• **Learning and Talent Development Updates**  
  Molly Nece

The training calendar for January is available online. New offerings include book club, train the trainer mini-workshops, Article discussions, best practice exploration, and the very popular “One Word”.

The talent development plan will be released in 2016. This plan will help employees see where they are now and where they want to be. More information will be available in 2016.

Presented article “7 Super Common Habits that Productive People Ditch (Because Who Has Time for That?)”.

• **Open Enrollment**  
  Patti Hale

Please be sure to check your premiums for medical insurance on the December check. There were systems issues this year that may have caused errors. Flex benefit deduction changes will be on the January 2016 check.

• **Year-End Leave Roll**  
  Patti Hale

A reminder that the required vacation days for this year are December 30 and 31. Pam Caulk will send a reminder to all leave keepers as well.

Leave for non-exempt employees can be entered starting December 21st. Cut off for entry is January 7th to allow time for the SmartTime transition.
• **SmartTime Update**

Deanna Tirrell

Beginning January 2016, UNCW will implement SmartTime, a web-based time and leave reporting system for non-exempt SHRA employees. Registration is through the Dare To Learn Academy and an email confirmation with session details will be sent to participants once registration is submitted.

Participants will need to bring the hours that worked for January 1 – January 10 to training. We will enter time and leave for this period in SmartTime. **Facilities and the Police Department will need to bring hours worked for December 28 – January 10.**

Open Lab will be held on Monday, January 25th in McNeil Hall 2061 from 2pm – 6pm. Please feel free to stop by and receive one-on-one help from the SmartTime Implementation Team. As always, your leave keeper can assist you with recording time worked and leave taken.

• **Guardian Electronic I-9 Process**

Deanna Tirrell

The online, electronic I-9 process was implemented on December 9th. All I-9s will be processed through HR (and certain on campus partners with heavy hiring needs). Please see Ivor Dikkers for additional information.

The process for completing I-9s for new hire SPA and EPA employees will not change; I-9s will be completed in their onboarding appointment.

HR Walk-in hours for completing I-9s are 1pm – 2pm in the Onboarding Center (Friday Annex 121) and from 2:30pm – 4:30pm in Human Resources (Friday Annex 141). To complete I-9s outside this time frame, please contact Ivor Dikkers (2-2103, dikkersi@uncw.edu), Melissa Cox (2-2274, coxml@uncw.edu), or Kimberly Holbrook (2-2628, holbrookk@uncw.edu).
While we have a variety of avenues you can take, I try to steer away from using formal classroom training as the only source of learning. Transfer of knowledge is greater with blended formats. Typically, I conduct a needs assessment prior to making learning and talent development recommendations. That said, here are a few formats for applied learning that I recommend happen throughout the year to keep learning and service front of mind.

- Staff Meeting Starters
- Pre-work/Post-work for applied learning
- Best Practice exploration—discussion groups to establish office protocol and effective response systems.
- Article discussions
- Train the trainer mini-workshops
- Group sharing/forum discussions
- Book Clubs
- Weekly skill practices
- Formal Training—role playing
- Group and individual coaching/consulting
- Skillport—video, audio
- Quarterly Talent Conversations

I’d be happy to have a conversation with [name] so that I can make appropriate recommendations based on the specific needs of the team.

To our success,
Molly
What are the first 3 words you see?

Source: George Takei, Facebook Page
Answer One
of These Five Questions

1. What would I see in a snapshot of my best self?
2. Which of my values have I put on the back burner?
3. Is this a should or is this a want?
4. How can I be kinder to myself?
5. Could I be sabotaging my success?

Insanity: doing the same thing over and over again and expecting different results.

-Albert Einstein
My Core Values

- Family
- Health
- Wisdom
- Wealth (getting rich)
- Economic Serenity
- Integrity
- Inner Harmony
- Creativity
- Adventure
- Power
- Fun
- Self-Respect
- Friendship
- Recognition
- Advancement
- Loyalty
- Order (stability)
- Cooperation (working with others)
More One Words

Move, Relax, Learn, Open
Hopeful, Gratitude, Chance
Calm, Mindful
Innovate, Trust, Confidence
Create, Change, Resilience
Appreciate, Loyalty, Strength
Embrace, Purpose, Intentional
Believe, Peace, Awake
Respect, Positive
The **START NOW** Model

- **S**top the Mental Clutter
- **T**rack Your Successes
- **A**cquire Skills and Support
- **R**e-visit Your Vision
- **T**rust the Process
- **N**egotiate Opportunities
- **O**rganize Your Thoughts
- **W**ow Yourself and Others
7 Super Common Habits That Productive People Ditch (Because Who Has Time for That?)

By Chad Halvorson of Inc.

You’ve probably heard the saying that 20% of your activities account for 80% of your success. This means that 80% of your activities are of at least low value, if not a complete waste of time. If you want to improve your success, you have two choices—find more time in your day or eliminate those time-wasting activities.

The problem is that a lot of those time-wasting activities have become habits—things you do without thinking. Habits can be difficult to change, but it is possible to replace them with new behaviors. When you replace bad habits with activities that focus on that worthwhile 20%, you’ll find yourself much more successful in the same amount of—or perhaps even less—time per week.

Here are seven time-wasting habits to cut out of your life for good.

1. Checking Email Constantly

In 2013, a whopping 32% of U.S. employees reported that they replied to emails within 15 minutes of receiving them. An additional 23% responded within 30 minutes. But is faster actually better? Constantly checking email costs us a ton of valuable time, but it is something that can controlled. Create a new habit of turning off your email program and notifications while you work on an important project, or come up
with a system to check your new messages only twice a day. You’ll save time and get much more done.

2. Waiting for Things to Be Perfect

It’s an unfortunate reality that perfectionism can paralyze you. Instead of doing tasks efficiently, you end up wasting a tremendous amount of time trying to perfect things that should simply be sent on to the next phase. Spending a large amount of time perfecting a task could actually be a sign of procrastinating instead of taking next steps. Instead, crush this time-wasting habit and work until it’s “good” before moving forward.

3. Multitasking

Multitasking has become a bad habit for many Americans, but in reality it makes you less productive. Your brain can focus on only one thing at a time, and constantly switching tasks actually retraining your brain to not really focus at all. If you find yourself toggling between tasks and can’t settle on one thing, understand that you’re hurting your performance and wasting time. Instead, focus on one task for a specific period of time before moving on to the next one.

4. Inviting Interruptions

Are you working in an environment prone to distractions? One study showed that workers get interrupted every 11 minutes. No wonder we don’t get anything done! Think about how many habitual things you do every day that actually invite people to interrupt you, from sending a quick text to checking your email when trying to focus on something else.
Reducing these behaviors will help you keep focused and learn to eliminate distractions. Try blocking out work time on your calendar and marking it as “busy,” shutting your door if you have one, silencing your cell phone, and letting others know you will talk to them at another time.

5. Being Disorganized

There are many different ways to organize that don’t include a tidy desk. Zappos CEO Tony Hsieh loves a messy desk, while others prefer using filing cabinets. Regardless, a habit of working in disorganized chaos is also a major time waster. Constantly losing important papers, repeatedly asking for key information, and forgetting to complete a task until the last minute are all unnecessary time spenders. Instead, experiment with organizational habits that work for you and use them consistently.

6. Failing to Delegate

Many people insist on doing everything themselves, but refusing to relinquish control can actually backfire. It’s a waste of your time to do things that you aren’t the best at. Instead, delegate these tasks to others—either others on your team, an assistant, or a virtual assistant—and focus on responsibilities and projects that are within your zone of expertise. Look to eliminate minor tasks like screening emails or research or passing off duties that just don’t suit your talents from your schedule.
7. Never Saying No

Failing to say no when it means focusing on time-sucking activities comes at the expense of your core projects. Whether you need to say no to additional work assignments or unproductive personal engagements, it’s important to set firm boundaries. Focus on getting your vital projects completed during work hours while surrendering to renewing and refreshing during your personal time. There are plenty of easy and effective ways to give a powerful no without alienating your personal and professional network.

More From Inc.

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- [Oprah: The Most Important Thing I've Learned About Branding](#)

*Photo of checking phone in bed courtesy of Shutterstock.*

**Inc.**

About The Author

[Inc.com](#) is where you can find everything you need to know to start and grow your business now. Inc.com is replete with small business ideas, information, and inspiration, as well as practical advice from those who have done it before.
7 Effective Ways Calm People Plan And Accomplish Their Work

Work can be tense sometimes. Ideally, we all have our different levels of temperament. While others may find it easier to deal with their temperament better than others, we all have to learn how to deal with our emotions so that we can get the best out of our work.

Calm people are able to plan and settle their work so they can function optimally. We can learn a thing or two (or seven) from them.

1. They have an outlet to channel their frustrations and anger

When calm people are faced with pressure and stress they tend to focus on ways to release their negativity. They do not let such anxiety or stress overwhelm them, rather they use certain avenues to take away their negativity feelings. This could be through exercising, listening to music, or participating in certain hobbies. By doing this, they can be in control of what happens to them rather than allowing it to take over them.

2. They have a decent sleep

They know that being tired and sleepy has a way of making them cranky or stressed. Your mood can be greatly influenced by your body’s energy level. To keep your body’s energy level up you should learn to give your body the rest it deserves. Calm people do well to take regular siestas or short naps so as to remain energized.
3. They maintain a clean and neat work-space

When your work-space becomes disorganized and disheveled it is difficult to remain calm. A workplace that has things piling up and waiting to be done tends to cause anxiety and stress. To avoid this, calm people are very meticulous about their environment. It is placating to have things in place and available when you need them. Calm people are great at organizing their desk so they know where everything is. When you have a tidy work-space you are more relaxed and set to do things when they need to be done.

4. They take breaks

They find time to take a break from a busy schedule. Such time could be used to blow off some steam and unwind. While many persons may not see the necessity of taking breaks and giving themselves the time to recharge, calm people know that this is a weapon they can use in planning and settling their work. Ideally such vacationing or breaks are great at preventing burnout, reducing stress, and improving health.

5. They connect and socialize

There is no point thinking and acting that you can get everything done by yourself. Calm people are great at socializing and seeking the support of others to get their job done. They are not ashamed to ask for help or seek advice if they have to. They do understand the importance of togetherness and friendship. Such becomes reassuring for them and a channel to settle their work more often.

6. They dial back on coffee

There is something about coffee. However, more than 500 mg of caffeine a day can increase your anxiety. A moderate dose of a coffee a day is great, but if your daily routine includes drinking more than five cups of coffee, you are brewing anxiety for yourself. Calm people know that while caffeine has its strengths, too much of it can be a disadvantage for them.
7. They write it down

To settle and plan adequately, calm people write down their thoughts. They express gratitude and their negative thoughts through this channel. Moreover, it helps them maintain clarity about their goals and desires. As much as they can look at the past, they can also strategize and prepare for the future. Writing has a way of preventing stress and worries by replacing the negative energy with positive energy, which helps meet the challenges ahead.

Calm-Down Check-Up

<table>
<thead>
<tr>
<th>What Calm People Do</th>
<th>Totally Off the Mark</th>
<th>Could Do Better</th>
<th>Satisfied with Where I Am Right Now</th>
<th>Expert Nailed it!</th>
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**D2LA Employee Engagement and Enrichment Opportunities**

**HR Learning and Talent Development**

**UNCW Dare to Learn Academy.com**

**December 2015 – January 2016**

**ACCESS the D2LA Catalog**

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If you missed a registration deadline for any virtual learning opportunities, email necem@uncw.edu. There are no limits to learning more, only the ones you place upon yourself. To your success and workplace satisfaction!

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<tr>
<th>DEC 3</th>
<th>Baudville’s Employee Recognition Email Campaign</th>
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<tr>
<td>DEC 3</td>
<td>SHRA Evaluation Training Facilitator Led 2 – 3:30 p.m.</td>
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<tr>
<td>DEC 4</td>
<td>SHRA Evaluation Training Facilitator Led 9 – 10:30 a.m.</td>
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- Resources to help campus leaders engage their employees with low-cost strategies. [REGISTER](#)
- Missed the deadline? Email necem@uncw.edu

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<th>DEC 4</th>
<th>Fidelity Workplace Planning Facilitator Led</th>
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<td>DEC 8</td>
<td>Top 10 Productivity Hacks Virtual: Teleseminar</td>
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<td>DEC 18</td>
<td>New Employee Teal Power Coffee Hour Facilitator Led</td>
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- Fidelity has over 68 years of investing experience and wants to help you meet your goals! Pick your time and meet at Friday Annex. [REGISTER](#)
- Michael Hyatt, CEO of Intentional Leadership, gives tips on being more efficient and effective. Access given at 11 a.m. Available 24/7. [REGISTER](#)
- Are you 0-3 years new to UNCW and come from outside of Wilmington? Join us at 8 a.m. for coffee and an hour of networking at Friday Annex. [REGISTER](#)

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<th>JAN 25</th>
<th>How to Make Stress Your Friend TEDx Talk Virtual: Webinar</th>
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<td>JAN 26</td>
<td>My One Word Painting &amp; Goal Setting Experience Facilitator Led 1 – 4 p.m.</td>
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<td>JAN 27</td>
<td>Leading Effectively Virtual: Video Series</td>
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<td>JAN 28</td>
<td>A Positive Moment Virtual: Video Series</td>
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- Kelly McGonigal, health psychologist, delivers a 15-minute TEDx Talk that will shift how you think about stress. Shape your thinking to a more positive outlook. Access given at 11 a.m. [REGISTER](#)
- Whether you are a new or a seasoned “one word” painter, get ready to pick and paint the one word that will change your life in 2016. The START NOW Model will jump start your success. Meet at Friday Annex. [REGISTER](#)
- Sponsored by the acclaimed Center for Creative Leadership, this weekly link features five-minute audio clips on selected leadership topics. Access given at 11 a.m. Available 24/7. [REGISTER](#)
- Jon Gordon, bestselling author and speaker, shares positive messages you can apply anywhere in your daily experiences. Access given at 11 a.m. Available 24/7. [REGISTER](#)

- Each keynote, seminar or half-day retreat is customized to your needs: engagement, strategic planning, productivity, team strengthening, leadership, service, wellness, knowledge. Each is designed with your audience in mind. **It’s your choice.** We can serve as a learning and talent development consultant or deliver the learning opportunity. Contact us today at necem@uncw.edu or 910.962.3339.

"Powerful... Positive... Possible!"

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Contact Molly Nece or Olivia Cunningham with questions regarding HR Learning and Talent Development retreats, coaching and consulting services for faculty and staff.