact Emily Werner at [wernere@iupui.edu](mailto:wernere@iupui.edu) or 274-9355. Students in nursing or other health sciences fields might find the experience especially helpful, but you don't have to be in those fields to apply.

### **Free Open House Days at Campus Recreation**

From January 7-18, any IUPUI faculty/staff member or student can try out Campus Recreation programs without purchasing the Campus Recreation membership. Just bring your current JagTag and work out! For details, call 274-2824.

### **Stop the Spread of Disease**

All the interaction during the holidays can expose us to lots of "bugs." Take personal measures to protect yourself and others by washing your hands thoroughly with soap and water for 20 seconds or, when not near soap and water, using an alcohol-based rub; covering your nose and mouth when you cough or sneeze or coughing into your sleeve, if a tissue is not available; and frequently cleaning door knobs and other items used by multiple persons.

### **Help Local Timmy Global Health Win Grant**

Timmy Global Health was founded by an IU School of Medicine alumnus and has a chance to win a \$1 million grant. Vote for them, by December 4<sup>th</sup>, at [https://www.facebook.com/ChaseCommunityGiving/app\\_349872001764046?cv=3&app\\_data=location%7C%2Fcharity%2Fview%2Fid%2F17](https://www.facebook.com/ChaseCommunityGiving/app_349872001764046?cv=3&app_data=location%7C%2Fcharity%2Fview%2Fid%2F17) . The "Vote" button is on left under the hand icon. Problems? Call 317-920-1822.

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## **Personal/Home/Family/Financial Life**

### **National Geographic Online Games for Kids**

If high-quality, clean, non-violent games that are both fun and educational are important to you, have your kids give this National Geographic site a try - <http://kids.nationalgeographic.com/kids/games> . Right now, choices include Dung Beetle Derby, Fall Leaves Puzzler and much more.

### Wi-Fi Finder

The searchable site at <http://v4.jiwire.com/search-hotspot-locations.htm> allows you to find Wi-Fi hot spots in 145 countries. The menu on right allows you to navigate to your site quickly. Remember to use Wi-Fi spots with caution. Here are some tips - <http://www.onguardonline.gov/articles/0013-securing-your-wireless-network> .

### Resource for Boomers+ and Caregivers

Indy Creative Aging offers information on entertainment, finances, wellness, housing, discounts, volunteering and more. Check them out at [www.indycreativeaging.org](http://www.indycreativeaging.org) . You can also join them on Facebook at [www.facebook.com/indycreativeaging](http://www.facebook.com/indycreativeaging) .

### Access National Archives' Information and Volunteer to Add to It

The National Archives contain veterans' records, video/sound recordings, maps and much more and are a treasure trove for genealogists, history buffs, those interested in science and the environment and anyone with a thirst for knowledge. Check out what's offered at <http://www.archives.gov/research/arc/topics> . Given the huge volume of material, help is needed to transcribe, tag, edit and more. Interested in assisting the National Archives? Visit <http://www.archives.gov/citizen-archivist> .

### Free and Fun/Interesting – Lots of Opportunities to Add Cheer to the Season

Note: Events are listed in color/italicized so that you can quickly scan down through the items to find those of interest.

#### IUPUI

*How Human Rights Can Save Haiti & Other Developing Countries*; Thursday, November 29, 4:30-5:30; Inlow Hall (Law School), 530 W New York St. Reception after the program. FMI and to register - <http://indylaw.indiana.edu/news/events.cfm?eid=548> . Speaker is Fran Quigley, J.D.

*Sample What IUPUI Continuing Offers*; Saturday, December 1, 9-10:45; IUPUI Greenwood Learning Center, 555 E. County Line Rd. FMI and to register, visit <http://go.iu.edu/6iz> .

*Managing Test Anxiety*; Tuesday, December 4, noon-10:00; Campus Center 268. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) .

*Yoga Intro Session*; Tuesday, December 4, 1-2:00; Campus Center 031. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) .

*Pajama Party*; Tuesday, December 4, 5-6:00; Ball Hall. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) . Students only.

*Chair Massages*; Wednesday, December 5, 11-1:00; Campus Center first floor. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) .

*Group Fitness Class*; Wednesday, December 5, 12-1:00; Campus Center 031. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) .

*Stress-Free Finals? (stress reduction strategies)*; Thursday December 6, 12-1:00; Campus Center 031. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) .

*Turbo Kick Class*; Thursday December 6, 3-4:00; Campus Center Atrium. FMI, contact Emily at 274-9355 or [wernere@iupui.edu](mailto:wernere@iupui.edu) .

*Judy Chicago*, artist, author, feminist, educator, and intellectual; Wednesday, December 5, 6:00 p.m.; Herron's Basile Auditorium in Eskenazi Hall, 735 West New York Street . FMI -

<http://www.herron.iupui.edu/event/judy-chicago-jane-fortune-outstanding-woman-artist-lecture>

*Exploring Stereotypes and Bias* (presented by Office of Equal Opportunity); Monday, December 10, 9 – 11:00 a.m.; University Library 1116.

Learn how to recognize stereotypes and biases; to understand the impact on individuals and the environment and how to minimize the behavior. FMI and to register (by 12/3/12), visit

<http://www.iupui.edu/~oeo/registration.html> .

*Work/Life Balance and Work Climate: Keys to Effective Engagement*; Wednesday, December 5, 9:00 – Noon; University Library 1126.

Come learn about the business case for work/life and how to integrate aspects (flexible work schedules, life education, wellness, etc.) of work/life into the workings of your department. FMI and to register, visit <https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR> . Questions? Call 274-4438.



## Local

*Big Ten Tailgate on Georgia Street*; Friday, November 30, 3-9:00 and Saturday, December 1, noon-8:00; downtown Georgia Street between Illinois and Capitol (site of Super Bowl festivities). FMI - <http://www.bigten.org/sports/m-footbl/archive/111512aac.html> .

*Science Odyssey: The Human Body Puzzle (part of Lilly Scientist in Residence Series)*; Saturdays, December 1, 8, 15, 22 and 29, 11-4:00 and Sundays, December 2, 9, 16, 23 and 30, 1-4:00; Central Library, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> . This activity is appropriate for all ages.

*eBook Tinker Station*; Saturdays, December 1, 8, 15, 22 and 29 and Sundays, December 2, 9, 16, and 30, 2-4:00; Central Library, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> . Learn how to select an eReader, as well as how to download related materials from the Library's collection. Drop in anytime during the 2-hour period.

*Harbour Shores Celebration Choir*; Saturday, December 1 and Sunday, December 2, noon-1:00; Artsgarden, FMI - <http://www.indyarts.org/calendar.aspx?id=15989> .

*Indianapolis Children's Choir*; Saturday, December 1, 1-2:00; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15990> .

*Merry Tuba Christmas*; Sunday, December 2, 1-2:00; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15992>

*Piano and Baroque Ensembles*; Sunday, December 2, 4:00; University of Indianapolis' DeHaan Fine Arts Center, 1400 E. Hanna Avenue. FMI, visit <http://www.uindy.edu/arts/arts-news> or call 317-788-3255.

*Percussion Ensemble*; Monday, December 3, 7:30; University of Indianapolis' DeHaan Fine Arts Center, 1400 E. Hanna Avenue. FMI, visit <http://www.uindy.edu/arts/arts-news> or call 317-788-3255.

*African Drum Ensemble*; Wednesday, December 5, 7:30; University of Indianapolis' DeHaan Fine Arts Center, 1400 E. Hanna Avenue. FMI, visit <http://www.uindy.edu/arts/arts-news> or call 317-788-3255.

*Free Night at Children's Museum*; Thursday, December 6, 4-8:00; 3000 N. Illinois. FMI - <http://www.childrensmuseum.org/target-free-family-night> or call 334-3322.

*Indiana Town Hall Series Addresses Healthcare and Bias*; Thursday, December 6, 6:30 reception, 7:00 panel discussion; Indiana Historical Society, 450 W. Ohio St. FMI, call 232-1882.

*Romanian Folk Masks* (adults and children ages 5 and above); Saturday, December 1, 2:00; Central Library, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> . Explore Romanian folk tales and make a mini mask.

*Discover the Amazing Human Body (part of the Lilly Scientist in Residence Series)*; Saturday, December 1, 2-3:30; Central Library, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> .

*IDADA First Friday Art Tour*; Friday, December 7, 6-9:00; various locations. FMI - <http://www.idada.org/first-friday-map> .

*City Sidewalks*; Friday-Sunday, December 7-9; downtown Georgia St. between Illinois and Capitol. Temporary outdoor skating, Indiana artisans, holiday music and more.

*Central Library's 5<sup>th</sup> Anniversary Celebration*; Saturday, December 8, 10-5:00; Central Library, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> . Scavenger hunt, photo booth, mystery tours, prize drawings and cake.

*Christmas at Garfield*; Saturday, December 8, 10-1:00; Garfield Park Arts Center, 2432 Conservatory Dr. FMI, call 327-7135. No charge for the event, but photo with Santa costs \$3.

*Phillips Music Guild*; Saturday, December 8 and Sunday, December 9, 11-Noon; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15993> .

*Kurt Vonnegut Lecture by Chris LaFave*; Saturday, December 8, 2:00; Central Library's Riley Reading Room, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> .

*Indianapolis Municipal Band*; Saturday, December 8, 12:30-1:30; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15994> .

*Urban Dance Jamm Showcase*; Sunday, December 9, noon-1:00; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15995> .

*Crawford-Rhoden Music Trio*; Sunday December 9, 3:00 Central Library's Clowes Auditorium, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> .

*New World Youth Orchestra*; Sunday, December 9, 6:30-7:30; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15996> .

*"America and the World: A View from the Senate." with Senator Richard Lugar*; Sunday, December 9, 7-9:00; Marian University Theatre, 3200 Cold Spring Road. FMI and to register - <http://www.marian.edu/pages/displayevent.aspx?EventID=2306> .

*Pride of Indy Jazz Ensemble*; Tuesday, December 11, 6:30-7:30; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15759>

*Holiday Chamber Music Concert*; Wednesday, December 12, 6:00; Central Library's Simon Reading Room, 40 E. St. Clair St. FMI, call 275-4100 or visit <http://www.imcpl.org/events/calendar.php> .

*Totally Bazaar (must be 21 or older)*; Thursday, December 13, 6-10:00; City Market, 222 E. Market St. FMI, call 765-716-0985 or visit <http://www.yelp.com/events/indianapolis-yelps-totally-bazaar-2> . Fifty pop-up shops, mulled wine, food and drink tastings, holiday fashion party and more.

*Indianapolis Metropolitan High School Choir & Band*; Thursday, December 13, 6:30-7:30; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=16001> .

*Indy Winds Flute Choir*; Saturday, December 15, 1-2:15; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15760> .

*The Saxy Santas*; Saturday, December 15, 2:30-3:30; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15923> .

*Indianapolis Youth Wind Ensemble*; Sunday, December 16, 2-3:00; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15998> .

*Jingle Bones*; Sunday, December 16, 3:30-4:30; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15999> .

*Indiana State University Christmas Concert*; Wednesday, December 19, 7-8:00; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=16000> .

*Winter Solstice Celebration*; Thursday, December 20, 5-8:30; Indianapolis Museum of Art, 4000 N. Michigan Rd. FMI – <http://www.imamuseum.org/search/ima/winter%20solstice> . Ice carving demo, art making, light-up drum, bonfire, music, historical holiday decorations in Lilly House.

*Artsgarden Chamber Ensemble*; Saturday, December 22, noon-1:00; Artsgarden, above the intersection of Illinois and Washington Streets. FMI - <http://www.indyarts.org/calendar.aspx?id=15924> .

*Free Night at Children's Museum*; Monday, December 24, 10-2:00; 3000 N. Illinois. FMI - <http://www.childrensmuseum.org/free-and-special-days> or call 334-3322.

#### Regional/State

*Dickens of a Christmas*; Saturday, December 1, 10-6:00, Lafayette, IN. Roving carolers, carriage rides, music, artisan demonstrations, performances of "A Christmas Carol," and more are part of this celebration. FMI, visit [www.dickensofachristmas.com](http://www.dickensofachristmas.com) or call 765-742-4044.

See "Becoming More World/Culture Wise" section below for ethnic events.

Note: I list only Central Library events. For *branch* library events, visit <http://www.imcpl.org/events/calendar.php> and search for events at the location of your choice.

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## **Becoming More World/Culture Wise**

~ December is Universal Human Rights Month ~

### **This Month's Quiz Question (source: National Geographic)**

One of the world's largest hydroelectric dams spans the Angara River at Bratsk. This dam is in which country a. Russia b. Poland c. Germany d. India  
See answer at end of newsletter.

### **Selected Holidays of Note** (Source: University of Kansas Medical Center Web site)

December 6 – St. Nicholas Day (International, Christian)  
December 7 – Pearl Harbor Day (U.S.)  
December 8 – Bodhi Day celebrating Buddha's Enlightenment (Buddhist)  
December 8 – Feast of the Immaculate Conception (Catholic)  
December 8-16 – Hanukkah (Jewish)  
December 12 – Feast of the Virgin of Guadalupe (Mexico)  
December 13 – Santa Lucia Day (Sweden)  
December 16-25 – Las Posadas (Mexico)  
December 25 – Christmas (Christian, International)  
December 26 – Boxing Day (Canada)  
December 26 – Kwanzaa (African-American)  
December 31 – New Year's Eve (U.S., International)

### **Ethnic/World/Cultural Events/Classes**

*Note: I gather information from a variety of sources. Some sources include contact information, cost, etc. and others don't, so please excuse the sometimes less than comprehensive information.*

#### **IUPUI**

**Diebe (Thieves), a play by Dea Loher** performed by the students in the G355 Theatre group and sponsored by the IUPUI German program and IUPUI German Club; Sunday, December 9, 3:00; Campus Center Theatre. FMI, call Gabrielle Bersier at 274-8246.

**Chinese Language Non-Credit Classes**; spring semester; IUPUI's Confucius Institute in Cavanaugh Hall 129. \$150 fee. FMI - <http://www.iupui.edu/~china/uncategorized/2012-spring-non-credit-classes>, [ciindy@iupui.edu](mailto:ciindy@iupui.edu) or 278-7900.

#### **Local**

**The Art of Arabic Calligraphy**; Sundays, December 2, 9, 16, 23 and January 6 and 13, 2-4:00; Indianapolis Museum of Art, 4000 N. Michigan Rd. FMI -

<http://www.imamuseum.org/familyactivities/arabic-calligraphy-demos>.

**German-Language Advent Service**; Sunday, December 2, 3:00; Zion Evangelical UCC, 603 N. New Jersey St. FMI, call 639-5411 or e-mail [zion@zionoffice.org](mailto:zion@zionoffice.org).

**St. Nikolaus Festival**; Sunday, December 9, Noon-1:00 check-in; Athenaeum, 401 E. Michigan St. FMI - <http://www.athenaeumfoundation.org/theatre-buildingevents/st-nikolaus-fest>. Admission fee. Tree lighting ceremony appearance by St. Nikolaus, children's dance, gingerbread house decorating, snacks, run/walk and singing are included in this German-themed event.

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## **Work/Life Balance Tip**



### Learn to Be More Efficient

If you're spending too much time at work, search for ways to be more efficient. If you work on a computer, you might consider attending workshops offered by UITIS or talk with a technically savvy co-worker so that you can better use technology tools. You might also consider whether that once-a-month meeting could be every other month. Prioritize and then focus on the most important items. Use your time wisely by refraining from chatting too long with coworkers, saying, "No," to committees that are not a good fit and blocking time on your calendar for monthly duties that have deadlines. Answer e-mails only a couple of times in morning and afternoon, rather than throughout the day, to maintain your "flow."

At home, keep a basket/box in a central location to corral items that need to go somewhere else and empty the basket every day or two rather than making a lot of trips with individual items. Learn to settle for less than perfect. Consider not folding underwear. Involve others in age-appropriate tasks such as dumping wastebaskets, folding towels, cleaning, making sandwiches for lunches, etc. If organization helps you to be more efficient, use organizers (hooks, baskets, storage hammocks, etc.) so that everything has a place. Cut out activities that don't have much meaning, so that you have time to focus on those that do.

To maintain your energy, eat well, get at least 7-8 hours of sleep each night, get exercise (even in small bites works), remind yourself of the things you're grateful for, stay away from those who bring you down (where possible), use some of your vacation days just for yourself, and take a few minutes each day for quiet time, fun, deep breathing, etc. If your work situation is sapping your energy, find a new job.

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### Get Involved in the Community: Volunteer Opportunities/Civic Engagement

*Comment: You might wonder why I include a section on volunteerism. I believe that partnering with the community we work and live in is a win/win. The organization you work with gets the value of your services. It potentially allows you, the volunteer, to network and build relationships with other people, explore one of your passions, learn a new skill, experience a leadership role, get the great feeling that you get for making a contribution and have fun. Plus, civic engagement is part of IUPUI's mission. Reason enough to include this section? ☺*

### An Opportunity for IUPUI to Recruit Volunteers

IUPUI makes community involvement a priority and sometimes needs volunteers to help. Christian Theological Seminary's MLK Festival from 11-3:00 on Saturday, January 19th features a community volunteer fair at which nonprofit groups can let the community know about their services and recruit volunteers. For questions and to reserve a table, contact Lisa Jones at [ljones@peacelearningcenter.org](mailto:ljones@peacelearningcenter.org) or 317-327-7144.

### Other Volunteer/Donation Opportunities – Your Chance to Pay it Forward

If you want to [spend your Spring Break giving to others](#), complete an Alternative Spring Break application by December 7<sup>th</sup> at 5:00. There are seven different trips available. The cost of the trip is \$100 and includes all transportation and food while at the location. FMI, visit <http://csl.iupui.edu/ocs/asb.asp>.

[Hundreds of items \(yoga mats, computer servers, razors, coffee makers, etc.\) are needed by area](#)

[not-for-profits](#) and their needs are listed on the IBJ Wish List. If you are looking for a way to spread the generosity, visit <http://www.ibj.com/article?articleId=38091>.

People for Urban Progress is seeking a volunteer to act as a [volunteer coordinator](#) for two hours each week. Duties include volunteer communications and plugging interested parties into volunteer roles. Ability to work at Fountain Square studio and/or your home. Contact [amy@peopleup.org](mailto:amy@peopleup.org).

The Arthritis Foundation is looking for [volunteers for its Jingle Bell Run/Walk for Arthritis](#) on Saturday, December 8th at Banker's Life Fieldhouse. Most shifts run from 6:30-10:30 a.m. Volunteer responsibilities include registration, route guides, water stations and food service. For more information e-mail Beth at [Indyjbrvolunteer@gmail.com](mailto:Indyjbrvolunteer@gmail.com).

[Hearts & Hands of Indiana](#) is seeking a [volunteer project manager to lead construction at their properties](#). Ideal candidate will have experience in housing, strong communication skills, and ability to make ample time commitment. FMI, call 317-353-3606.

Good Samaritan Network (Hamilton County) is seeking [volunteers to help with distribution of holiday food and gifts](#). FMI, visit [www.gsnlive.org](http://www.gsnlive.org).

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## **Career/Professional/Personal Enrichment/Recognition/Funding**

### **Work/Life: Key to Effective Engagement**

As an effective manager, you seek to engage your employees so that they can be effective and productive and so that you can retain your good people. IUPUI Work/Life can be your partner in this. Attend the December 5<sup>th</sup> session from 9-Noon at University Library 1126 and learn about the business case for work/life and how to integrate aspects (flexible work schedules, life education, wellness, etc.) of work/life into the workings of your department. Given budgetary constraints, it becomes increasingly important to be creative in looking for ways to engage your employees and retain/improve morale. To register, visit <https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR>. Questions? Call 274-4438.

### **Student Employees: Raising the Bar**

Attend this December 13<sup>th</sup> workshop and learn how to engage and recognize students as well as how to provide feedback, and do performance reviews. The session is from 10-30 to Noon in University Library 1126.

### **Class for Those in Development Field**

The Center on Philanthropy is offering a new 1-credit hour course this spring called *Women, Money & Philanthropy*. It's a 5-week, web-based course, and will be taught by Dr. Debra Mesch, Director of Women's Philanthropy Institute. The course runs from January 28<sup>th</sup> to March 4th. It will not be taught on any specific day of the week but will go from Monday to Sunday each week, with assignments, readings, and an opportunity to contribute to a class forum for each module. This course is temporarily listed as PHST-P555 (31632) Readings in Philanthropic Studies: Women, Money & Philanthropy.

### **Grants, Scholarships, Fellowships, Student Internships and Study Abroad**

Morgan County high school seniors and other residents looking to further their educations may find financial assistance through the Community Foundation of Morgan County, which will help distribute up to \$900,000 in scholarships this year. For an application, visit [www.cfmconline.org/scholarships](http://www.cfmconline.org/scholarships).

The Indiana Retired Teachers Foundation is offering eight \$2000 scholarships to current sophomore or junior Indiana residents who are education majors enrolled full time at an Indiana college or university. Complete details and application at [http://www.retiredteachers.org/scholarship\\_2013.pdf](http://www.retiredteachers.org/scholarship_2013.pdf). Deadline is January 31, 2013.

Those who are full-time undergraduate or graduate students at an accredited college or university in the U.S., U.S. citizens or permanent legal residents and not employed by Sussle or its affiliates or in an interviewer's immediate family are eligible to apply for the \$5000 Sussle scholarship and \$50 weekly awards. The deadline is December 31, 2012. For complete details, visit <http://sussle.org/scholarship>. Questions? Contact Chuck Kao at [chuck@sussle.org](mailto:chuck@sussle.org) or 925-679-5260.

The Government Finance Officers Association offers a variety of scholarships to students in public finance and accounting. The deadline is February 22, 2013. Details at [http://www.gfoa.org/index.php?option=com\\_content&task=view&id=96&Itemid=107](http://www.gfoa.org/index.php?option=com_content&task=view&id=96&Itemid=107).

Are you a part-time student seeking your first bachelor's degree but need some help getting over that financial hump to attend full time so that you can graduate by December 2013? Consider the Undergraduate Graduation Incentive Grant. The deadline is December 17<sup>th</sup>. Details at <http://www.iupui.edu/~scentral/continuing/general.html>.

Microsoft offers four types (general, women's, minority and students with disabilities) of technical scholarships for undergraduates in computer science, computer engineering or related disciplines such as electrical engineering, math or physics. FMI - [http://careers.microsoft.com/careers/en/us/internships-scholarships.aspx#tab\\_scholarship-1](http://careers.microsoft.com/careers/en/us/internships-scholarships.aspx#tab_scholarship-1) (be sure to scroll down for complete information).

The Caroline Scott Harrison Chapter Daughters of the American Revolution Scholarship is awarded to students with a minimum 2.0 GPA on a 4.0 scale who will be entering their junior or senior year at a 4-year undergraduate accredited college or university in Indiana and who are U.S. citizens with a permanent residence in Marion County. Deadline is March 1. FMI - <http://www.darindiana.org/csh/scholars.htm>. Questions? Contact Linda McGlothlin – [mcglothlinl@stlukesumc.com](mailto:mcglothlinl@stlukesumc.com).

The BigSun Organization helps young athletes succeed in their academic pursuits by offering an annual scholarship. All student athletes are eligible for this award, regardless of which sport they are participating in. The deadline is June 21, 2013. FMI - <http://www.bigsunathletics.com>.

Nominations are being sought for the IUPUI Black Faculty and Staff Council Award. E-mail [BFSC@iupui.edu](mailto:BFSC@iupui.edu) for the nomination form and details.

The application for the B. Davis \$1000 Scholarship is due May 27, 2013 and eligible applicants include high school juniors and seniors, as well as students currently enrolled in post-secondary institutions. FMI and to learn about other scholarships they offer, visit <http://www.studentawardsearch.com/scholarships.htm>. Questions? Contact [awards@studentawardsearch.com](mailto:awards@studentawardsearch.com).

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## Notes

If someone forwarded this Work/Life e-newsletter to you, you picked it up via the Web or link or received a paper copy and want to subscribe to receive online, just send a note to [mstimmin@iupui.edu](mailto:mstimmin@iupui.edu). This newsletter can also be found at [www.hra.iupui.edu/worklife](http://www.hra.iupui.edu/worklife) under "News & Events," generally within a day of when it was sent.

All phone numbers used in this newsletter have a 317 area code, unless otherwise indicated.

*Note: In order to provide as many good resources as possible to participants, we often acquire speakers and informational pieces from a variety of sources and list Web sites of various companies/organizations. We do not necessarily endorse the persons/companies/organizations whose information we use or whose Web sites we list and cannot vouch for their accuracy (though we have done some basic research to try to ferret out reputable organizations, of course). The information we provide is not intended to be advice, simply information. Be a wise consumer and do the appropriate research before using the goods/services/information of any of these companies/organizations/sites.*

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