



Women's Center

Newsletter

COUNTY COLLEGE OF MORRIS

Women's Center at CCM , 214 Center Grove Road, SCC 115, Randolph, NJ

January-March 2018

New Year New You

Happy New Year! A few years ago I made the decision to stop setting New Year's resolutions. I did this for a few reasons. First of all, it always felt like another thing that I had to do, like a chore. I don't know about you, but I already have enough chores. Second, after the initial chore of setting a resolution it turned in to an ongoing chore that I inevitably gave up mid-March. I would venture to bet that I am not alone on feeling this way about New Year's resolutions. What I do now, not just in January but a few times a year, is take some time to really examine who I am, based on the things I consider important to my wellbeing. I use SAMHSA's 8 dimensions of wellness as my prompter, but only because the areas described are also areas that are important to me. Feel free to come up with your own.

SAMHSA's eight dimensions are:

- 1. Emotional**—Coping effectively with life and creating satisfying relationships
- 2. Environmental**—Good health by occupying pleasant, stimulating environments that support well-being
- 3. Financial**—Satisfaction with current and future financial situations
- 4. Intellectual**—Recognizing creative abilities and finding ways to expand knowledge and skills
- 5. Occupational**—Personal satisfaction and enrichment from one's work
- 6. Physical**—Recognizing the need for physical activity, healthy foods, and sleep
- 7. Social**—Developing a sense of connection, belonging, and a well-developed support system
- 8. Spiritual**—Expanding a sense of purpose and meaning in life

By pausing to look at each domain and deciding if it is being experienced in a meaningful way, opportunity arises to make changes where needed. Try small changes. For instance, if you are feeling unfulfilled intellectually you might stop by the library and pick up a book. If you are feeling unfulfilled intellectually *and* socially, maybe search for book clubs in the neighborhood to join. And sometimes, after reflecting, you will find that in that moment you are as you want to be. When that happens take some additional time to remember the things that keep you in that place and be grateful for them.

Whatever the case, make sure to keep this a positive experience. It most certainly should never be a chore!

Jaime Simon
Director

"The future belongs to those who believe in the beauty of their dreams."

- Eleanor Roosevelt

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Gratitude Corner

This year the Women's Center was fortunate to be the recipient of a very generous grant provided by First Energy to assist our clients in their educational pursuits. We were honored by the level of generosity shown by First Energy.

In another wonderful demonstration of generosity, the Women's Center collected \$855.00 worth of gift cards from the CCM community to assist those served at the Women's Center with the inevitable expenses of the holiday season.



Financial Questions to Ask Yourself During Divorce

(From Divorce Magazine Fall/Winter 2017. By: Adrienne Rothstein Grace. See the full article at www.divorcemag.com)

To truly understand your situation and your needs, it's important to dig a little deeper. Here are some questions you should ask yourself as you begin the divorce process.

What assets do you own?

This is a basic question that should be top of mind. A thorough inventory of marital assets goes beyond liquid cash. You also need to consider real estate, retirement assets, stock options, art, jewelry or antique collections, Time shares, and business interests.

What do you owe?

It's important to know your outstanding debt. This includes all credit card debt and outstanding loans. Be specific. Do you owe more on your house than it's worth? Do you still have student loans? Are there high balances on multiple credit cards?

Could your spouse be hiding assets?

It may sound unlikely, but sometimes, assets have a way of disappearing after divorce proceedings begin. For example, a spouse may transfer assets to a third party or create false debt in order to skew their financial picture and try to avoid paying a large settlement or spousal support. If you suspect that your spouse is hiding something, let your financial professional or lawyer know.

How do you expect your custody arrangement to be structured?

Factoring in child-support payments can affect the way a financial picture comes together. Check out your state's child support guidelines so you can take realistic numbers into account.

What questions can a professional answer for you?

Divorce is a confusing, emotional, overwhelming experience, and most people simply don't know what to expect. A little Q&A with an expert can go a long way toward making you feel more in control of the process. Have some patience and compassion for yourself and if you don't understand something, keep asking questions.



Landing a New Job in the New Year

(From AARP by Kerry Hannon, Updated December 30, 2016. See the full article at www.aarp.org)

The new year often inspires new goals, and if one of yours is finding a new job, then it's time to get started. These resolutions will help you land that next gig.

I will be active online. Build and maintain a strong online presence. Digital invisibility is a severe liability, indicating that you're out of date and unable to navigate the online world, a frequent stereotype about older applicants.

You can combat that stereotype by joining LinkedIn, Facebook and Twitter and maintaining an active presence on all three. A report by the Society for Human Resource Management found that 77 percent of organizations say they use social networking sites to recruit potential employees.

If you're already on these sites, give your profiles a face-lift. Select a recent photo that shows you looking like someone they'd want to hire — professional, friendly, energetic.

I will network, network, network. Employers hire people they know, or people who know people they know. When re-employed workers were asked about the most effective steps they took in finding their current jobs, the overwhelming majority said networking. Reach out to at least one person every day and ask for help and advice. Make it a point to tap your friends, relatives, former coworkers, social media connections and anyone else you can think of.

If there's a particular industry you're interested in, join an association connected with it. Attend industry and professional meetings and conferences. Many college and university career centers help alumni, too, through workshops and counseling.

I will not rely solely on job boards. Cruising through job boards and applying online as you come across postings may give you a sense of accomplishment. But the sad fact is, many companies use talent-management software to screen résumés, weeding out droves without a human ever looking at them.

Most jobs are filled either internally or through referrals. Referral candidates tend to fit in faster with company culture, be happier in their jobs and stay for the long haul — all pluses from the employer's point of view.

Search for contacts who work at the company that interests you or who have some other connection to it. Tell them you're applying. Ask if they can put in a word for you or give you any advice.

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I will give my résumé a face-lift. Trim your résumé to two pages. Or even one. "Think advertisement, not obituary," says Susan Whitcomb, author of *Résumé Magic: Trade Secrets of a Professional Résumé Writer*. "No one wants, or needs, to read every one of your employment entries over a four- to five-decade career."

Most recruiters will scan a résumé in 20 or 30 seconds. So make yours attractive and easy to read, without gimmicky graphics. Choose a plain font, such as Times New Roman, in 12-point size (I recommend 14-point font for headings and your name in 16-point) and use black type on white paper. Other fonts to consider are Arial, Calibri, Cambria and Tahoma. Highlight your past 10 to 15 years of experience. Tell stories that highlight your strengths. Under your job descriptions, slide in short snippets such as "cut costs by 28 percent" or "delivered the project two months ahead of schedule."

Only include jobs that are relevant to the work you're seeking. There's no need for college graduation dates. Match the experience and skills you cite in your résumé with the exact skills employers say they're seeking. Of course, this means you'll need multiple versions of this all-important document to match multiple potential employers. More work, but worth it.

Finally, proofread your résumé. Nothing annoys HR people more than typos. Print it out. Read it again the next day. Read it out loud and backward.

I will soul-search about what I really want in a job (and what I don't). Focus your pursuit on workplaces you would truly like to join. To figure this one out, make lists: the best times in your working life, the things you really like to do, what you've excelled at and what you really don't enjoy.

So before you apply, get a bead on whether a prospective workplace has a culture in which you'd thrive. A web search for articles about the place is Step 1. Or visit career help sites the [Muse](#) and [GlassDoor](#) to find write-ups about workplaces by current and former employees.

I will keep an open mind. Above all, don't get trapped into thinking that you need an exact replacement for your last job. Consider a different profession in a different industry, making trade-offs about salary and flextime, stitching together a full-time position with part-time gigs. Don't pass up a golden opportunity just because it doesn't conform to your concept from 20 years ago of the perfect job.

You can broaden your search by considering contract work or temporary assignments, which may lead to a full-time position. Who knows — you might find you like not being locked in somewhere long-term. You build a new life for new times.



Cup Half Filled or Half Empty? You Can Choose!

There has been much interest recently in Positive Psychology. The emphasis in this approach is moving from **what is going wrong in our life to what is going right**. We all have good and bad days—that's life!

Think about this exercise: *Write three events/activities that felt positive during your day;* e.g., a walk in the park, a phone call to a friend, helping a neighbor.

Researchers are also finding there is a definite connection between positive outlook and resiliency. Individuals who continually find themselves in a negative state of mind often find it challenging to move forward in a positive direction and to be open to new options.

After aerobic activity such as running and walking, we often find ourselves in a more positive frame of mind. Individuals who pursue their special interest often comment that they lose track of the passing of time and feel they are fully living in the moment. This is an important part of self-care. *Is there an interest or pastime that creates this for you?*

Being conscious of even simple things in our daily life that we are grateful for can add to a positive outlook: *Write three simple things that you are thankful for at this very moment;* e.g., watching the snow fall from your window, the presence of your pet, a leisurely cup of coffee.

Helping someone in a simple way, sharing a snack with a friend, becoming more involved in your community all help us to build relationships and be less isolated.

Would you consider keeping a list of your answers to the above questions for two to four weeks? The hope is that you will become more mindful of the positives in your life.

Best wishes for 2018!

Maureen Haggerty
Career Counselor



Upcoming Events

January

1/9/18 - PowerPoint Computer Class Starts

1/12/18 - Online Job Searching and Career Resources: Hands-on Tutorial

1/23/18 - Excel 1 Computer Class Starts

1/26/18 - Galvanize Into Action: Six Tips for a Proactive Job Search

February

2/6/18 - Excel 2 Computer Class Starts

2/20/18 - Word 1 Computer Class Starts

March

3/6/18 - Word 2 Computer Class Starts



Call or Email to register | Phone: 973-328-5025 | Email: womenscenter@ccm.edu

Other Learning Opportunities

Computer Lab is our one-to-one tutoring program. Our knowledgeable volunteers can help you with: Microsoft Outlook, Word, Excel, PowerPoint, Publisher and Access. LinkedIn, Job Board Profile and Quickbooks.

Legal Clinic is a free half-hour consultation with an attorney, regarding divorce/family law.

Legal Workshop series can help with topics that include the divorce process, collaborative divorce, the Case Information Statement, equitable distribution and much more. The next workshop will be planned for April 2018.

Interview Question of the Month

Q: What are your salary expectations?

A: This is one of the toughest dilemmas for any job seeker: aim too high and it may knock you out of the running; aim too low and you may end up earning less than you deserve. The answer is research!

There are many websites that offer salary averages and estimates: Salary.com, Payscale.com, Indeed.com, ONetonline.org. Be sure to input a variety of job titles to see if the averages change significantly. Remember to narrow your research to the NY/NJ region. Here are some sample answers:

I understand that positions similar to this one pay in the range of \$X to \$Z in our region. With my experience, I would like to receive something in the range of \$Y to \$Z.

OR

The research I've done indicates that positions like this one pay \$X to \$Z and something in that range would be acceptable to me as a starting salary.

Mission Statement: Serve the varied needs of displaced homemakers in their quest for economic self sufficiency.

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Phone: 973-328-5025 | Email: womenscenter@ccm.edu | Web: www.ccm.edu/womenscenter

Staff

Jaime Simon

Director

Patty Borowski

Legal Program Administrator/Administrative Assistant

Maureen Haggerty

Career Counselor

Kathy Vincelette

Career Coach

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