

THE 2016 BEACON JANUARY

NAS PATUXENT RIVER FLEET AND FAMILY SUPPORT CENTER NEWSLETTER • (301) 342-4911



Are you a morning person or do you find your energy picking up in the afternoon? You can make best use of your time by scheduling high-value work during your peak time and low-energy work (phone calls, emails, etc.) during your down-time.

When you take time to overcome these mistakes, it will make a huge difference in your productivity and you'll be happier and experience less stress! If you would like more assistance in managing your stress, contact the Fleet and Family Services Center at (301) 342-4911 to sign up for the next stress management class or make an appointment with a counselor. We are here for YOU!



Time MANAGEMENT

How well do you manage your time at work? For most people, not so much! Many of us know that we could be managing our time more effectively, but find it difficult to identify the mistakes we make and to how to improve. When we do manage our time well, our stress levels drop.

Below are the 10 most common time management mistakes and tips you can use to overcome them:

- 1. Failing to keep a to-do List** Make a to-do list and prioritize the tasks on your list. Be sure to break large tasks or projects into specific actionable steps. For example "start a budget" is too broad.
- 2. Not setting personal goals** Do you know where you'd like to be in six months? Personal goal setting is essential to manage your time well because goals give you a destination and vision to work toward.
- 3. Not prioritizing** It is difficult to know how to prioritize, especially when you're facing a flood of seemingly urgent tasks. It may help to determine if a task is high-yield/high-priority or low-value/busy work. You'll manage your time better if you know the difference.
- 4. Failing to manage distractions** You can lose as much as two hours a day due to distractions such as e-mails, chats with co-workers and phone calls. To gain control of your day, check e-mails only at set times during the day. If the e-mail takes less than two minutes to read, take care of it right away even if it isn't a priority. That takes less time in the long run. And let people know if they are distracting you too often or close your door, if you have one.
- 5. Procrastination** Don't put off a task you should be working on now. To help motivate yourself, reward yourself when you complete a task. Can you say frozen yogurt?
- 6. Taking on too much** Are you a person who cannot say "no"? You may try saying "yes" to the person but "no" to the task. "Yes I would really like to help you but at this time I cannot do it."
- 7. Thriving on "busy"** Some people thrive on being busy. Addiction to busyness rarely means that you are effective; and it may lead to stress. Instead, slow down and learn to manage your time better.
- 8. Multitasking** It takes 20-40 percent more time to finish a list of jobs when you multitask compared with completing the same list of tasks in sequence. Forget about multitasking and focus on one task at a time.
- 9. Not taking breaks** It's impossible for anyone to focus and produce high-quality work without giving their brains time to rest and recharge. This down-time will help you think creatively and work effectively. If it is difficult for you to take a break, schedule it or set an alarm as a reminder.
- 10. Ineffectively scheduling tasks**

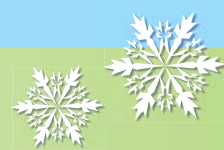


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17	18 CLOSED	19 1-2-3 Magic: Effective Discipline for Children Noon-2 pm	20 Acing the Interview 9 am-Noon	21 Playgroup at GFCC 10-11 am	22 Introduction to EFPM, 9-10 am	23
Wednesday and Thursday, Jan. 20-21 TAP Entrepreneur Track, 8 am-4 pm						
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Transition GPS (TGPS/Retiree), Monday-Tuesday, Jan. 25-Feb. 2, 8 am-4:30 pm						

Hours of Operation: Monday-Thursday 7:30 a.m. - 4:30 p.m. and Friday 7:30 a.m. - 4 p.m.

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Programs for Education and Training

*Reservations for classes are Necessary 301-342-4911

The Fleet and Family Support Center always is looking for a few good volunteers. If you are interested, please give us a call.

CLOSED Friday, Jan. 1 and Monday Jan. 18

HOURS OF OPERATION: Monday-Thursday 7:30 a.m.-4:30 p.m., Friday 7:30 a.m.-4 p.m.

Workshops and seminars are open to active-duty and retired military personnel and their family members. Classes are for patrons 18 and older unless otherwise specified. The facilitators are from the Fleet and Family Support staff or professional organizations and are not permitted to solicit or promote their businesses. All classes/seminars are held at the Fleet and Family Support Center unless otherwise noted.

Reservations for classes are necessary call (301) 342-4911.



CAREER DEVELOPMENT

Ten Steps to a Federal Job

Tuesday, Jan. 5, 9 a.m.-Noon

Learn how to navigate the federal job system. A 137-page training guide is provided.

Resumes That Get You Hired!

Tuesday, Jan. 12, 9 a.m.-Noon

Your resume is one of the most essential tools in your employment toolbox. This three-hour interactive training will help you understand the three types of resumes, what information should be included on your resume and how to best select the type of resume for you. You will learn how to craft a resume that will help you land a great job!

Acing the Interview

Wednesday, Jan. 20, 9 a.m.-Noon

Job interviews can be a source of stress for many people. Come to this three-hour interactive seminar to learn about the interview process. The workshop covers traditional and behavioral interview questions and methods of responding to those questions. Attendees will have the opportunity to practice their new skills and gain confidence in the interview process.

LIFE SKILLS

Stress Management

Thursday, Jan. 14, 1-3 p.m.

Stress is a part of life. In this class you will understand how your beliefs and thought process have an impact on how you deal with stress. Participants will walk away with specific actions to manage stress to incorporate into their life immediately.

Effective Communication

Friday, Jan. 27, 1-3 p.m.

This class provides information on different communication styles and ways to develop more effective speaking and listening skills. Participants will practice insightful, productive and rewarding ways to interact with people.

PARENTS AND CAREGIVERS

Exceptional Family Member Program (EFMP):

Networking Group, Tuesday, Jan. 5, 6-7 p.m.

This event gives EFMP participants the opportunity to network with each other, provides information to assist in building networks of support and making connections with the community, groups and friends. The event explores different types of support and provides insight into creating your support system.

Playgroup at Glen Forrest Community Center

Thursdays, Jan. 7, 14, 21 and 28, 10-11 a.m.

Moms, dads and caregivers are invited to bring their children for playtime at the Glen Forrest Community Club House. Open to all military and family members.

1-2-3 Magic: Effective Discipline for Children

Tuesdays, Jan. 19 and Feb. 2, Noon- 2 p.m.

Are you frustrated trying to find an effective and positive way to discipline your children? 1-2-3 Magic: Effective Discipline for Children for parents of children ages 2-12. This evidence-based, easy-to-learn method helps promote effective parenting in a way that engages both mom and dad. It helps break down the task of parenting into three straightforward jobs: Controlling obnoxious behavior, encouraging good behavior and strengthening your relationship between you and your children.

Exceptional Family Member Program (EFMP):

Introduction to EFMP, Friday, Jan. 22, 9-10 a.m.

What is the Exceptional Family Member Program? Who is eligible? What are the benefits and requirements? How do you enroll in the program? This workshop will discuss why the EFMP exists and how it may help you support and advocate for your exceptional family member.

Exceptional Family Member Program (EFMP):

Applied Behavior Analysis (ABA) 101

Wednesday, Jan. 27, 9-11 a.m.

Over the past decade, the science of Applied Behavior Analysis (ABA) has received increasing attention with encouraging results in the treatment of Autism Spectrum Disorders. However, what should be noted is that ABA is applicable to many other special needs as well. Join EFMP and Dr. Nichole Weakley, ph.d., bcba-d for an overview of ABA and how it could benefit your family.





Budgeting for Baby

Jan. 27, 10-11:30 am

The Navy Marine Corps Relief Society (NMCRS) will illustrate the hidden costs associated with a growing family. All Navy and Marine Corps service members that attend will receive a new layette worth more than \$100.

RELOCATION AND DEPLOYMENT

Welcome to Pax

Wednesday, Jan. 6, 1-3 p.m.

Take a windshield tour of NAS Patuxent River and attend a class jam-packed with information about the base and surrounding communities. Local information packet provided.



TRANSITION

Transition GPS (TGPS/Separatee)

Monday-Friday, Jan. 11-15, 8 a.m.-4 p.m.

Transition GPS (TGPS) is for separating and retiring military members. It is a joint venture by the Fleet and Family Support Center and the Departments of Defense, Labor and Veterans Affairs. Topics include skill assessment, resume writing, job search methods, interview techniques and a review of veterans' benefits. Please see your Career Counselor to register for the class. Register now as seating is limited.

Transition GPS (TGPS/Retiree)

Monday-Tuesday, Jan. 25-Feb. 2, 8 a.m.-4:30 p.m.

TGPS is a seven-business day course for separating and retiring military members. It is a joint venture by the Fleet and Family Support Center and the Departments of Defense, Labor and Veterans Affairs. It is a must-attend workshop. Topics include skills assessment, resume writing, interview techniques, salary negotiations, financial considerations and an overview of veterans' benefits. Please see your Career Counselor to register for this class. Register now as seating is limited.

TAP Entrepreneur Track

Wednesday and Thursday, Jan. 20-21, 8 a.m.-4 p.m.

Is starting a business is right you? Is your business idea is feasible? The Transition Assistance Program (TAP) self-employment intensive training is offered in collaboration with the U.S. Small Business Administration, the Institute for Veterans and Military Families at Syracuse University (IVMF), the Department of Defense and the Department of Veterans Affairs. The workshop assists transitioning service members and veterans to learn about entrepreneurship.

SERVICES

Clinical Counseling Services

Clinical Counseling services can directly improve the quality of life of service members and their family members by addressing the stressors facing today's military. Stress may be caused by family hardships, marital conflicts, parent/child issues, money concerns, frequent moves, health and environmental factors and other difficulties. To schedule an appointment, please call (202) 685-6019 or (301) 342-4911.



Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) addresses the special needs of military families. If you have a family member with special needs (i.e., a medical condition or educational disability), it is important to enroll them in EFMP so the Navy can ensure appropriate assignments and provide helpful information and referral resources. For more information, please call (301) 757-1861.

Financial Counseling Services

With the help of the Personal Financial Educator, you and your family work towards managing your finances, resolve financial problems and reach long-term goals such as getting an education, buying a home and planning for retirement. The staff can provide counseling to help you can take control of your finances, reduce money-related stressors and overcome the financial challenges of military life. The service is available to active-duty and retired military members and their families. To schedule an appointment, please call (301) 342-5442.

General Military Training

The Fleet and Family Support Center staff will bring seminars and workshops to your Command. For more information, please call (301) 342-4911.

School Liaison Program

The School Liaison Officer helps prepare students, parents, schools and Navy leaders to respond to moves and deployment issues concerning school-age children. SLOs help Navy families be the best advocates for their child's education. Parents and community members with questions may call at (301) 757-1871.

Sexual Assault Prevention and Response

The Sexual Assault and Prevention and Response Coordinator (SARC) is available for general military training, supervisor's training and Commander's Tool-kit training. SAPR advocate refresher trainings are scheduled monthly with different topics. Please contact the FFSC at (301) 757-1867 to schedule training.

