

POLK-NORMAN-MAHNOMEN



TOOLKIT

Polk County
Public Health
Crookston, MN

Norman-Mahnomen
Public Health
Ada | Mahnomen, MN

TOGETHER WE CAN *build a better future!*





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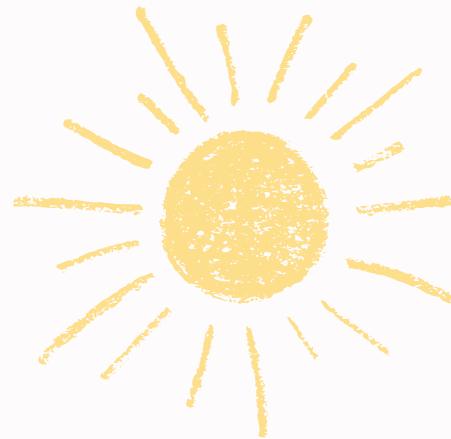
**The Polk County
Wellness Coalition
and
the Norman-Mahnomen
IMPACT Coalition**

This toolkit is intended to work toward the improvement of health and wellness in the Northwest Minnesota region.

Achieving and maintaining mental and physical health can be challenging. It is critical to nurture both as one affects the other.

To promote mental well-being, **Be Well** was launched as a community-based initiative to:

- 1 support health through happiness and meaning via proven resiliency tools;**
- 2 aim for a community that flourishes by practicing Positive emotion, Engagement, Relationships, Meaning, and Accomplishments (PERMA)**



**This toolkit is developed to be used at
HOME, WORK, SCHOOL, FAITH-BASED
COMMUNITIES, AND/OR SOCIAL CLUBS.**

It is filled with encouragement and simple ideas to use and is rooted in concepts of Positive Psychology and the work of Dr. Martin Seligman, Dr. Corey Keyes, and Dr. Brené Brown.

WHAT IS POSITIVE PSYCHOLOGY?



The study of human strengths that enable communities and individuals to thrive and build on the principle that people want to lead meaningful lives, cultivate what is best within themselves, and enhance their experiences of love, work, learning, worship, and play.

- Q Dr. Martin E. P. "Marty" Seligman:** *American psychologist, educator, and author of self-help books. Known as the founder of Positive Psychology and a strong promoter within the scientific community of his theories of positive psychology and well-being.*
- Q Dr. Corey Keyes:** *American sociologist and psychologist known for work with positive psychology.*
- Q Dr. Brené Brown:** *Research professor and author of five #1 New York Times bestsellers who has spent decades studying courage, vulnerability, shame, and empathy.*

Benefits of being a BeWell Partner

- Increase **happiness** and **well-being** of your team. 
- **Enhance relationships** at home, work, and community.
- Identify greater **purpose** and **meaning**.
- Improve **health** and **quality of life**.
- **Foster and renew relationships** with your family, friends, employees, customers, and members.
- Greater **employee productivity, satisfaction** and **decreased absenteeism**.
- Receive **BeWell** Toolkit, Pre & Post Survey, Random Acts of Kindness Cards, 3 Good Things Post It Notes, **BeWell** Partner Window Cling, and **access to templates to print your own resources**.

+ a listing of your support on Polk County Public Health and Norman Mahnomen Public Health Facebook pages.



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You can commit to being a BeWell partner by:

- ✓ Executing **Random Acts of Kindness** regularly and empowering individuals to do the same.
- ✓ Encouraging individuals to **“Pay it Forward”**.
- ✓ Promoting the **3 Good Things** initiative and inviting others to participate.
- ✓ Writing **Gratitude Letters** to someone who has had an impact on your life.
- ✓ Creating a relationship with others and asking them about their **Social Connectedness**.
- ✓ Identifying greater **Meaning and Purpose** while serving others.
- ✓ Promoting the importance of **Values and Accomplishment**.
- ✓ Committing to **Promote and Model** the evidence-based resiliency tools.
- ✓ **Sharing** lessons learned & inspiring stories on Polk County Public Health (@pcphealth) and Norman Mahnomen Public Health (@nmpublichealth) Facebook pages. Use the hashtags #BeWell and #BeWellPartner.



BeWell
EAT WELL. MOVE MORE.

05

THE CHAMPION ROLE IS IMPORTANT FOR A SUCCESSFUL PROGRAM.

A champion is someone who is willing and able to commit to the BeWell program and is invested in sharing the program with others to engage them in the concepts and activities. Champions spend no more than 30 minutes/week supporting the program at your organization.

LEAD CONTACT / LEAD CHAMPION ROLE

This role is the primary decision maker for organizational **Be Well** implementation. In addition to the roles detailed under “Core Stakeholder Champion Role”, this individual will:

- Work with PCPH/PNM staff to develop plans for implementation.
- Distribute **Be Well** materials.
- Carries out **Be Well** activities.
- Disseminates evaluation materials to identified groups.
- Manages budget for **Be Well** activities and materials (if funds are available).

Suggestions for ongoing communication:

- **Set up easy systems.**
- **Have an online message chain where colleagues can share their activities, ideas, etc. (best to use what system(s) your site is already using)**
- **Share ideas at a staff or community meeting, or even the website page.**
- **Be creative, have fun!**

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CORE STAKEHOLDER CHAMPION ROLE

This role should only take about 30 minutes per week - do this work as you see fit in your weekly schedule. In these 30 minutes, you will:

- Complete questionnaires or surveys as they become available.
 - Encourage colleagues to also complete questionnaires or surveys.
- Practice the activities associated with each **Be Well** concept during the scheduled month.
- Lead communication efforts
 - At the beginning of each practice month, share or talk about the practice with employees.
 - Support employees with their activities, as what they are doing and how it is going.
 - Ask employees to share stories, photos and share with others.
 - Share ideas with others.
 - Use the preferred method for communication.
- Have fun and encourage intentional practice.



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Be Well Planning Steps:

- ✓ Identify members of your organization who will act as BeWell champions and stakeholders.
- ✓ Meet with your BeWell champions and stakeholders to review the BeWell content. Begin brainstorming a schedule of activities for each BeWell practice (examples can be found throughout the toolkit).
- ✓ Fill out the action plan using the template provided (p. 48) with your champion(s) and stakeholder(s).
- ✓ Develop a communication plan with your champion(s) (example on p. 44).
- ✓ Print or collect any resources you will need to successfully promote the BeWell practices in your organization.
- ✓ Implement your initiative! Follow the communication and action plan documents you created in the previous steps.
- ✓ Follow up with your intended audience members about the initiative. Make changes as needed.

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Community Assessment

This is an optional tool you can use before implementing BeWell into your organization. It is designed to identify areas of improvement that support the mental well-being of your employees.

ORGANIZATIONAL NEEDS

Is your organization using a program designed to address mental health promotion?
 Would your organization benefit from a mental well-being program?
 Does your organization feel comfortable discussing mental health promotion?
 Do employees feel comfortable talking about mental health promotion?
 Are your employees involved in mental well-being programming choices?
 Does your organization have a person who would be a champion for mental health promotion programming?
 Are the talents, skills, and experiences of employees taken into consideration during programming?
 Do employees actively participate in programming?
 Do you have a preferred communication method?
 Is your organizational environment welcoming to mental health promotion?
 What would help the organization promote mental well-being?

GENERAL MENTAL WELL-BEING

What are common stressors and/or mental health concerns?
 What is the current knowledge among employees about mental health/well-being concepts?
 What are the most important mental health problems in this organization?
 Which groups within the setting report the poorest mental health?
 Are there supports in place to promote mental health and well-being?
 What are the most important actions that could be taken to improve mental well-being?
 What factors seem to influence mental well-being the most?
 What resources (if any) are you currently using to support mental well-being?
 What are some of the organization's strengths?
 What actions would you recommend to improve current mental well-being support?

09

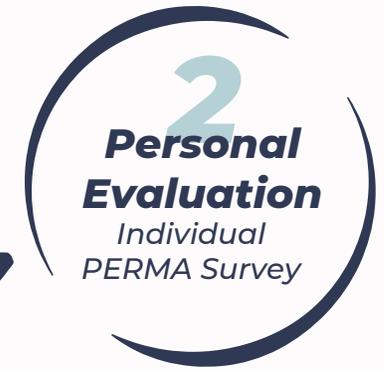
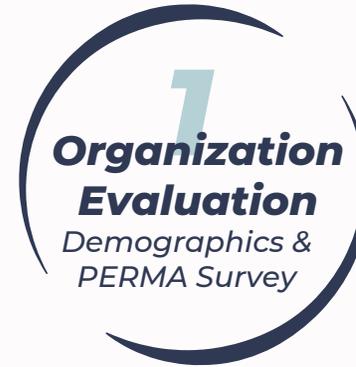
FOR A MORE DETAILED ASSESSMENT, LOOK FOR THE COMMUNITY ASSESSMENT ON THE PCPH WEBSITE



Organizational and Personal

Effective initiatives incorporate evaluation to ensure objectives are met, identify successes, and highlight challenges.

Participation allows us to track progress, tell the broader story regarding the importance of this initiative, and secure future funding.



1: Organization Evaluation

<https://www.authentichappiness.sas.upenn.edu/testcenter>

Go to the link above and have staff complete the Workplace PERMA Profiler questionnaire or any other questionnaire you choose. Have them complete the survey at least twice a year.

2: Personal Evaluation

Authentic Happiness website:

www.authentichappiness.sas.upenn.edu

Create an account. Click on

Questionnaire tab. Click on PERMA.

Log in and complete the PERMA Questionnaire.

Conducting a personnel inventory of your own mental health can be of great benefit. Complete the PERMA Questionnaire twice a year to monitor your status and compare your outcomes to others across the country in your demographic set.



How might you promote these tools?

GOAL: CREATE A COMMUNITY THAT FLOURISHES.

HOW? FOSTER A CULTURE COMMITTED TO LONG-TERM SUSTAINABLE CHANGE AROUND WELL-BEING.

Policies, systems, and environment need to support healthy behavior. A few examples of sustainable change that may lead to a culture that better supports mental health may include:

- Ask others to share one good thing that has happened to them professionally or personally recently. (Systems change)
- Provide staff with gratitude cards and encourage them to write a note to someone that has made an impact on them. (Policy, System or Environmental Change)
- Host an appreciation event. (Social Support)
- Start each day by sending a gratitude email/text to someone. (Personal Policy)
- Create a gratitude board. (Environmental Change)



Example: Polk County Public Health created gratitude boards where individuals are encouraged to share something they are grateful for.



What are other effective ways to communicate in your organization and what strategies might work best?

Mindset Matters

To improve well-being, people must believe they can make a change. Psychologists have found that the beliefs we hold regarding our abilities and potential are predictive of future outcomes such as well-being.

Mindset is what orients an individual to a set of associations and expectations.

There are two types of mindsets: **Fixed and Growth.**

Each mindset has their own way of dealing with delays or setbacks.

Fixed Mindset

Avoids challenges | Rejects criticism and is hurt by negative feedback | Expects reward without effort | Lets setbacks derail them | Gives up easily | To fail once is to fail completely.

"I'm no good at this"

"Why should I bother"

Growth Mindset

Embraces challenges | Accepts criticism & negative feedback as constructive | Equates reward with effort | Persists in the face of setbacks | Never gives up | Learns from failure.

"Talent is developed"

"What more can I do"

DO YOU SEE THE
GLASS AS
HALF EMPTY
OR
HALF FULL?



Having a positive outlook, despite challenges before you, can have a dramatic increase in well-being. Identifying negative thoughts quickly and turning them into something positive is a skill and a mindset to strive for.

Learning new skills isn't the only reason to focus on developing a better mindset. Your mindset affects everything you think about, which can have a big impact on your life. For instance, research shows you could recover more quickly from an illness simply because you believe your actions will affect the illness.

In subsequent sections of this toolkit, you will find evidenced based mental health resiliency tools that you can incorporate into your daily life to create reserves of well-being to later draw upon when times get tough. They include but are not limited to: Kindness, Gratitude, Finding Your Flow, Social Connectedness, Meaning, and Accomplishment.



PERMA



1. Kindness (P, M)

Kindness practices include everyday acts of kindness that do not require money or skill. Participants will learn research-backed benefits of kindness and gain ideas for incorporating kindness into everyday life.

2. Gratitude (P, R)

Having gratitude can be as effective as medication for improving a person's mood and can last longer! You will learn the benefits and how to practice gratitude. You can change your life in less than 10 minutes a week, What is there to lose?

3. Finding your Flow (E, A)

Have you ever lost track of time when doing something you enjoy that brings you happiness and makes you feel energized? If so, you may have experienced something called "Flow," which is essential for well-being. During this practice period, you will learn about flow and how to achieve more of it in your life.

4. Connection (R, E)

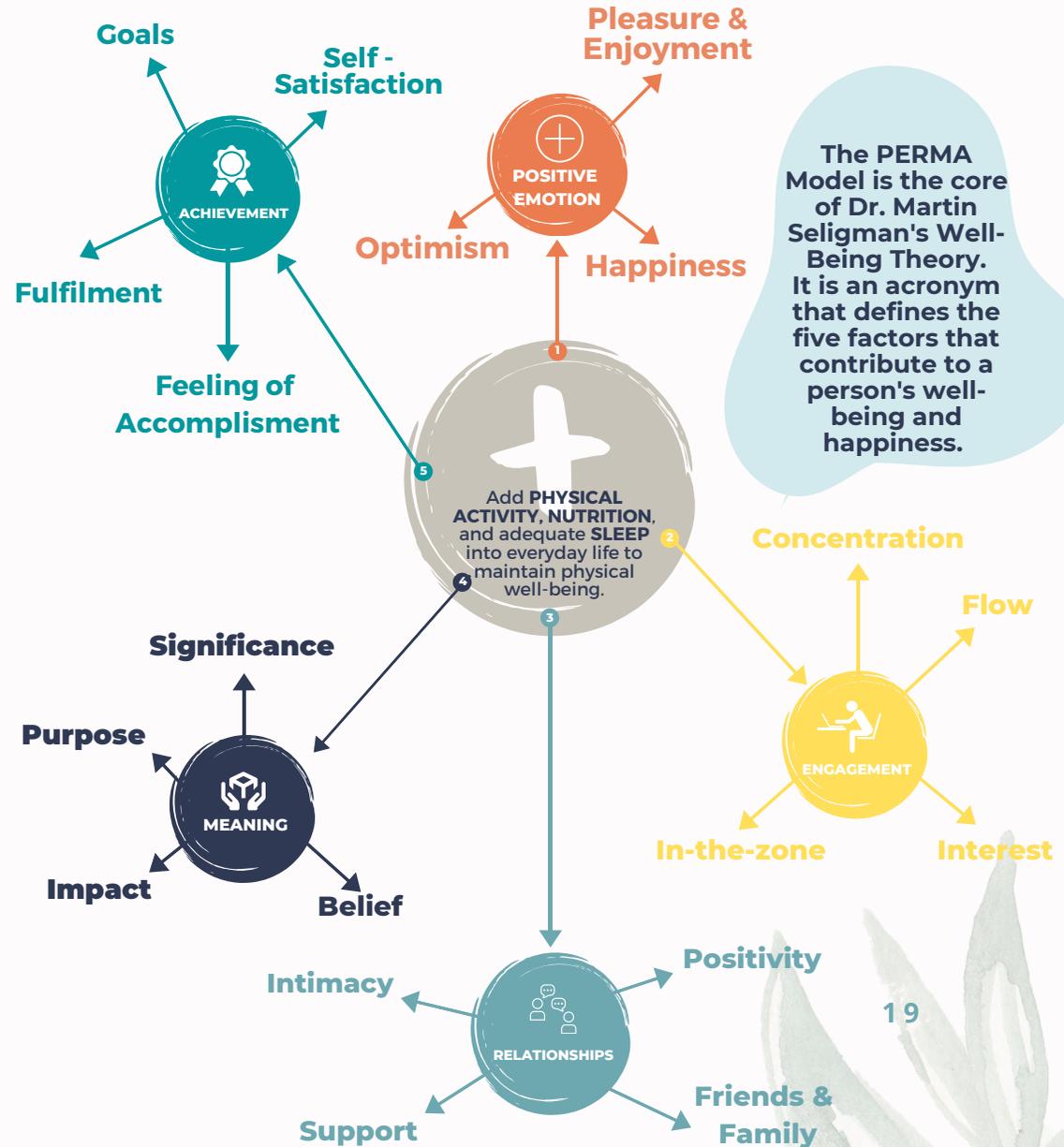
We are wired for connection: we need others to survive and to thrive. In a world filled with online communication, it is important to be reminded of why connection is vital. You will learn how simple acts of connection and small changes in relationships can improve your well-being and help you live longer.

5. Values (M, A)

How do you know what is most important, which battles to choose and if you did the right thing? Having a sense of your values is vital in answering these questions and finding more meaning in life. This practice will help you discover your personal values, put them into place, and identify the thoughts and behaviors that let you know you are on the right track.

PERMA Enhancing Practices

with corresponding PERMA Elements



PHYSICAL ACTIVITY

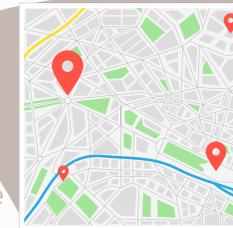
Being physically active is one of the most important actions that people of all ages can take to improve their health and well-being. The evidence is clear – physical activity fosters normal growth and development and can make people feel better, function better, sleep better, and reduce the risk of many chronic diseases.

When employers provide support for employees to be active, employees are more likely to use their breaks during the workday for physical activity, creating a culture that supports health and well-being. Preliminary research suggests that employer support may influence workers' activity during leisure time away from work as well.



MAPPED WALKING ROUTES

- post maps in a visible place
- host a walking route kickoff and encourage senior-level staff to lead a walk
- write employee walk breaks into your policies
- do at least one walking event annually



WALKING/ACTIVE MEETINGS

- walk and talk meetings
- sit for 60 minutes, stand for 3 minutes, repeat
- implement a physical activity break for long meetings
- provide clipboards to promote standing

ACTIVE COMMUTING

- encourage walking and biking to work
- provide bike storage and lockers for active commuters
- subsidize bus passes or employee bike purchase
- participate in a bike to work day/week
- partner with local organizations to provide occasional bike fixing and helmet fitting clinics
- partner with a local fitness store to provide discounts for employees



NUTRITION



The old saying is true - “you are what you eat”. Chronic diseases (heart disease, stroke, diabetes, cancer) account for some of the most common health problems in the US, yet many of them are preventable by making nutritional changes. By making the healthy choice, we can improve our physical and mental health and prevent chronic diseases through what we eat.

Provide opportunities for employees to have healthful and nutritious food and drinks. Eating healthful foods and ‘brain’ foods such as fruits and vegetables, lean protein, and whole grains support physical and mental well-being. Healthful eating habits, such as eating regular meals, cooking and eating together, and eating mindfully can reduce stress and support resilience.

Create an action plan

- develop an ongoing promotion or marketing plan to keep employees informed (email, newsletter, posters, new employee orientation, etc.)
- conduct follow up to track success and make changes as needed

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Create a Worksite Garden

Provides daily movement, opportunities to breathe in fresh air, and has calming benefits.

- produce can be donated to a local shelter or food shelf in addition to being enjoyed by employees.



MAKE HEALTHY EATING PART OF YOUR WORKPLACE CULTURE.

provide healthful foods and drinks at staff meetings



ensure that refrigerators, microwaves, and sinks are available for employees to use



provide free access to filtered water

encourage staff to actually take their lunch breaks - even better, together!

provide a healthful eating guide for employees who travel for work

work with vending companies to provide healthier options employees would enjoy



celebrate with healthful potlucks

consider access to a dietician as part of your health benefits



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SLEEP

Although sleep is a personal and individual matter, research shows workplace issues and organizational culture are affecting how people sleep. Plus, organizations suffer the costs of sleep deprivation.



Research shows that persons getting more sleep are able to focus better, get sick less frequently, experience fewer accidents, get along better with others, and have better health outcomes.

Altering the culture surrounding sleep and rest in the workplace can help create an environment in which people feel well-rested and ready to do their best work.

Trouble Falling Asleep? Try the 4-7-8 Method

Here's how it works:

- breathe in through your nose for 4 seconds
- hold your breath for 7 seconds
- exhale for 8 seconds



Repeat this a few times and you should fall into a relaxed state.



TIPS FOR HEALTHY SLEEPING HABITS



Keep a consistent evening routine and try going to bed at the same time every night.



Allow at least an hour before bedtime to unwind and try to relax before going to sleep.

Exercise regularly for deeper sleep - just 30 minutes of physical activity a day can help you sleep better.



Eat your meals at consistent times throughout the day to keep in a routine.



Avoid caffeine before bed - try cutting it out by early or late afternoon.



Put your phone on silent mode - disconnecting from the world allows your brain to relax.

Avoid naps before bedtime - try going on a light walk outside with a friend or family member.



Keep your sleeping environment dark and quiet for minimal distractions.



Try journaling or meditating to gather your thoughts and calm your mind.



Screens before bed can keep us up longer - try reading a book or listening to music to unwind.

Wear something comfortable - don't go to bed in something that you won't fall asleep in.



Keep your environment at a comfortable temperature.





5 PRACTICES FOR SLEEP-FRIENDLY WORKPLACES

PROVIDE SLEEP EDUCATION

Create a “sleeping awareness” program or campaign to challenge the cultural notion that sleep is a waste of time or a weakness. The effort could stand on its own, or be a component of an employee wellness program or larger initiative.

- Introduce the idea that more work isn't better work - *look for ways to question practices that value hours worked more than impact and results, and let people know that when they're tired, they are less effective as leaders and managers. Have them see sleep as a simple, easy, and cheap way to boost productivity and efficiency.*
- **Share the science** - *people like knowing there is research behind these recommendations, show it!*
- Acknowledge the reality that people are overextended at work and in other areas of life - *life's challenges outside of work can have a massive impact on employee's sleeping habits. One leader cannot change this on their own overnight, but they can play an important role*

ENCOURAGE ROLE MODELS TO PUSH BACK ON THE 24/7 CULTURE

Enlist senior executives to support your efforts and help communicate the message that sleep supports the performance and wellbeing of leaders and the organization as a whole.

- Ensure leaders model desired behaviors - *don't brag about how little sleep you got last night or respond to emails late at night or over the weekend. This negatively influences the organizational culture and sets unhealthy expectations for others (and it's not healthy for the leader).*
- Meet with managers whose teams are prone to long hours or travel - *help them see the value of sleeping more for their own health. Encourage them to discuss sleep as a way to be more effective and support their employees in getting more rest.*
- Encourage senior leaders to bring up the sleep challenges the teams face and discuss possible solutions - *be transparent with your team about your choices to get more rest. Be candid when bringing up the issue and create a space for*

SUPPORT BOUNDARIES BETWEEN TIME FOR WORK AND LEISURE

Try to factor sleep into policies and schedules. Alongside the culture and awareness messages, take a look at organizational policies and norms that may discourage rest and recovery time and consider how to change them.

- Allow for transition times between home and work - *review schedules, break times, and limits to hours or shifts. Encourage employees to take time off for their personal wellness.*
- Support employee unavailability during vacations - *put the spotlight on outcomes and impact, rather than hours worked, and emphasize the value of truly “unplugging”. Encourage employees to not answer their emails when they are on vacation time or outside of working hours.*

ENCOURAGE SLEEP AT WORK... REALLY!

Forget the notion of “don't sleep on the job.” Instead, send the message that sleep is truly valued and leads to optimal performance at work.

- Provide nap rooms, energy pods, and comfortable chairs in your workspaces - *this reinforces that your organization is serious about creating space for rest.*
- Educate employees about how best to leverage such resources - *just providing a nap room isn't enough, communicating about the available resources is also important. If you don't actively encourage employees to take advantage, you'll likely find such resources unused!*



ACCOMMODATE EMPLOYEE'S SCHEDULES

When possible and practical, consider offering flexible hours and telecommuting to allow employees to work when they're most likely to function at their best.

- Consider time off after travel, and work with teams or departments to set norms for availability across time zones and technology or accessibility expectations - *this is especially important for leaders who are managing remote employees.*
- Let departments pick a week each month to power down and get more rest — *some of the habits may stick, and positive changes may catch on and cascade throughout the organization.*

Random Acts of Kindness

kind . ness
(noun)

the quality of being friendly, generous, and considerate.

“Doing an act of kindness produces the single most reliable momentary increase in well-being of any exercise that has been tested.”

Dr. Martin Seligman,
University of Pennsylvania

Benefits of practicing kindness:

Did you know that people who practice kindness live healthier, longer lives? Kindness makes the body produce more serotonin (the same chemical in many antidepressant medications) which generates a feeling of calmness and even helps heal wounds. Studies have shown that developing a habit of kindness reduces pain, stress, anxiety, depression, and blood pressure. People who practice kindness as a habit have **23% less** cortisol (the stress hormone) and more of a chemical called nitric oxide (this dilates blood vessels, thus lowering blood pressure).

The giver of RAOK derives as much joy as the receiver.

You will never feel badly about giving affirmation to someone nor receiving positive, heartfelt words of praise from another. Kindness extends love and compassion, and opens us up to receive such goodness ourselves. A Harvard Study showed that those who were selfless and gave away money were, overall, the happiest. On the other hand, witnessing acts of kindness produces oxytocin (occasionally referred to as the 'love hormone') which aids in lowering blood pressure and improving overall heart health.

Volunteer in your community



Offer to return a shopping cart to its rack for someone



Buy school supplies for a teacher



Ideas for RANDOM ACTS OF KINDNESS

Write positive chalk messages on the sidewalk



Host a food drive for your local food shelf



Pay for the person behind you



**"The negative screams at you when
the positive only whispers."**

Barbara Fredrickson, UNC Chapel Hill

Gratitude leads to decreased depression symptoms and increases physical well-being, psychological well-being, working memory, sleep, a healthier immune system, better relationships and ability coping with emotional challenges.

(Emmons, 2010)



Gratitude Letters

Write and send a letter to someone you care for; better yet, read it to them in person or over the phone.

- ✓ Getting handwritten notes or cards nowadays is rare & yet a powerful form of communication and connection!



*Stop saying
I'll be happy when...
and start saying
I am happy because...*

Gratitude Journaling

Write or photograph something for 3-4 days a week that you are grateful for.

- ✓ Spend some time reflecting on what you are grateful for.
- ✓ It can be something small like the day's sunshine or something bigger such as getting to spend time with a family member.



30 GRATITUDE

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Chasing happiness...

We all want it right? How do we get it? **By building and maintaining quality relationships, being grateful, and being content.** Gratitude is one of the best tools to build relationships.



3 Good Things

For 14 consecutive days write down three positive things that either happened to you or you are grateful for.

- ✓ Best to do right before bed.
- ✓ Results in better sleep, positive interactions, and you start looking for positive patterns.
- ✓ Positive benefits can last up to 6 months and has shown to be as effective as antidepressants.

(Seligman, Steen, Park, Petersen 2005)



Join the **3 Good Things Challenge** through Polk County Public Health - a 14-day challenge conducted twice a year!

Expressing Gratitude



@WORK

Have employees share one positive event during the past week during a staff meeting or huddle.

@HOME

While at the dinner table, elsewhere or at bedtime, ask family members to share a highlight from their day.

in FAITH-BASED

Host a special meal after a service highlighting some of the positive aspects or growth of your organization.

in COMMUNITY

Host a customer appreciation event. Join the 3 Good Things Challenge.

- ? "How did you help someone today and how did that make you feel?"
- ? "What are you grateful to have in your life today?"
- ? "What house rule should we set that everyone must follow and why?"
- ? "What do you wish mom/dad/grandparent and/or guardian did more of?"
- ? "What's one thing you can do today to create a better tomorrow?"
- ? "What made you feel happy today and why?"



*“Those who flow as
life flows
know they need no
other force.”*
- Lao Tzu

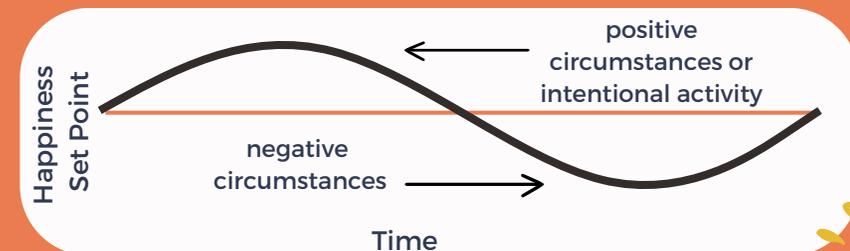
FINDING YOUR FLOW

Time flies when you're having fun. Time also flies when you are engaged in an enjoyable activity that challenges you. These activities can help to find a flow state; a state of mind in which you are fully immersed in a task and forget about the outside world for a while.

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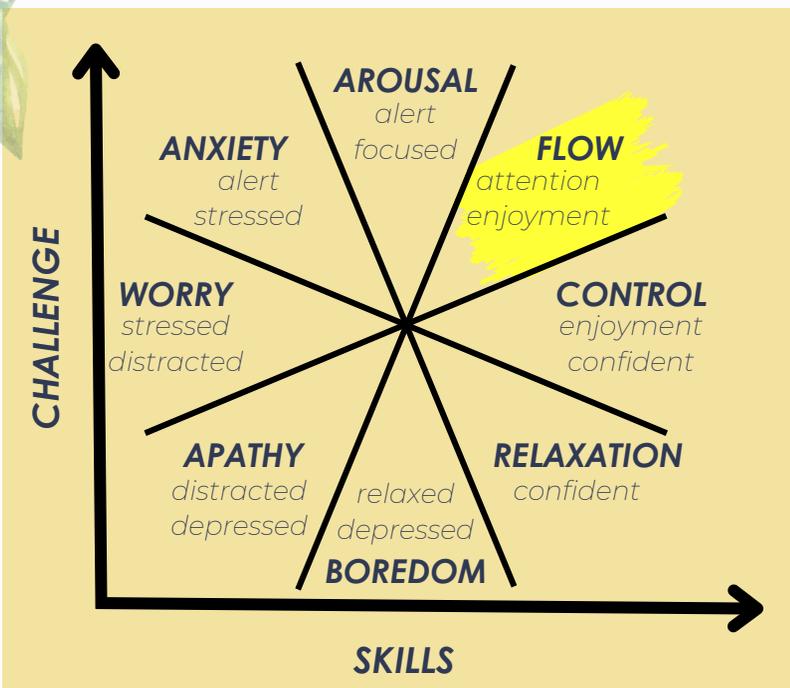
Pioneered by Dr. Mihaly Csikszentmihalyi, putting yourself in a flow state is guaranteed to improve your happiness short-term. It teaches you to rise to challenges and improves your performance while increasing your sense of fulfillment and clarity.

Humans generally maintain a consistent level of happiness. Life circumstances and intentional activity can temporarily alter happiness before settling back to our happiness set point. FLOW is guaranteed to give a temporary boost in happiness.



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Are you a Procrastinator?
 Try the Pomodoro Technique

1. Choose the task.
2. Set a timer for 25 minutes.
3. Work until the timer ends.
4. When time is up, take a 5-minute break.
5. Repeat as often as needed.

Preconditions for a FLOW State:

- You must be involved in an activity with a clear set of **goals and progress**.
- The task at hand must have **clear and immediate feedback**.
- There must be a good **balance** between the **perceived challenges** of a task and **one's perceived skills**.
- **Not too challenging** of an activity.
- **Not too easy** of an activity (watching TV, scrolling social media, etc., will not result in a FLOW state).



CONNECTEDNESS

We are wired for connection.



Social connection is one of our fundamental human needs, and we need others to survive and thrive. In a time when we often substitute online communication with genuine connection, it is important to be reminded why social connection is critical to our well-being.

According to a sociological study from 1985, Americans claimed to have only three friends they felt they could confide in. In 2004 it dropped to one friend, with 25% of Americans saying that they have no one to confide in.

This suggests that 1 in 4 people that we meet may have no one they call a close friend.



“Loneliness and the feeling of being unwanted is the most terrible poverty.”

- Mother Teresa



Loneliness Kills

- 📍 Increases premature death by 14 years.
(Winch, 2014)
- 📍 Nearly half of Americans are lonely at any one time.
(Signa Health Insurance, May 2018)
- 📍 Social Media makes loneliness worse.
- 📍 Do you have a 4am friend - someone you can call in the middle of the night if necessary?
(Seligman, 2011)



Why is talking about loneliness taboo?



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"A deep sense of love and belonging is an irresistible need of all people. We are biologically, cognitively, physically, and spiritually wired to love, to be loved, and to belong. When those needs are not met, we don't function as we were meant to. We break. We fall apart. We numb. We ache. We hurt others. We get sick. We are profoundly social creatures. We may think we want money, power, fame, beauty, eternal youth or a new car, but at the root of most of these desires is a need to belong, to be accepted, to connect with others, to be loved."

- Dr. Brené Brown

The decline in social connectedness may explain reported increases in loneliness, isolation and may be why studies are finding that loneliness represents one of the leading reasons people seek psychological counseling.

Those who are not socially connected are more vulnerable to anxiety, depression, antisocial behavior, and even suicidal behaviors which tend to further increase their isolation. Most poignantly, a landmark survey showed that lack of social connectedness predicts vulnerability to disease and death above and beyond traditional risk factors such as smoking, blood pressure, and physical activity.

Eat your greens and exercise, *but don't forget to connect!*

CONNECTEDNESS

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SEVEN KEYS TO STAYING SOCIALLY CONNECTED

WRITTEN BY UVM MEDICAL CENTER

1 Set a routine. If getting together with friends or family happened sporadically before, try to be more consistent about getting together now. It's okay to say no to an invitation for coffee or getting together occasionally, but don't make it a habit.

2 Keep up with hearing and vision tests. People with an undiagnosed hearing or vision problem often avoid social situations out of embarrassment and difficulty with communicating. Seek treatment as soon as you can to remove this barrier to connecting with others.

3 Share a meal. Dine with others whenever possible, whether with a church group, at the local senior center or café. Even going to a dinner on your own for a cup of coffee can be social. Sit at the counter and chat with your server, or simply watch all the coming and goings.

4 Volunteer. Doing something that helps others has a positive effect on how you feel about yourself. Schools, churches, nonprofits and charitable organizations all depend on volunteers for their survival and may be looking for extra hands and minds.

5 Develop a hobby. Besides providing a sense of purpose, many hobbies and interests are social in nature. Anything that involves a group, like playing bridge, can be socially healthy. Check with your local senior center, town recreation program, library or church for educational classes, one day seminars & activities.

6 Ask for help. When we ask for help, we give someone a chance to feel valued and keep ourselves engaged. Worried about getting up the stairs to that restaurant? Don't stay home. Ask a friend, family member or staff person to hold the door open or help you climb the stairs.

7 Offer to help someone else. Offer to pick up a few things at the grocery store, post letters, or pick up a newspaper for a neighbor who needs help. It will make both of you feel good and lead to additional interactions.



MEANING

“The mystery of human existence lies not in just staying alive, but in finding something to live for.”

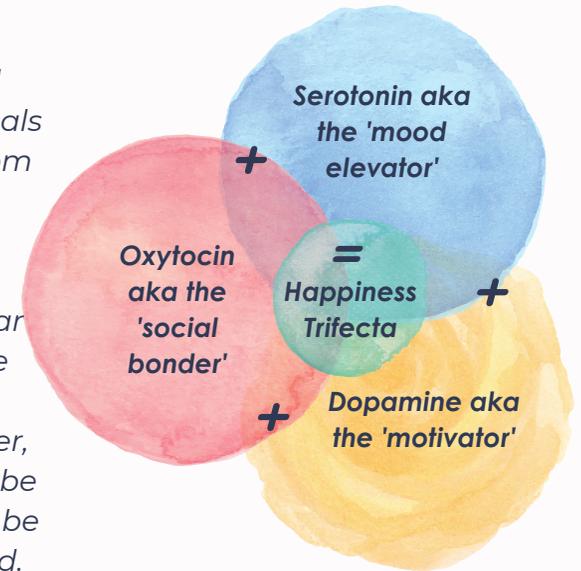
- Fyodor Dostoyevsky

Our purpose is our usefulness.

It's our contribution to serving others and improving the things around us. When you have a sense of purpose, you feel like there's something moving you—and it's taking you to somewhere great. You feel like all the pieces fit—that YOU fit! What you do MATTERS!

You feel like you're a part of something bigger than just you.

These helpful brain chemicals protect us from things like Alzheimer's, stroke, and cardiovascular disease, while helping us to perform better, work harder, be happier, and be a better friend.



There is no right or wrong answer for your meaning and purpose in life; consider what you think is important, not what others view as meaningful.



& PURPOSE



Finding Meaning & Purpose

Write a Love List: a simple activity that allows you to write out activities and things you would love to do (they do not have to be career related).

Craft a Personal Vision Statement: a way to bring together your values, strengths, and goals into a singular statement.

Write a Letter to You in 10 Years: this activity allows for you to reflect on your current values and share what you hope to hold on to.

Create a Mind Map: take a moment to brainstorm all of your passions and values and connect them to aspects of your life.

Give Back: whether it is volunteering your time or donating to a charity, giving back can enhance your sense of meaning and purpose.

How does purpose help an organization?

A purpose driven employee is 6x more satisfied with their job and 4x more likely to be engaged.

This means that a purpose driven employee is more likely to look forward to going to work and while there, time flies (finding your flow), and when they go home, they feel a sense of accomplishment.

Employees with purpose experience joy from serving others, and happy customers tell others!

The book 'Firms of Endearment' found that purpose driven workplaces:

Are 30% more productive

Have 30% less turnover

Have 37% less absenteeism

Have 62% less safety concerns

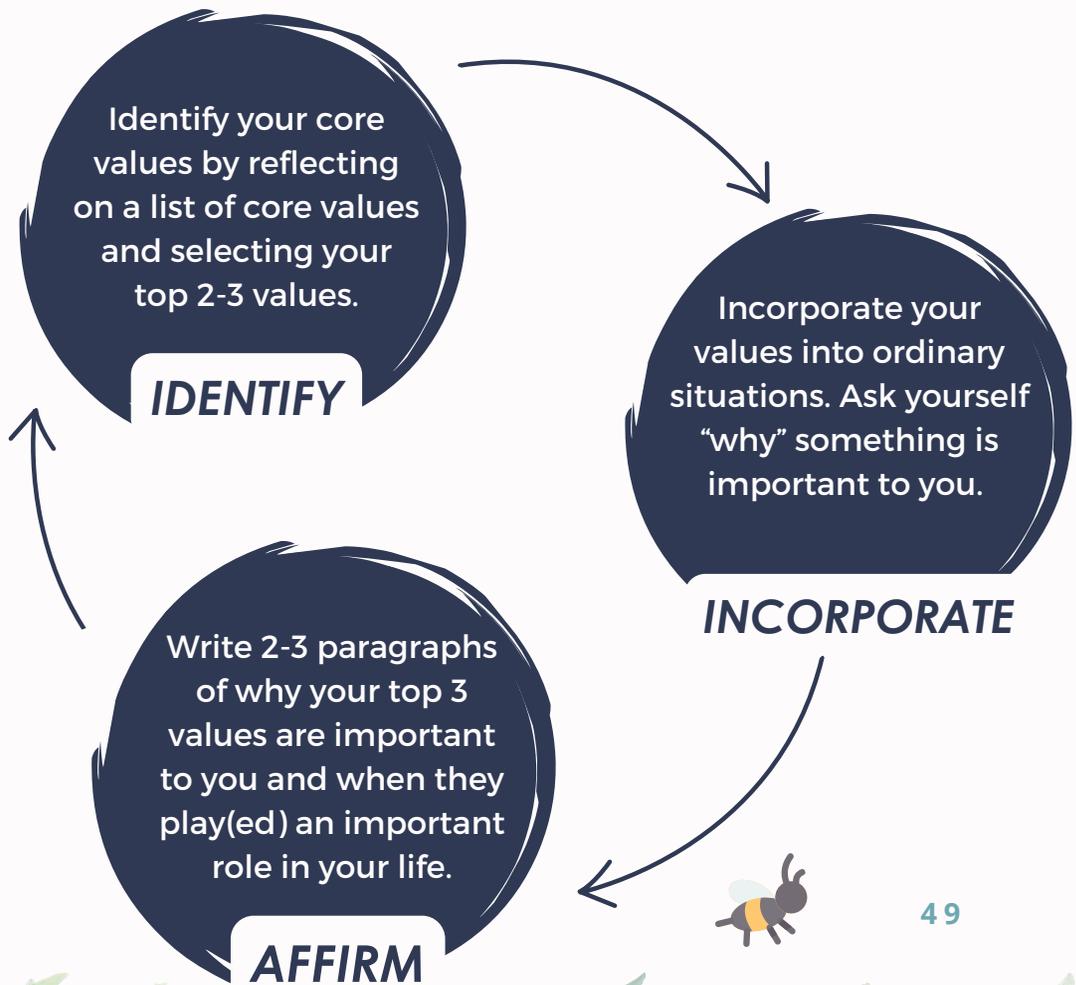
VALUES

Values are a person's principles or standards that dictate their behavior - aka one's judgement of what is important in life. Identifying your values can help you find your purpose in life, react to difficult situations, make decisions, increase your confidence, develop a sense of self, decrease your stress level, and improve your overall happiness level.

"Values are like fingerprints. Nobody's are exactly the same, but you leave them all over everything you do."

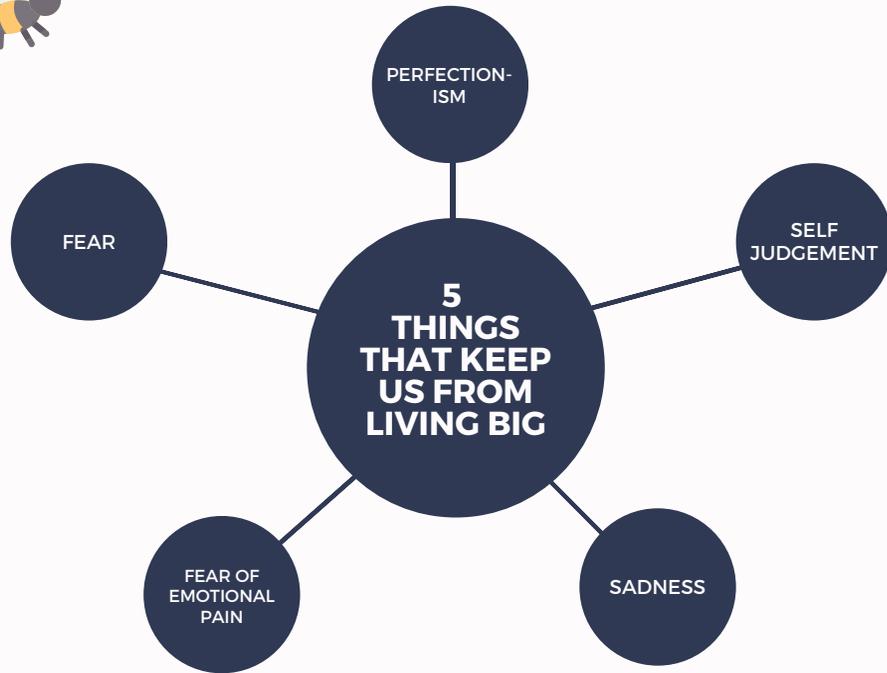
ELVIS PRESLEY

Want to figure out your values?
Take a quick values assessment
from Think2Perform by
scanning the QR code.



ACCOMPLISHMENT

Small achievements day in and day out build one's capacity to be successful. It is the striving rather than the reward that is long-lived. Little achievements are success, they build our self-esteem and make us want to achieve more.



"There is only one thing that makes a dream impossible to achieve: the fear of failure."



Self-esteem feels good because it is highly linked to the emotion of pride. Pride in turn arises from one's sense of confidence and abilities. Esteem and related emotions instill a sense of success and the confidence that you can accomplish whatever you set out to do.

TAKE IT OUTSIDE

Think about your day-to-day schedule. Are there times you could take it outside?

We spend a large amount of our day at work, and for most people that work is all indoors. Not spending time outside during the week can contribute to stress and disrupt our well-being. Research shows that people who spend more time outside have greater positive well-being and lower mental distress.

(White, et. al., 2021)



WALKING MEETINGS

Get your body moving during meetings! Plan to have that meeting on a walk, or take that virtual meeting and get your steps in.



TIME OUTSIDE AT WORK

Do yoga in the park or try a group hike during a lunch break or set aside work time to get outdoors and get some fresh air.



PICNIC POTLUCK

Have a picnic outside during employee's lunch break! Have everyone bring a dish to contribute, or try out a fun theme.



OUTDOOR MEETINGS

Fresh air is good for everyone. Take your meeting outside and soak in the sun while you connect with colleagues (weather permitting).



GEOCACHING

Join the world's largest scavenger hunt!



Scan the QR code for more information.

PLAY & ART @ WORK



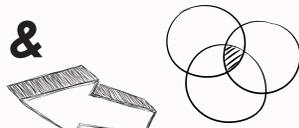
The world of work is rapidly changing, and as a workplace leader, you can support employees to be healthier and happier at work.



One way to do that is to encourage play and art at work. This can be as simple as Visual Conversations and Note-Taking (also known as sketchnoting or graphic recording) or by incorporating one or many of the ideas shared here. Another simple place to start is to encourage staff to share their own interests & talents with others. This could be after work, at break times, or even by creating a policy for flex-time in order to engage in art activities.



Visual Conversations & Note-Taking



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The success of visual notetaking is backed by science. We remember pictures better & longer than words or text.

Storytelling

Personal storytelling can spark insight, meaning & innovation in the modern-day workplace & assist in building rapport. **Incorporate culture-based learning.*



Poetry at Work

Enjoy poetry as a means of relaxation & recreation. Poems are a creative way to boost mental ability & improve efficiency. **Celebrate Poetry at Work Day every 2nd Tuesday in January.*

Book Discussions

Expose employees to new ideas & ways of working and promote a cultural of professional development.

Funmentum™ Labs

Use art to reignite your team's motivation. Use the "Science of Fun" to improve employee engagement, innovative thinking and momentum.



Lego® Serious Play

Improve creative thinking and communication as employees share their own insights, knowledge and experience with others.

PlayLab

Use play as a catalyst for thriving and healthy workplaces: experimentwithplay.com



Murals

Connect with a local artist to create a mural or make one of your own - inside, outside, from floor to ceiling or covering a corner. Unique murals reinforce the best elements of your workplace culture & instill a positive and appreciative environment.



Gardening at Work

Grow employee well-being, teamwork & morale by encouraging team-building and socialization through planting & upkeep. **Enjoy by employees or donate to a local shelter.*



Neuroarts

Your Brain on Art: www.yourbrainonart.com



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WORKING REMOTELY

“Don’t get so busy making a living that you forget to make a life.”

-Dolly Parton



Working remotely can be great for your health, with the lack of a commute allowing for more sleep, less stress arriving on time, and more time in your day to enjoy hobbies. However, it is easy to slip into unhealthy habits when you don’t have a structured routine. It is important to maintain healthy practices when working remotely and to prioritize your mental and physical health.

Healthy Tips for WORKING REMOTELY



Take socialization breaks.

Make time for hobbies and interests outside of work.

Communicate with colleagues often.

Detach at the end of the day.

Seek professional help if needed.

Set boundaries between work and home life.

Call a loved one or meet for coffee.

Spend time outside every day.

Turn off email notifications at the end of the day.

Keep a consistent sleep schedule.

Change out of your pajamas and get ready for the day.

Take breaks often during the day.

Schedule regular check-ins with your manager.

Use your breaks to get up and stretch.

Make a home-to-work commute like enjoying a cup of coffee.

Keep a healthy lifestyle.

Be Organized & Flexible

Encourage Socialization

Build In Accountability

Trust Your Staff

Give Staff Recognition

If you are a supervisor or manager, try the following to increase connection with your remote employees.

Set Clear Expectations

Communicate Proactively

Make Meetings Accessible

Check-In More Often

Ask For Feedback

As an employee, working remotely can increase feelings of isolation and disconnectedness. That is why it is so important for employers to take mental and physical well-being into account when communicating with and planning for remote employees.

Setting Boundaries when Working Remotely

Working from home can help alleviate some of life's daily stressors, but it also can increase feelings of stress and loneliness. It is important to set boundaries between home and work life to keep a good balance.

Create a designated workspace.

This space should only be used for work-related activities to set a physical boundary.

Be "visible" at work.

Communicate with your colleagues often and make sure they know when you are and are not available,

Have a clock-out time to avoid burnout.

Set an alarm for the end of the workday to ensure you don't overwork yourself.

PLEASE
DO NOT
DISTURB

If you have roommates, let them know you're "in the office".

Minimize distractions by letting those around you know you are working.

Set boundaries on technology.

Put your personal technology on focus mode and try to check it minimally. Also turn off email notifications outside of working hours.

COMMUNICATION GUIDE

Communication Tips and Suggestions

- ✓ Set up easy systems
- ✓ Facebook page where employees can post their Random Acts of Kindness
- ✓ Gratitude bulletin board
- ✓ Share at a staff meeting
- ✓ Intranet
- ✓ Website page
- ✓ Come up with your own ideas
- ✓ Be creative and have fun!

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SOCIAL MEDIA EXAMPLES



Join us in a random acts of kindness challenge! Here are some ideas to get you started: Offer to return a shopping cart to its stall for a busy parent or older adult, buy a cup of coffee for a stranger, make a meal and share it with a neighbor or friend, or tip someone generously. Share your random act of kindness with us and help promote through happiness and meaning in your community. #BeWell



Small achievements every day can build our capacity to be successful. It is the striving rather than the reward that is long-lived. Little achievements build self-esteem and make us want to achieve more. Moving past perfectionism, self-judgement, fear, sadness, or fear of emotional pain can help us feel accomplished. Praise others for all that they have accomplished and recognize the hard work they have put in to achieve their goals. #BeWell

#BeWell

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Practice 1



Communication Example: Introduction

New Message



To ALL STAFF

Subject Our BeWell Initiative

We are excited to announce that [Organization] is participating in a community-wide well-being project promoting health through happiness called BeWell, a project developed through Polk County Public Health.

We care about the well-being of our employees and our work culture. That's why we're participating.

What that means is that we're going to do fun and simple, yet impactful practices over the next year. We want everyone to participate by intentionally doing these practices. We believe that participation can **reduce burnout and increase engagement and mental well-being throughout our organization** & ultimately our community.

We believe that to participate in BeWell, you only need to devote 10 minutes a week. And we want you to have fun with it. Get creative and help us collect fun stories, or suggestions on how to participate, and increase participation.

At this time, we only ask that you **complete the questionnaire found here [web link] by [two weeks after sending communication].**

In gratitude,
[Name]

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Send



Practice 2



Communication Example: Kindness

New Message



To ALL STAFF

Subject Our BeWell Initiative: Kindness

Why are we encouraging you to practice kindness?

Kindness has been shown to increase:

- ✓ *Oxytocin*: The love hormone.
- ✓ *Energy*: Feeling stronger and more energetic after serving others.
- ✓ *Happiness*: Altruistic people are happiest of all.
- ✓ *Pleasure*: When you are kind to others, your brain reacts as though you were the one receiving the kindness.
- ✓ *Serotonin*: Kindness increases the body's production of serotonin, the same chemical in many antidepressant medications.
- ✓ *Lifespan*: People who serve others experience fewer aches and pains. In fact, people 55 and older who serve at two or more organizations have a 44% lower likelihood of dying early.

*Below are simple **Random Acts of Kindness** suggestions we'd like you to consider to carry out, as well as incorporating your creativity and ideas.*

- Practice courtesy: Holding the door and saying "please" and "thank you" are easy ways to recognize the feelings and situation of another person.
- Offer to return a supermarket cart to its rack for a busy parent or a senior.
 - Call a relative or friend to see how they're doing.
- Offer to pick up groceries or medications for someone who is ill.
 - Buy a cup of coffee for a stranger.
 - Write a check to a worthwhile charity.

Let us know what worked and about any success stories or moments of inspiration. Thank you for your participation!

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Your BeWell Champions,
[Name]

Send



Organizational Action Plan Guide

1

ACTION STEPS

What task(s) will be done?

EX: *Random Acts of Kindness
Cards Distribution*

RESPONSIBLE

Who will do it?

Are there multiple parts with multiple accountabilities or just one?

EX: *Workplace Wellness Committee
(Carol, Kim, Ron)*

TIMING

When will it be done? Once a year, quarterly, monthly?

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EX: *Staff meeting each month*

RESOURCES

What do you need to complete this step?
(People, money, tools)

EX: *Random Acts of Kindness
Cards*

RESULT

What indicator(s) will be used to monitor the progress or effectiveness of the action item?

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EX: *# of RAOK cards given to employees;*

4

5



Year-Long Calendar

Each quarter pick 3 to 5 activities to complete throughout that quarter.

January - March

Take It Outside | Random Acts of Kindness | Social Connectedness | Sleep | Laughter

- **Take it Outside:** Winter activities for families. Move beyond the gym and use nature. What does insurance offer?
- **Random Acts of Kindness:** Let someone go ahead of you in line. Pick up litter. Leave the closer parking spot for someone else. Encourage somebody you see working really hard at the gym or being active in daily living. Leave a diaper and wipes on a changing table.



April - June

Positivity | Gratitude | Sleep | Social Connectedness

- **Positivity and Gratitude:** 3 Good Things. Positive role model (hold open doors, smile, use manners, etc). Teach gratitude and how far a "thank you" can go.



This calendar is just an example of what your year could look like. Feel free to create a calendar that works best for you and your employees.

Year-Long Calendar

Each quarter pick 3 to 5 activities to complete throughout that quarter.



July - September

Worksite Wellness | Social Connectedness | Take It Outside | Positivity | Gratitude

- **Worksite Wellness:** Worksite wellness policy. Laughter yoga. Lactation support. Coffee breaks / lunches with co-workers.
- **Take it Outside:** Outdoor classroom and walking meetings. Trails / trail maps. Make a list or get familiar with what your county has to offer.
- **Positivity and Gratitude:** Notes of Gratitude - big or small - and how these can make people work harder or feel appreciated.

October - December

Positivity | Gratitude | Random Acts of Kindness | Take It Outside

- **Positivity and Gratitude:** Celebrate the small wins. Positivity cards/quotes. Tools (portable gratitude tree, thank you cards, etc.).
- **Random Acts of Kindness:** Become a donor. Write a handwritten note to somebody. Help someone with yard work. Collect canned food for a food shelf.
- **Take it Outside:** Fresh air = happy people. Exploration activities for kids.



What other ideas might your organization have to create a fun and engaging way to connect with others?

Additional RESOURCES

- 01** Dr. Brené Brown
Daring Greatly Series
www.brenebrown.com
- 02** Dr. Martin Seligman
Authentic Happiness
www.authentichappiness.sas.upenn.edu
- 03** Dr. Corey Keyes
PERMA Questionnaire
- 04** Bounce Back Project
www.bouncebackproject.org

- 05** Children in Nature Network
www.childrenandnature.org

- 06** Childhood by Nature
www.childhoodbynature.com

- 07** Thrive
www.ottertailcountymn.us

- 08** Yellow Zones
www.stearnscountymn.gov/969/Yellow-Zone
- 09** Virtual Calming Space
sites.google.com/edinaschools.org/epsvirtualcalmingspace
- 10** StayConnected Toolkit
health.state.mn.us/communities/mentalhealth/tools

BOOKS

Daring Greatly Series by Dr. Brené Brown
Dare to Lead by Dr. Brené Brown
The Gifts of Imperfection by Dr. Brené Brown
Flourish by Martin E.P. Seligman
Search Inside Yourself by Chade-Meng Tan
Onward by Elena Aguilar
Suicide Survivors Club by Rebecca Anderson
The Gratitude Jar by Josie Robinson
Strengths Finder from Gallup, Don Clifton
Blue Zones by Dan Buettner
102 Challenges: Become the Best You by Tad Mitchell
Tipping Point by Malcome Gladwell
Outliers by Malcome Gladwell
Unstuck by Keith Yamashita
Nudge by Richard H. Thaler
Rising Strong by Dr. Brené Brown
Braving the Wilderness by Dr. Brené Brown
Bounce Back! by Karen Salmansohn



VIDEOS & PODCASTS

[How to Make Stress Your Friend: TED TALK](#)
[Dare to Lead with Brené Brown](#)
[Unlocking Us with Brené Brown](#)



ADDITIONAL TOOLS

- I POSITIVE AFFIRMATIONS
- II MY NAME IS... ACTIVITY
- III DINING & DISCUSSIONS ACTIVITY
- IV LOVING-KINDNESS MEDITATION ACTIVITY
- VI 100 ACTS OF KINDNESS CHALLENGE
- VII A TOAST FROM THE FUTURE ACTIVITY
- VIII FLOW STATE ACTIVITIES
- X SEE THE GOOD ACTIVITY
- XI VALUES COMPASS ACTIVITY
- XII WORKSITE PRACTICES EXAMPLES

I AM DOING THE WORK THAT WORKS FOR ME

I AM ENOUGH

I AM GOOD AND GETTING BETTER

I WILL ALLOW MYSELF TO EVOLVE

I DO NOT PRETEND TO BE ANYONE OR ANYTHING OTHER THAN MYSELF

I WELCOME

WHAT IS, I

WELCOME

WHAT COMES

I ALONE HOLD THE TRUTH OF WHO I AM

TODAY IS A NEW CHANCE TO GROW AND LEARN

I AM IN CHARGE OF HOW I FEEL AND I CHOOSE TO FEEL HAPPY

I BELONG

HERE AND

I DESERVE

TO TAKE

UP SPACE

I AM OPTIMISTIC BECAUSE TODAY

IS A NEW DAY



MY NAME IS...

HELLO
MY NAME IS

Do you have a lot of employees that don't get to communicate with each other often? This is the perfect activity to expand employee connectedness.

Instructions

1. Locate an object that can be easily tossed in the air from person to person (i.e., a tennis ball, a stress toy).
2. Gather employees in a circle (standing or sitting - use discretion based on size).
3. Give the object to one employee.
4. Instruct all employees that they will toss the object to someone in the circle. The person with the object will toss it only after they have called out the other employee's name.
 - a. Challenge employees to toss the object to someone they do not know very well. If they do not know the names of others in the circle, instruct them to ask for the name of the intended recipient of the ball.
5. Have employees repeat this until everyone's name has been called out.

Want to challenge your employees? Or do you have a group that knows each other well?

Have each person repeat the names that were said before their own until the last person is able to remember everyone's name.

DINING & DISCUSSIONS



This is a great activity to increase employee connectedness and boost morale in the workspace.

Instructions

1. Have interested employees register to participate.
2. Randomly assign pairs of employees with each other. Try pairing employees with those they may not know very well.
3. Inform employees of their pairings and instruct them to make lunch plans for one day that week where they can eat together and connect.
4. Challenge employees to find a different person to eat with at least once a week, or randomly assign pairs again the next week.

Don't have a lot of time? Post a sign-up sheet in the break room and let employees decide themselves when they are eating with each other.

Why do this? Decades of research has shown us that the quality of our social ties have one of the biggest impacts on our well-being. Establishing and strengthening social connections can increase self-esteem, lower anxiety and depression, and provide faster disease recovery.

LOVING-KINDNESS MEDITATION

This activity aims to increase feelings of connection and reduce feelings of isolation by offering ourselves and others wishes for loving-kindness in our lives.

Before you begin, select 3-5 of the following sample phrases and adjust to suit your practice.

1. May I be happy.
2. May I have peace.
3. May I be safe from all harm.
4. May I be filled with health.
5. May I live with ease.
6. May I be free.



Instructions

1. Sit comfortably with your eyes closed and repeat the phrases you chose a few times. Always begin with yourself. *“May I be happy, May I be well, May I be safe, May I have peace.”*
2. After you have offered yourself loving-kindness, direct it towards someone you love, or who has helped you. *“May [name] be happy, May [name] be well, May [name] be safe, May [name] have peace.”*
3. Now picture someone you feel neutral about and offer them loving-kindness. *“May [name] be happy, May [name] be well, May [name] be safe, May [name] have peace.”*
4. Think of someone you are struggling with and offer them loving-kindness. *“May [name] be happy, May [name] be well, May [name] be safe, May [name] have peace.”*
5. Finally, offer every living thing loving-kindness by repeating: *“May all beings everywhere be happy...”* and continue with the 3-5 phrases you chose until done. *“May all beings everywhere be happy, May all beings everywhere be well...”*

100 ACTS OF KINDNESS CHALLENGE



Start an organizational kindness challenge to complete 100 random acts of kindness in the community by a certain date. You can choose to provide employees a list of RAOK ideas or let them decide which activities they would like to do. We have provided a few ideas, but there are many different RAOK that can be done!

VOLUNTEER AT THE LOCAL ANIMAL SHELTER

KNOW PARENTS? OFFER TO BABYSIT FOR FREE

LEAVE QUARTERS AT THE LAUNDROMAT

LET SOMEONE GO IN FRONT OF YOU IN LINE

SMILE AT FIVE STRANGERS

SEND A POSITIVE TEXT TO FIVE PEOPLE

LEAVE A LOADED GAS CARD AT THE PUMP

LEAVE A BIG TIP (AS MUCH AS YOU CAN AFFORD)

LEAVE A KIND MESSAGE ON A BATHROOM MIRROR

EMAIL A FORMER TEACHER AND THANK THEM

There are many RAOK that you can do at whatever cost is comfortable for you;
Remember, a RAOK doesn't have to cost you any money.

A TOAST... FROM THE FUTURE



This activity helps to identify personal values by making you think about important people in your life and your desired perceptions from these people.

Instructions

1. Take a moment to write down four individuals you admire and/or look up to.
2. Imagine you are 20-30 years into the future and there is an event in which you are being recognized - maybe a birthday or retirement party - now imagine the four individuals you wrote down are giving a toast to you. What would you hope they say about you?

Person 1: "The quality I have come to most admire about you is _____ . I have seen you time and time again live this out by _____ and in _____."

Person 2: "The thing I most respect about you is _____. It has had the greatest impact on me because when I see how you _____, it challenges and inspires me to _____."

Person 3: "This is what you mean to me. I have come to see that no matter what, you are _____ and _____. I will always remember when you _____. That helped me to see you as someone who _____."

Person 4: I've been following you since _____ and let me tell you about a couple of ways that I have seen you grow and develop: _____ . I am most proud of that fact that you have _____."

3. Once you have written your responses, take a moment to look back at what you have written and thought about during this activity. What does it tell you about what is truly important to you?

FLOW STATE ACTIVITIES



Finding a FLOW state is different for every person because it requires doing a task that you enjoy doing and can “lose” yourself in.

Listed here are a few different activities that you can try to find a FLOW state. This is not a complete list, just a start to get some ideas flowing.

BODY MOVEMENT:

- Hiking
- Yoga
- Dance
- Sports
- Running
- Walking
- Swimming
- Skating
- Jumping Rope
- Climbing

ARTISTIC ACTIVITIES:

- Listen to Music
- Photography
- Baking
- Crafting
- Painting
- Pottery
- Play an Instrument
- Woodworking
- Chess
- Puzzle

TRY AT HOME:

- Cooking
- Writing
- Decorating
- Knitting
- Gardening
- Sewing
- Scrapbooking
- Deep Cleaning
- Reading
- Play a Card Game

SEE THE GOOD



Earlier we discussed how important it is to have gratitude. This activity is a great tool for getting employees to think about what they are grateful for and boosting morale.

Instructions

1. Ask employees to turn to the person next to them to partner up and share with each other what they are grateful for today and why.
2. After 3-5 minutes, ask a volunteer to share what they are grateful for with the group.
3. Challenge employees to continue sharing three good things every day for one week.





We all have values, but sometimes it can be hard to define them. This activity is designed to help you determine what aspects of your life align with your values.

Instructions

1. In the main part of each large box, write a few key words about what is important or meaningful to you in these areas of life (what kind of person do you want to be?).
 - a. If a box feels irrelevant or you get stuck, leave it blank, and return to it if something comes to you. It's okay if you repeat words in different boxes; this will help you identify core values.
2. Once all boxes have been filled, in the upper small square inside each box, mark on a scale of 1-10 how important these values are to you (1 = no importance, 10 = very important).
3. Then in the lower small square, mark on a scale of 1-10 how effectively you are living by these values right now (1 = not at all, 10 = living by them fully).
4. Reflect on what you have written. What does this tell you? What's important in your life? What might you currently be neglecting? How might you weave these different values into your life?

X

School/Education	

Free Time/Recreation	

Work/Job/Career	

Mental/Physical Health	

Spirituality/Religion	

Family	

Intimate Relationships	

Friendships/Social	

X I

WORKSITE PRACTICES

EXAMPLES

Gratitude

HAVE LEADERSHIP SEND OUT AN EMAIL TO EVERY EMPLOYEE SHARING WHY THEY ARE GRATEFUL FOR THEM

CREATE A DISPLAY IN THE COMMON AREA AND ENCOURAGE EMPLOYEES TO ADD NOTES OF GRATITUDE

BUY AND GIVE EVERY EMPLOYEE A GRATITUDE JOURNAL; ENCOURAGE THEM TO WRITE THREE GOOD THINGS DAILY BEFORE THEIR SHIFT

Social Connectedness

CREATE AN EMPLOYEE NEWSLETTER TO BE RELEASED MONTHLY

HAVE LEADERSHIP CREATE A DISPLAY WITH A PHOTO OF EVERY EMPLOYEE. HAVE EACH EMPLOYEE ADD "5 FAVORITES" UNDER THEIR PHOTO; USE FOR EMPLOYEES TO GET TO KNOW EACH OTHER

HOST A BEFORE-WORK BRUNCH OR AN AFTER-WORK SUPPER POTLUCK

Kindness

COLLECT ORDERS AND HAVE COFFEE BROUGHT IN FOR ALL EMPLOYEES

CREATE AND HAND OUT KINDNESS CARDS TO STAFF AND PATRONS

Values

HAVE EMPLOYEES TAKE A VALUES ASSESSMENT AND SHARE THEIR TOP 5 VALUES

CREATE AN INTERACTIVE VALUES TOOL WHERE TEAM MEMBERS CAN PLACE PICTURES, POSITIVE REVIEWS, NOTES OF PRAISE ETC. THAT REFLECT THE COMPANY'S VALUES

Find Your Flow

ALLOW EMPLOYEES EXTRA BREAKS DURING THE DAY TO DO A FLOW ACTIVITY (COLOR, CROSSWORD PUZZLE, LISTEN TO MUSIC, ETC.)



Download a Gratitude App

There are many great apps to choose from.
Here are a couple of options to get your started:

From Gratitude to Bliss

Gratitude Journal 365

Delightful



www.health.state.mn.us/communities/ship



Be Well

EAT WELL. MOVE MORE.

Donate your used clothing. Compliment someone today. Visit someone who is sick. Write positive chalk messages on the sidewalk. Buy a stranger a coffee or tea. Bring healthy treats to work for your co-workers. Help someone load their groceries into their car. Tape money to a vending machine with a note "Snack on Me". Make your spouse/partner/child's favorite meal. Leave bubbles at the park. Donate your old books to the library. Write a handwritten note to somebody. Help a neighbor with yardwork. Become a donor.



WAYS TO STAY INFORMED



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Polk County
Public Health

facebook.com/pcphhealth

Norman-Mahnomen
Public Health

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Share your outcomes on Facebook at Polk County Public Health, Norman Mahnomen Public Health or email Brenna Olson at brenna.olson@co.polk.mn.us

This toolkit is adapted from LiveWell Fergus Falls, MN, The Bounce Back Project, Monticello, MN, and Stearns County Yellow Zones: A Place Where You Can Flourish.

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TOGETHER WE CAN *build a better future!*

