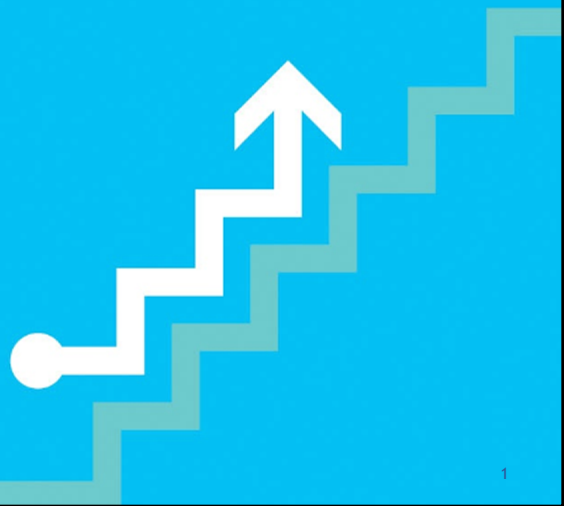


Module 03: Workplace Wellbeing



1

1

“So many people spend their health gaining wealth, & then have to spend their wealth to regain their health

- A.J. Reb Materi.

“If you don't take care of yourself, the undertaker will overtake that responsibility for you.”

- Carrie Latet.



2

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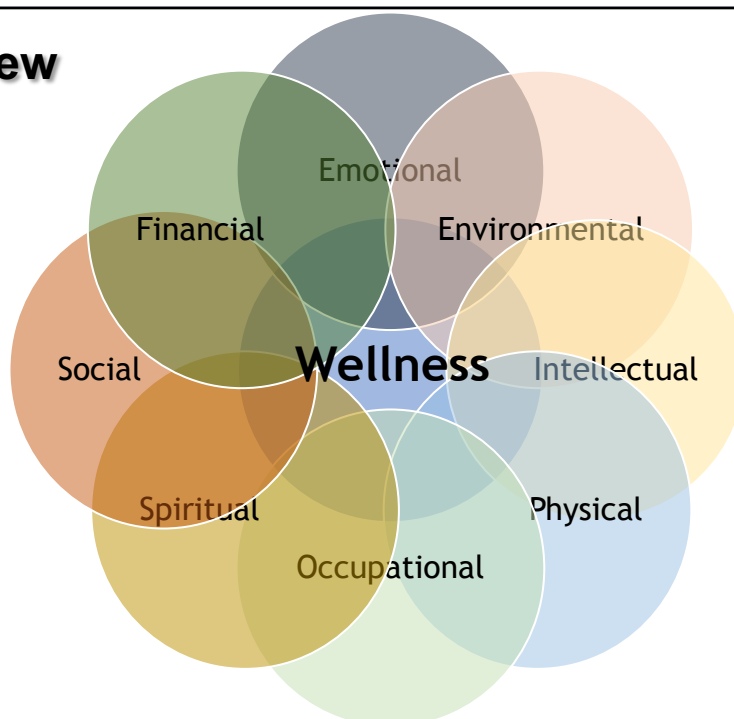
Learning Objectives

- ▶ Aware of the physical requirements and demands of in-demand occupations

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Overview



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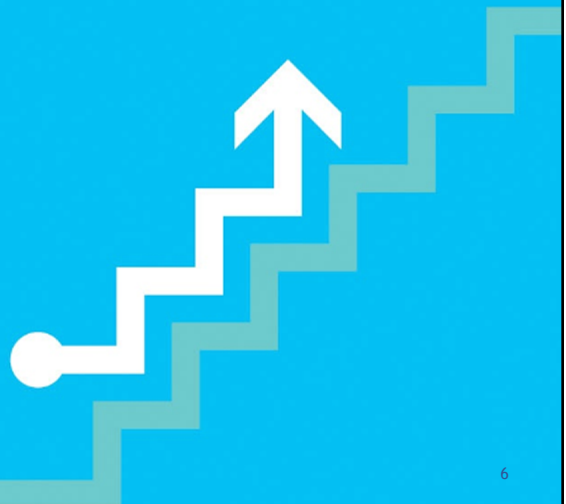
Module Agenda

- ▶ Wellness Self-Assessment
- ▶ Explore the different aspects of wellness

5

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Emotional Wellness

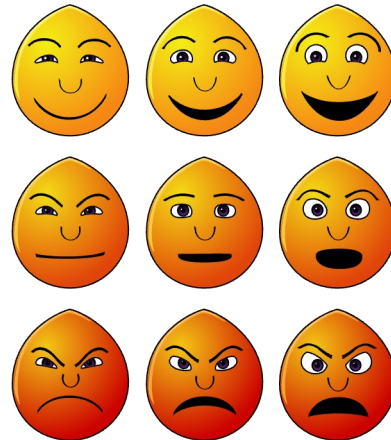


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7 Signs of Emotional Wellness

1. You treat others well
2. You like who you are
3. You're flexible
4. You hold gratitude for loved ones
5. You're in touch with your emotions
6. You have meaning in your life
7. You value experiences more than possessions



7

7

You Treat Others Well

- ▶ Viewing other people with compassion & treating them with kindness
 - Psychologists call this [prosociality](#).
 - Be sensitive to the needs and feelings of other people,
- ▶ You'll lend a hand to someone in need
 - Returning a lost wallet to the front desk of a hotel lobby
 - Smiling & making friendly conversation with a person standing next to you in line



8

8

You Like Who You Are

- ▶ Feel pretty good about who you are
- ▶ You know yourself -- foibles, quirks & strengths & you're okay with what's inside
- ▶ You're congruent: The person you show to the outside world is reflective of who you are on the inside
 - Opposite of feeling like you have to wear a mask or pretend to be someone you're not
 - Feel like you're living the life you want, not living the life that others want you to have



9

9

You're Flexible

- ▶ Adapt to all kinds of situations that life throws at us.
- ▶ Notice your surroundings
- ▶ Knowing that sometimes you need to talk things out, and sometimes it's best to let a situation cool off
- ▶ Stand up for yourself when need be, but you're also able let others have the last word.



10

10

You're Flexible (continued)

- ▶ Can have tough conversations & set boundaries, but know when to let things go
- ▶ Approach life with openness & curiosity, knowing that you might need to adjust
- ▶ Flexibility is the core component of [current psychological treatments](#)
 - Make decisions based on your values
 - Make choices that will serve you well in life



11

11

You Hold Gratitude for Your Loved Ones

- ▶ Feel & show gratitude for the people and the things in your life
- ▶ Appreciate what you have, rather than lamenting what you lack
- ▶ Research shows counting your blessings has strong benefits
 - People who matter to you -- know you love them and feel valued



12

12

You Hold Gratitude for Your Loved Ones (cont'd)

- ▶ It doesn't mean:
 - You don't fight or say things your regret at times,
 - Always being perfect relationship
- ▶ Show unconditional love and affection for your family
 - Give hugs, warmth, appreciation and attention freely, and you share in your triumphs together

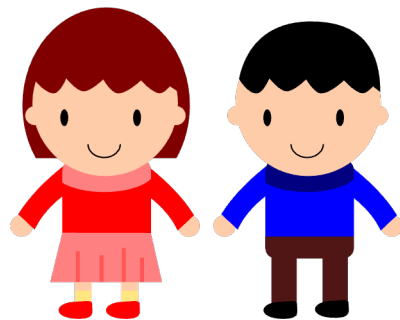


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You Hold Gratitude for Your Loved Ones (cont'd)

- ▶ Emotional well-being depends on your receiving social support
- ▶ Nurturing, loving environment to thrive
- ▶ People you can depend on, friends & family who have your best interest at heart
- ▶ In relationships, you feel safe to express how you feel and you feel respected and validated by those closest to you

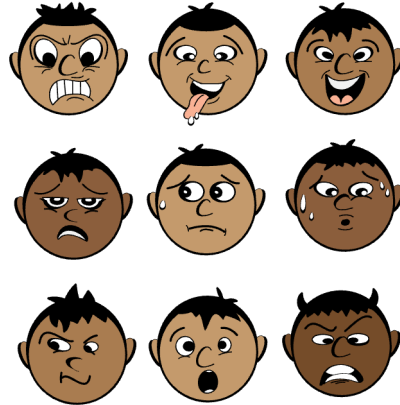


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You're In Touch with Your Emotions

- ▶ Embrace sadness, anger, anxiety, joy, fear, excitement -- as a natural and normal part of life
 - You handle and acknowledge your difficult emotions without becoming overwhelmed by them or denying them
 - You know how to express yourself when you feel upset
 - You know where to get comfort or help



15

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You're In Touch with Your Emotions (continued)

- ▶ Sadness, anxiety and fears -- while acknowledged -- also aren't getting in the way of what you love to do.
 - If you're afraid of flying or public speaking, or dating, you manage to take the flight, give the speech, or go on the date regardless



16

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You're In Touch with Your Emotions (continued)

- ▶ Savor your positive emotions
- ▶ Revel in those moments of pleasure, happiness and joy



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You Have Meaning in Your Life

- ▶ Passion, a mission or larger meaning to your life.
 - Volunteering with kids
 - Being involved in politics
 - Being an active part of your religious group
 - Contributing to your neighborhood or child's school
 - Competing in a marathon or triathlon for a good cause

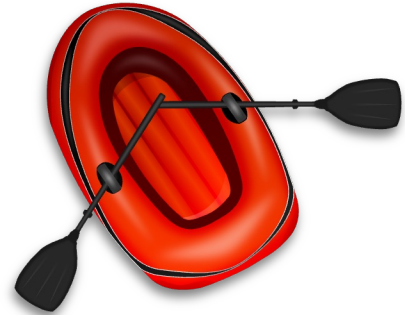


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You Value Experiences More Than Possessions

- ▶ People who tend to **highly value attaining wealth**, popularity, or attractiveness tend to be **less well-off emotionally**
- ▶ People who **value self-fulfillment** and being there for others tend to be **better off emotionally**
 - Have goals for career and financial security, but may also value time with family & friends
 - People with high levels of well-being tend to spend money on experiences

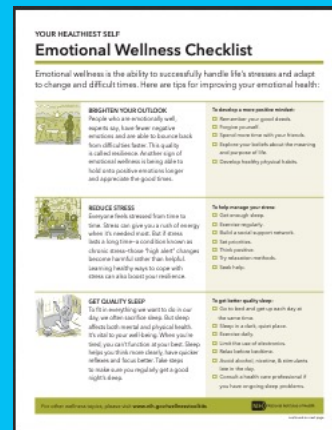


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NIH Emotional Wellness Checklist

1. Brighten your outlook
2. Reduce Stress
3. Get quality sleep
4. Cope with loss
5. Strengthen social connections
6. Be mindful

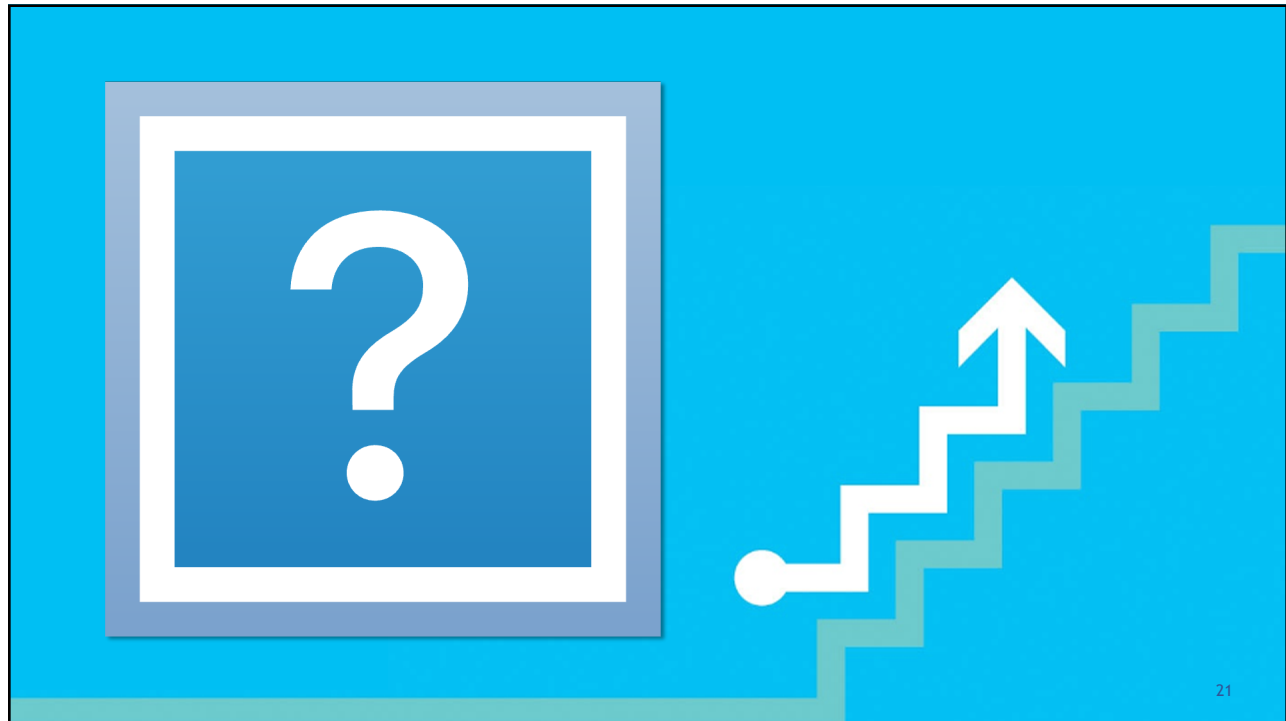


Link:
<https://www.nih.gov/health-information/emotional-wellness-toolkit>



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Environment is More Than Nature

- ▶ “Environment” is everything that surrounds you
- ▶ Your home
- ▶ Your car
- ▶ Workplace
- ▶ Food you eat
- ▶ People you interact with



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What is Environmental Wellness?

Relationship to your surroundings that affect human wellness:

- ▶ Optimal living conditions that protect, nurture, & encourage sustainable living
- ▶ Harmonious relationship among humans, earth, nature and environment
- ▶ Stable environment with fewer natural calamities
- ▶ Disease preventive
- ▶ Healthy supportive
- ▶ Safe, peaceful, healthy, hygienic, & pollution free



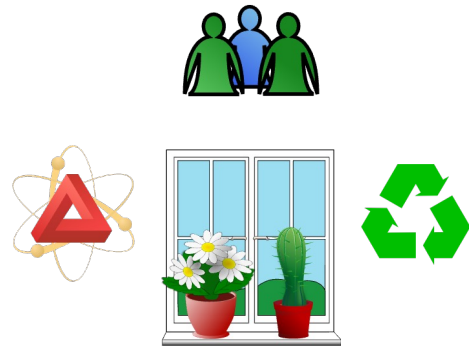
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What is Environmental Wellness? (continued)

Environment health and wellness includes:

- ▶ Biological
- ▶ Physical
- ▶ Chemical
- ▶ Social
- ▶ Cultural environment
- ▶ Built Environment
- ▶ Having a home that is clean, safe, healthy, hygienic, and peaceful



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Signs of Good Environmental Wellness

- ▶ Aware of the limits of the earth's natural resources
- ▶ Conserve energy (i.e., Shutting off unused lights)
- ▶ Recycle paper, cans, and glass as much as possible
- ▶ Enjoy, appreciate, and spend time outside in natural settings
- ▶ Do not pollute the air, water or earth if you can avoid doing so
- ▶ Avoid second-hand smoke

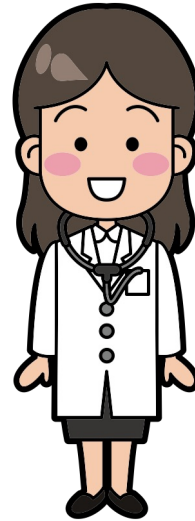


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Benefits of Environmental Wellness

- ▶ Minimize harm to environment such as air, water, noise, soil pollution
- ▶ Less illness and longer life
- ▶ Hygienic and safer places have less chances to interact with various disease causing agents
- ▶ Helps to prevent diseases like malaria, dengue, typhoid, diarrhea, cholera and many more
- ▶ Saves money & improves economy



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The Evidence is In

Research indicates:

- ▶ Green space (parks, forests, & river corridors) are good for our physical and mental health
- ▶ 71% of people found a reduction in depression after a walk outdoors, versus a 45% reduction for an indoor walk
- ▶ Significant reduction in subjects' levels of the stress hormone cortisol from gardening
- ▶ World Health Organization review of 60 studies concluded that green space is associated with reduced obesity



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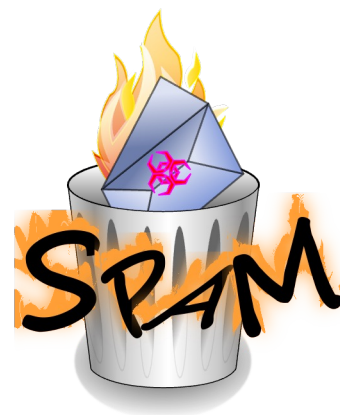
Tips to improve Environmental Wellness

29

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Stop your Junk Mail

- ▶ Americans get 4 million tons of junk mail every year
- ▶ 44% is never even opened or read
- ▶ Save 1.5 million trees a year (if one million people stopped their junk mail)
- ▶ Contact the major senders to say “take me off your list”
 - Try stopjunk.com or privatecitizen.com



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Snip Your Six-pack Rings

- ▶ Six-pack holders are virtually invisible underwater, so marine animals can't avoid them
 - Seagulls strangle themselves by catching one loop around their neck while another loop gets snagged on a stationary object
 - Snip each circle with a pair of scissors
 - Pick up any six-pack rings you find, snip them, & put them in a trash can



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Don't Leave Your Water Running

Water usage with tap running:

Activity	Water Used
Washing Dishes	30 gallons
Brushing Teeth	5 Gallons
Washing car at home with hose	150 Gallons



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Don't Leave Your Water Running (Solutions)

When brushing your teeth:

- ▶ Wet and rinse your brush only
- ▶ Uses only 1/2 half gallon of water

Washing dishes by hand:

- ▶ Fill up a basin of water instead of letting your water run

Washing your car:

- ▶ Take to a self-service car wash, or
- ▶ Use a shut-off nozzle on your hose
- ▶ Save more than 100 gallons of water



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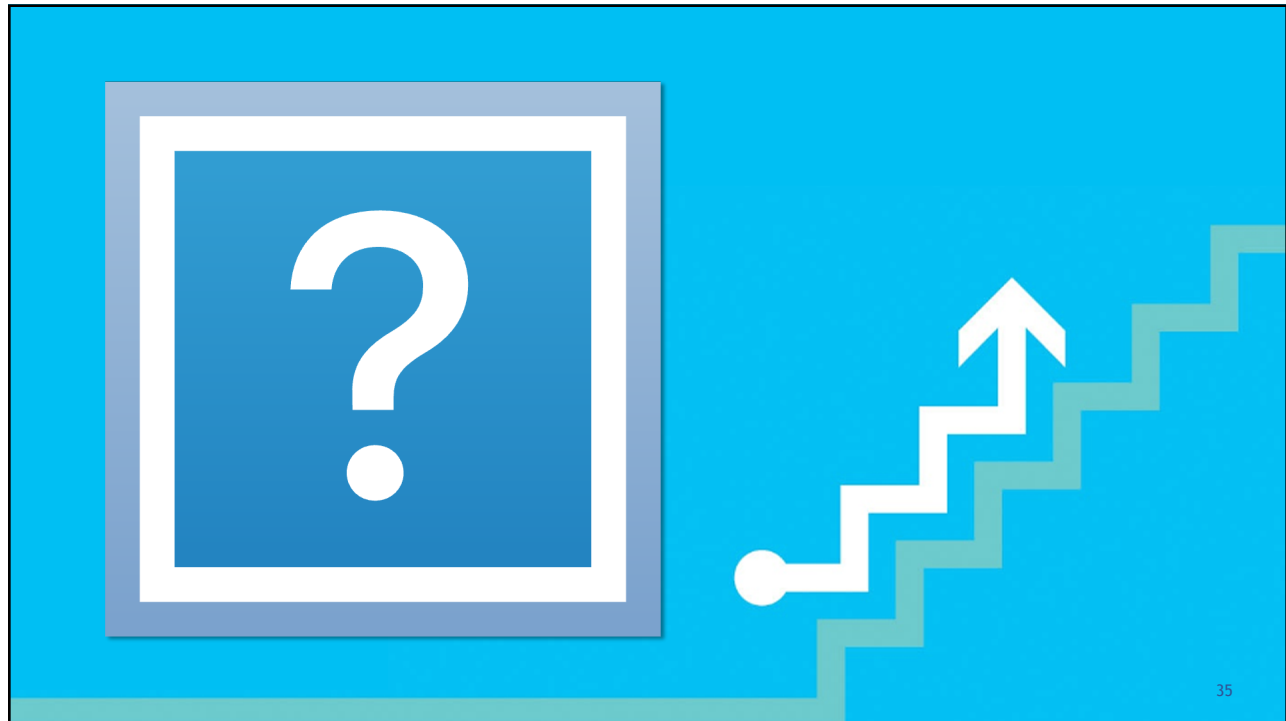
Use Recycled Paper Bags When Shopping

- ▶ Plastic bags not biodegradable
- ▶ Can kill marine life that swallow or get tangled in them
- ▶ “Recyclable” paper bag does not mean **recycled**
- ▶ Consider if you really need a bag
- ▶ Bring your own cloth bags
- ▶ Reuse old bags



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Energizer Activity

28 D in F in a LY = 28 days in February in a leap year

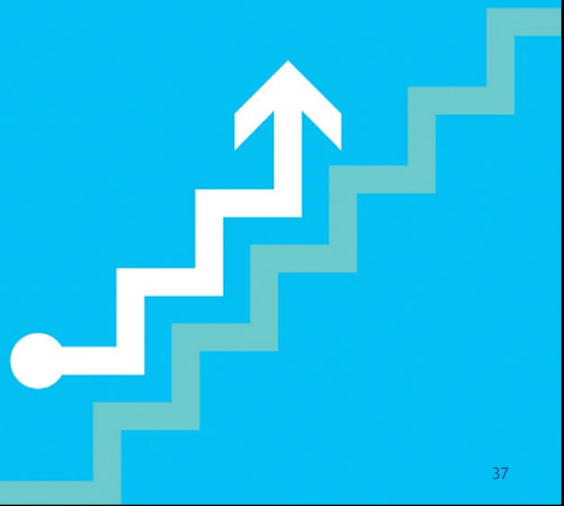
Can you figure these out?

- ▶ 1 W on a U
- ▶ 3 BM SHTR
- ▶ 5 D in a WW
- ▶ 12 E in a D
- ▶ 52 W in a Y
- ▶ 88 PK

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Intellectual Wellness

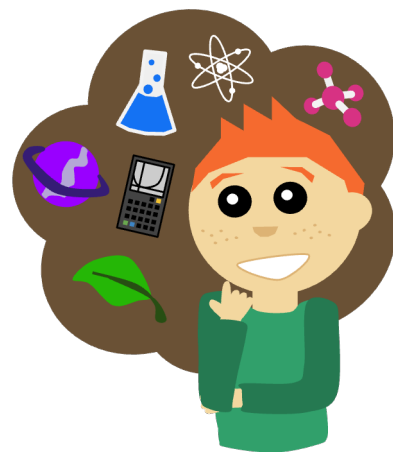


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What Is Intellectual Wellness?

- ▶ Intellectual wellness encourages us to engage in creative and **mentally-stimulating activities**
- ▶ Should expand your knowledge and skills while allowing you to share your knowledge and skills with others
- ▶ Can be developed through academics, cultural involvement, community involvement and personal hobbies



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Benefits of Intellectual Wellness

- ▶ Brings richness to your life & others
- ▶ Knowledge can save lives / makes the world better
- ▶ Improves memory & concentration
- ▶ Improve critical thinking & problem solving
- ▶ Improves the sense of self-worth, dignity, belonging, & self-determination
- ▶ Enhances respect for other



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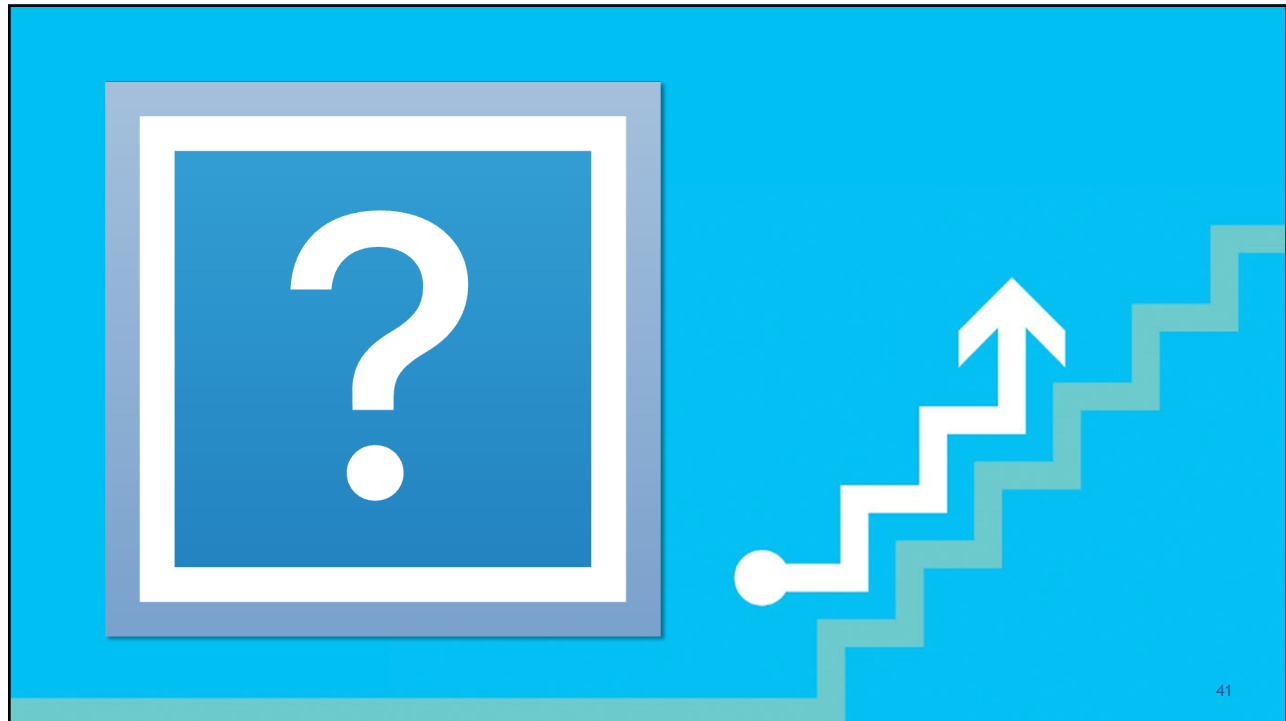
13 Ways to Increase Your Intellectual Wellness

1. Read
2. Journal
3. Play brain games
4. Experience the arts
5. Talk
6. Attend a lecture
7. Play a game
 - Checkers
 - Chess, etc.
8. Play a musical instrument
9. Be open minded
 - Debate an issue from the opposite side
10. Listen
11. Pick up a hobby
12. Travel
13. Express your creativity



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Benefits of Physical Wellness

- ▶ Delay type 2 diabetes, heart disease, high blood pressure, & stroke
- ▶ Reduce cancer risk: Including colon & breast cancer
- ▶ Maintain or lose weight
- ▶ Happier mood, less stress, and a stronger body



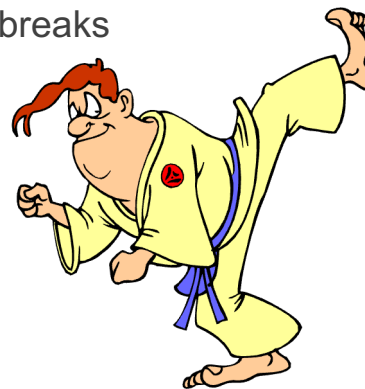
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Tips for Starting Physical Activity

Goal: 150 min. per week of moderate-intensity aerobic activity:

- ▶ Walking fast, jogging, dancing, or other aerobic activities
- ▶ Be active for at least 10 minutes without breaks
- ▶ Aerobic activities
 - Biking
 - Swimming
 - Brisk walking
 - Wheeling yourself in a wheelchair or chair aerobics



[Link: NIH Physical Activity Guidelines for Americans, 2nd edition](https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf)

https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf

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44

Tips for Starting Physical Activity (continued)

Goal: 150 min. per week of moderate-intensity aerobic activity:

- ▶ Use moderate intensity
- ▶ Do the “talk test”
 - You should be able to speak a few words in a row, but you should not be able to sing



[Link: NIH Physical Activity Guidelines for Americans, 2nd edition](https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf)
https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf

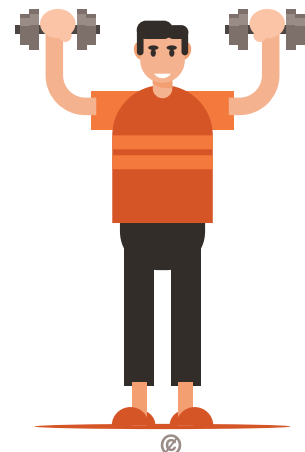
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Tips for Starting Physical Activity (continued)

Do strengthening activities twice per week

- ▶ Push or pull against something
- ▶ Improve your strength and balance
- ▶ Work all major muscle groups, including legs, back, abdomen, chest, shoulders, and arms
 - Lifting weights
 - Resistance bands



[Link: NIH Physical Activity Guidelines for Americans, 2nd edition](https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf)
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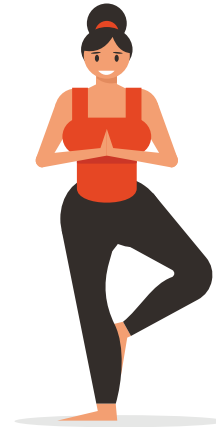
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Tips for Starting Physical Activity (continued)

Improve your balance:

- ▶ Work your ankles, feet, and lower legs
- ▶ Pilates and yoga
 - Also improve muscle strength, & flexibility
- ▶ Tai chi
- ▶ Practice standing on one leg



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[Link: NIH Physical Activity Guidelines for Americans, 2nd edition](https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf)
https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf

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Tips for Starting Physical Activity (continued)

Take breaks from being still:

- ▶ Long periods of inactivity may be linked to diabetes, heart disease, and stroke
- ▶ Add motion to your day
 - Download an app to remind yourself to take breaks
 - Tasks like sweeping, mopping, vacuuming, and yard work can help



[Link: NIH Physical Activity Guidelines for Americans, 2nd edition](https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf)
https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf

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Where to Begin

- ▶ Pick an activity you enjoy
- ▶ Start slowly & add a little at a time
- ▶ Set a goal, add it to your calendar & stick to it



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Roadblocks

I'm not gonna do it, and I'll tell you why:

- ▶ No time
- ▶ No interest or motivation
- ▶ It's too cold / hot / rainy
- ▶ Too expensive
- ▶ Nobody to watch my kids



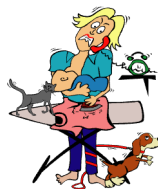
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Examples of Moderate Intensity Activity

Common Chores

- ▶ Washing & waxing a car for 45–60 min
- ▶ Washing windows or floors for 45–60 min
- ▶ Gardening for 30–45 min
- ▶ Wheeling self in wheelchair for 30–40 min
- ▶ Pushing a stroller 1.5 miles in 30 min
- ▶ Raking leaves for 30 min
- ▶ Walking 2 miles in 30 min (15 min/mile)
- ▶ Shoveling snow for 15 min
- ▶ Stairwalking for 15 min



Sporting Activities

- ▶ Volleyball for 45–60 min
- ▶ Touch football for 45 min
- ▶ Walking 1.75 miles in 35 min (20 min/mile)
- ▶ Basketball (shooting baskets) for 30 min
- ▶ Bicycling 5 miles in 30 min
- ▶ Dancing fast (social) for 30 min
- ▶ Water aerobics for 30 min
- ▶ Swimming laps for 20 min
- ▶ Basketball (playing game) for 15–20 min
- ▶ Bicycling 4 miles in 15 min
- ▶ Jumping rope for 15 min
- ▶ Running 1.5 miles in 15 min (10 min/mile)

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NIH Physical Wellness Checklist (Handout)

1. Get active
2. Maintain your body
3. Eat a healthy diet
4. Mind your metabolism
5. Build healthy habits
6. Find a healthy weight

YOUR HEALTHIEST SELF
Physical Wellness Checklist

Positive physical health habits can help decrease your stress, lower your risk of disease, and increase your energy. Here are tips for improving your physical health:

<p>GET ACTIVE How well your body functions affects your ability to accomplish your daily activities. Sedentary behavior—which usually means sitting or lying down while awake—has been linked to a shorter lifespan and a wide range of medical problems. Any time you get up and move, you're improving your chances for good health.</p>	<p>To increase your activity:</p> <ul style="list-style-type: none"> ☐ Take the stairs instead of the elevator. ☐ Have "walking meetings" with colleagues. ☐ Walk on a treadmill while watching TV or using the computer. ☐ Set an alarm on your computer to go off every hour and prompt you to move around for a minute or two. ☐ Try walking as if you're already late. ☐ Have small weights in your office or home.
<p>MAINTAIN YOUR BODY Your bones, muscles, and joints all work together to make your body an amazingly movable machine. Like any machine, your body can suffer some wear and tear. It needs regular care and maintenance to keep moving with ease.</p>	<p>To keep your body healthier:</p> <ul style="list-style-type: none"> ☐ Maintain a healthy weight. ☐ Engage in muscle strengthening activities. ☐ Aim for 150 minutes of moderate intensity activity each week. ☐ Wear comfortable, properly fitting shoes. ☐ Eat a well-balanced diet. ☐ Try to avoid lifting heavy objects.
<p>EAT A HEALTHY DIET We make dozens of decisions every day. When it comes to deciding what to eat and feed our families, it can be a lot easier than you might think to make smart choices. A healthy eating plan not only limits unhealthy foods, but also includes a variety of healthy foods. Find out which foods to add to your diet and which to avoid.</p>	<p>To eat a healthier diet:</p> <ul style="list-style-type: none"> ☐ Replace saturated fat, like butter or meat fat, with unsaturated fat, like vegetable oils. ☐ Cut back on sodium. Choose fresh foods and those that have no added salt or less than 5% of the Daily Value of sodium per serving. ☐ Choose more complex carbs, like whole-grain breads, cereals, starchy vegetables, and legumes. ☐ Cut added sugars. Pick food with little or no added sugar. ☐ Get more fiber. Switch to whole grains and eat more vegetables, beans, nuts, and seeds.

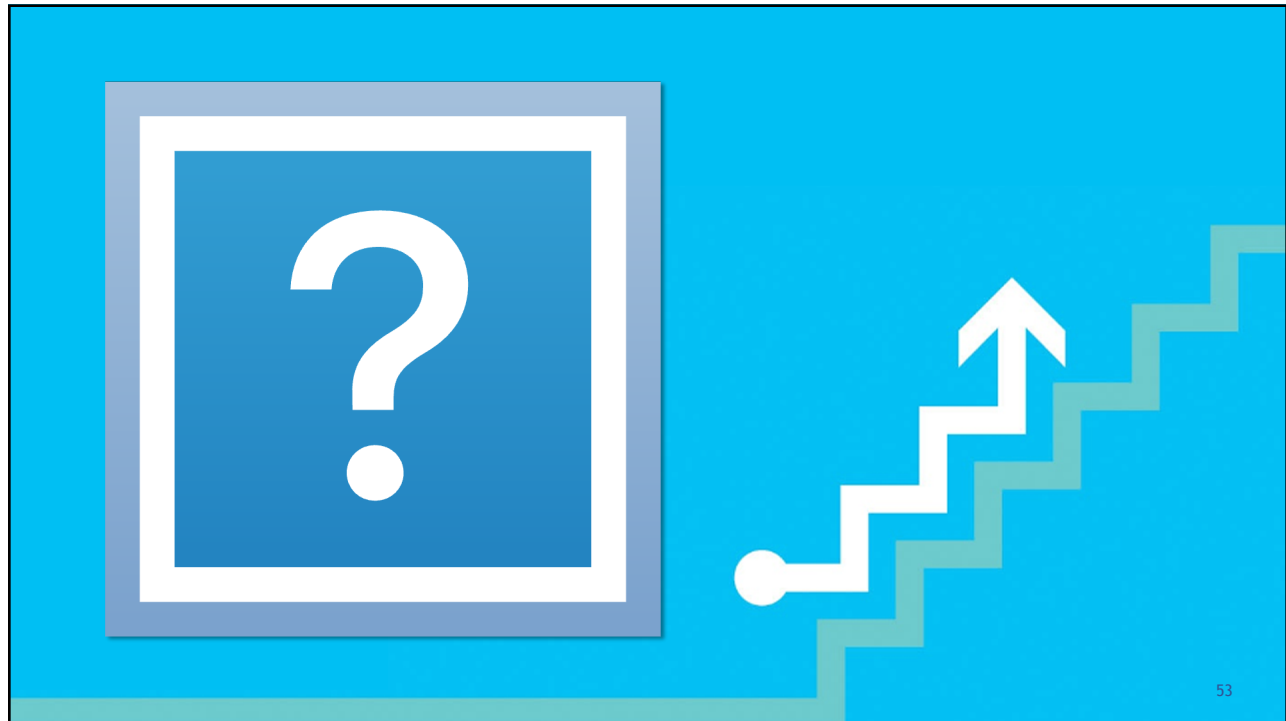
For other wellness topics, please visit www.nih.gov/wellness/toolkit

Link:

<https://www.nih.gov/health-information/physical-wellness-toolkit>

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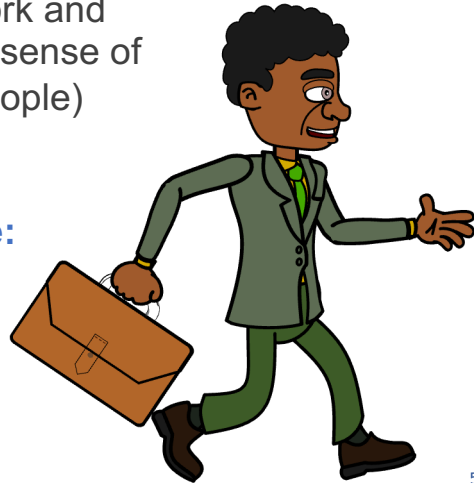
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What Is Occupational Wellness?

Ability to achieve a balance between work and leisure in a way that promotes health, a sense of personal satisfaction and is (for most people) financially rewarding.

Maximize happiness in the workplace:

- ▶ Focus on work that brings you:
 - Joy
 - Satisfaction
 - A sense of accomplishment



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Signs of Occupational Wellness

- ▶ Engaging in motivating and interesting work
- ▶ Balance your work with leisure time
- ▶ Working in a way that fits into your personal learning style
- ▶ Communicating and collaborating
- ▶ Feeling inspired and challenged at work
- ▶ Feeling good at the end of the day about the work you accomplished



Source: <https://spokane.wsu.edu/wellness/occupational-wellness/>

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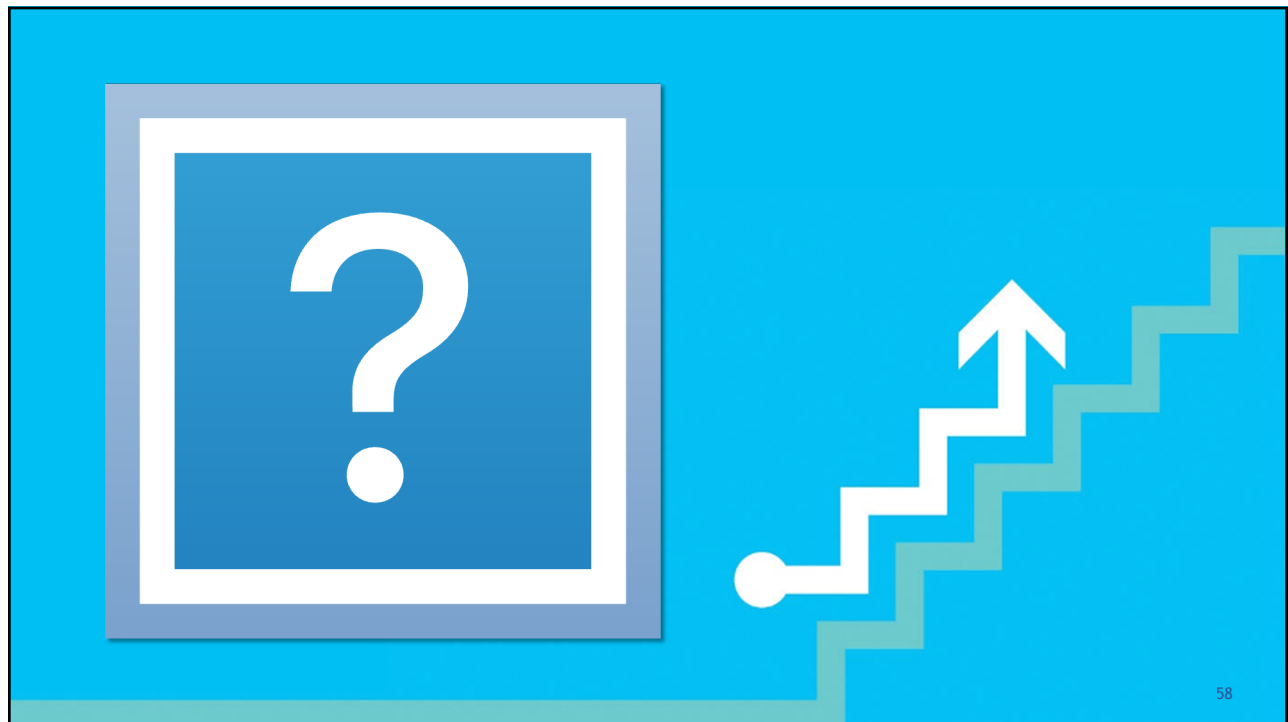
Improving Occupational Wellness

- ▶ Set professional Goals
 - Can be broad or specific
 - Write them down & you'll follow through
- ▶ Seek out mentors
- ▶ Work-life balance
 - Live in the present at all times
 - Turn work off
 - Making time for hobbies, social activities, & vacations



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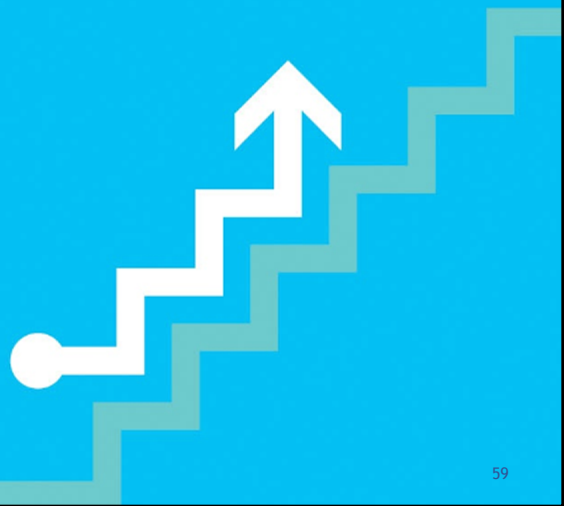
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Spiritual Wellness



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What Is Spiritual Wellness?

Different for each person, but relates to:

- ▶ Sense of purpose
- ▶ Life's meaning
- ▶ Relationship to others
- ▶ Self awareness
- ▶ Being connected to something greater
- ▶ Set of values, principles, morals and beliefs
- ▶ Using those principles to guide your actions



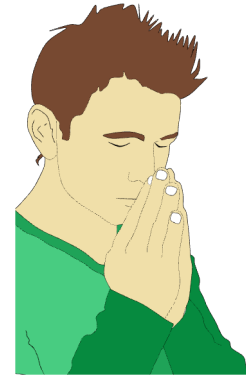
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Evaluating Your Spiritual Well-being

Ask yourself these questions:

- ▶ Do I make time for relaxation in my day?
- ▶ Do I make time for meditation and/or prayer?
- ▶ Do my values guide my decisions and actions?
- ▶ Do I have a sense of purpose and meaning?
- ▶ Do I feel in harmony with the world around me?
- ▶ Am I accepting of the views of others?



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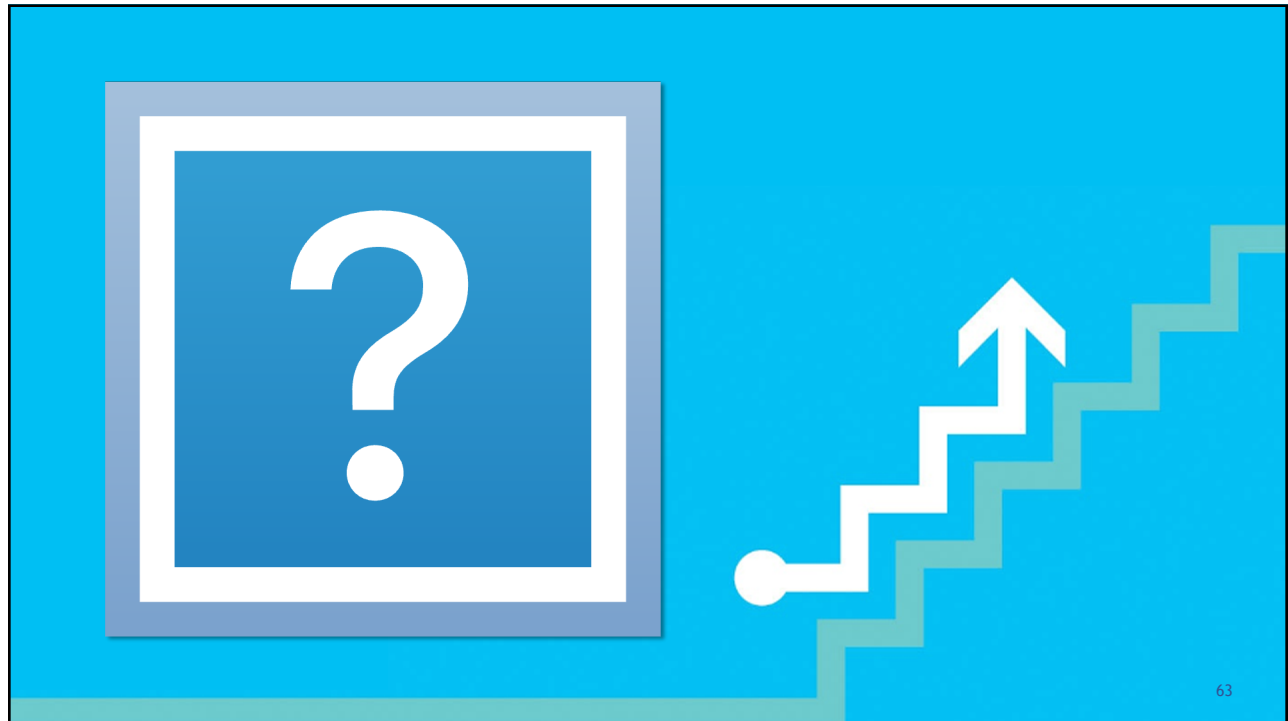
Habits That Help with Spiritual Wellness

- ▶ Meditation
- ▶ Yoga
- ▶ Travel
- ▶ Volunteering
- ▶ Mentoring others
- ▶ Express what's on your mind
- ▶ Think positively



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What is Social Wellness?

The relationships we have and how we interact with others:

- ▶ Building healthy, nurturing and supportive relationships
- ▶ Fostering a genuine connection with those around you
- ▶ Balance your social life with your academic and professional lives
- ▶ Balancing romantic relationships with other parts of your life

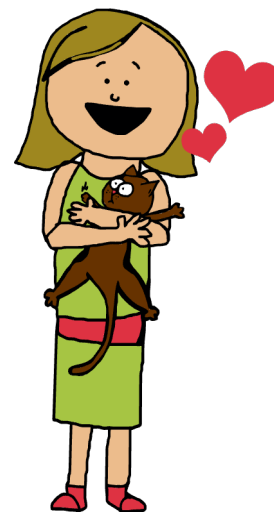


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Cultivating Social Wellness

- ▶ Practice self-care
- ▶ Know yourself
- ▶ Don't criticize, judge or blame
- ▶ Own up to your part
- ▶ Rekindle old friendships & nurture relationships
- ▶ Don't be a flake
- ▶ Appreciate yourself and others



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Suggested Activities to Promote Social Wellness

- ▶ Go to the gym, the park, or a yoga, fitness or dance class
- ▶ Find a hobby & others who share your interest
- ▶ Join groups on www.meetup.com or others
- ▶ Volunteer for a cause you are passionate about
- ▶ Plan a regular lunch date with your best friend, mother, father, etc.
- ▶ Organize a spa day with friends or colleagues
- ▶ Set a regular date night with your significant other or dinner with your family
- ▶ Call an old friend from college or high school and catch up



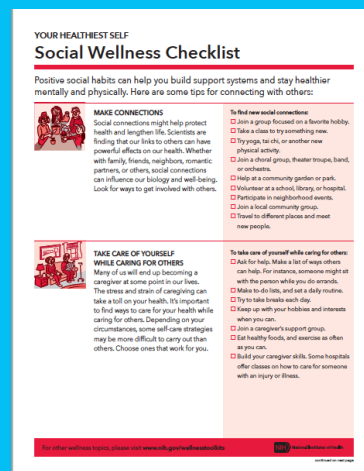
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NIH Social Wellness Checklist (Handout)

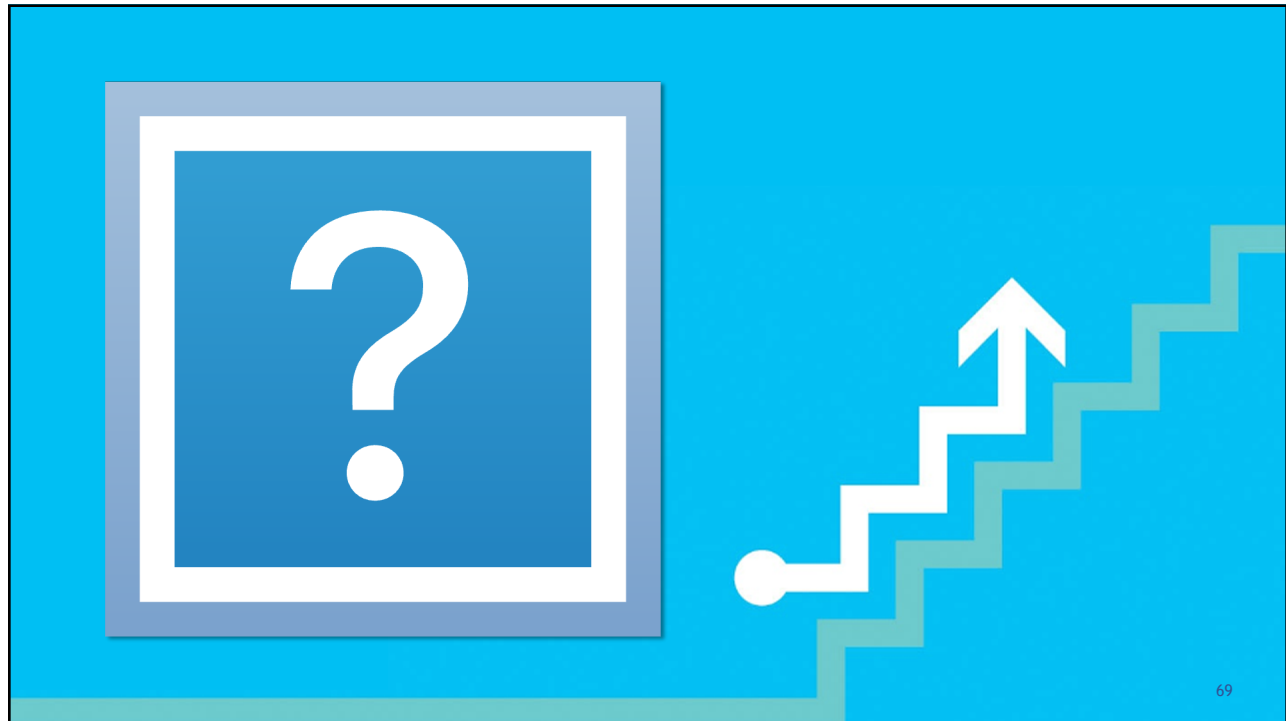
1. Make connections
2. Take care of yourself while caring for others
3. Get active together
4. Shape your family's health habits
5. Bond with your kids
6. Build healthy relationships

Link:
<https://www.nih.gov/health-information/social-wellness-toolkit>



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Why Is Financial Wellness Important?

[Stress in America™ Survey](#) (2017):

62% of Americans report that money is a significant source of stress in their lives.



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Five Financial Wellness Myths

1. It's just a buzzword
2. Financial knowledge is enough
3. More money equals more wellness
4. If you can pay your bills, you don't need a plan
5. All financial wellness programs are unbiased



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Key Financial Wellness Strategies

- ▶ Budgeting
- ▶ Debt Elimination
- ▶ Saving for Emergencies
- ▶ Retirement Planning



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Budgeting

A successful budget plan clearly defines:

- ▶ How to follow a monthly spending plan
- ▶ Ways for lowering your monthly bills
- ▶ How to handle accrued debt
- ▶ Debt pay-off options like the snowball and avalanche methods
- ▶ How to distinguish between short-term, medium and long-term goals
- ▶ A breakdown of family needs



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Debt Elimination

Snowball Method:

- ▶ Pay off smallest balances first. while
- ▶ Paying minimum payment on larger **debts**



Avalanche Method:

- ▶ Making minimum payments on all **debt**
- ▶ Using any remaining money to pay off the **debt** with the highest interest rate



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Building a Budget

1. Start tracking your expenses
2. Identify fixed and variable expenses
3. Add up the totals
4. Study your variable expenses
5. Factor in savings
6. Set your budget



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Saving

- ▶ Start small. Make commitments you can keep
 - \$50 per paycheck
 - Gym membership you don't use
- ▶ Use saving only on **needs** not wants
- ▶ If you borrow from yourself, put it back quickly
- ▶ Do setup up some part of your paycheck to go directly to savings
- ▶ Don't leave saving as your last priority



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Retirement Planning

Questions to ask:

- ▶ What age do you expect to stop working?
- ▶ Do you plan to work part-time during retirement?
- ▶ What kind of pre-existing health concerns will you need to cover during retirement?
- ▶ What kind of retirement benefits does your company offer?
- ▶ Will your company provide you with a pension?



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Retirement Planning (continued)

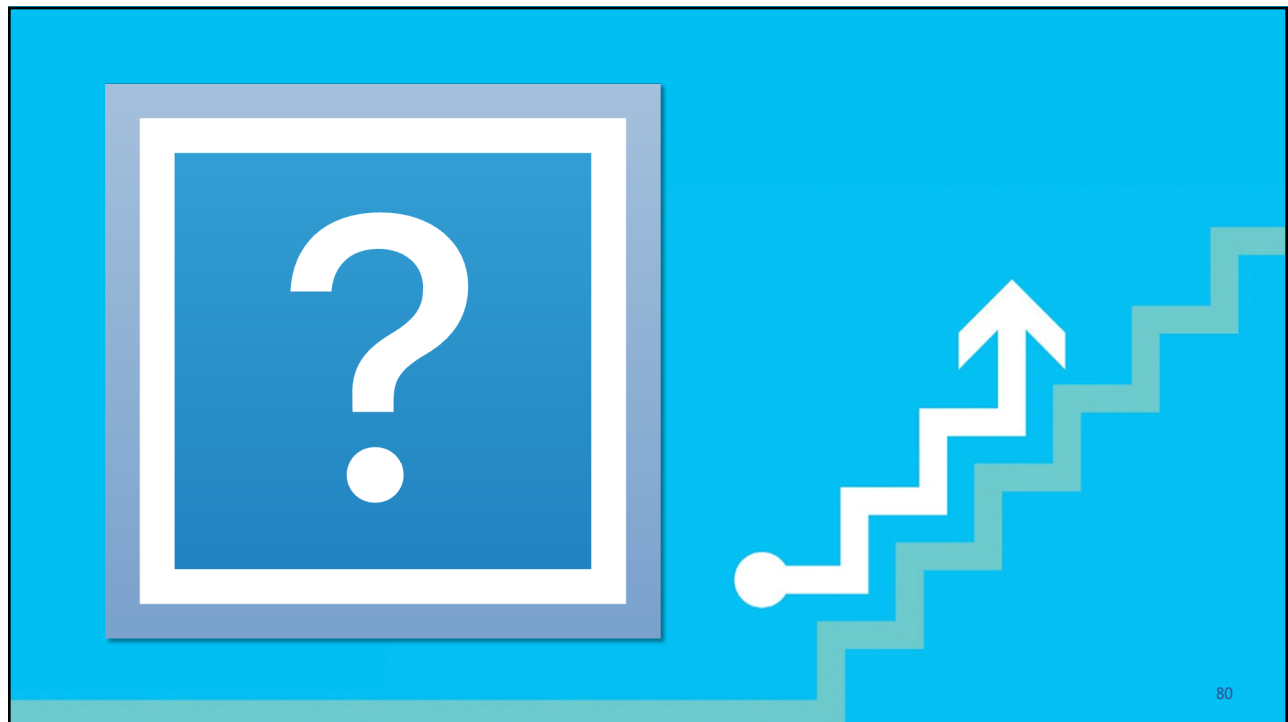
Do's & Don'ts:

- ▶ **DO** consider down-sizing & keeping the money you save to supplement retirement income
- ▶ **DON'T** forget about 401(k) savings when you move to a new job
- ▶ **DO** decrease risks as you age, like moving from stocks to bonds
- ▶ **DON'T** put [retirement savings](#) as a low-level priority just because it seems to be in the distant future



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