



## Workplace Wellness: Control Your Destiny!

Bailey Rettmann | Regional Director of Educational Learning Centers  
Lori Dierks | Assistant Director of Educational Learning Centers

## Why is Self Care Important?

- Enhances Health and Well-Being
- Manage Stress
- Maintain Professionalism



Activities and practices to support well-being help sustain positive self-care for the long-term.

## Questions to ask yourself...

- **How do you define attitude?**
- **Are attitudes contagious?**
- **What might influence someone to adopt a bad attitude?**
- **Who controls your attitude?**

“Most folks are about as happy as they make up their minds to be.”

–Abraham Lincoln

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

3

## STRESS!!!

- **Balancing Act:** work, family, personal, technology, multi-task expectations, global competition, etc., etc., etc.
- Nationally, 2/3 of men and women experience significant stress at work.
- 1 in 4 people has missed work due to stress.
- Job stress is estimated to cost U.S. industry \$300 billion a year in absenteeism, diminished productivity, employee turnover and direct medical, legal and insurance fees.



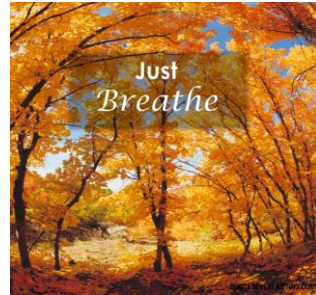
7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

4

## Stress Break - Breathe Deeply

1. Sit up straight with eyes closed and feet on the floor.
2. Place your hands on your belly.
3. Inhale through your nose, starting from your belly.
4. Exhale through your mouth.
5. Repeat for 5 minutes.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

5

## Self Care at Work ??????

- Self care is often thought of as exercise, nutrition, and relaxation before and after work, but not at work.
- With the amount of hours we all spend at work its more important to practice self care at work.
- The effects are cumulative. One small change will positively effect other areas of your life.
- You can start anywhere. There is no “right” way!



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

6

## Step Away From The Screen

### WHY?

1. Extended use has been linked to stress, loss of sleep and depression.
2. Give your mind a break
3. Reduce your blood pressure



**PLAN “NO TECHNOLOGY” BREAKS  
DURING YOUR DAY!**

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

7

## Emotional Contagion

**WHEN YOU SEE** someone coughing, you reflexively know to steer clear of his or her germs.

When you observe someone who is cranky or complaining, it is less obvious what to do. Studies suggest, however, that others' moods may be as easy to catch as their germs.



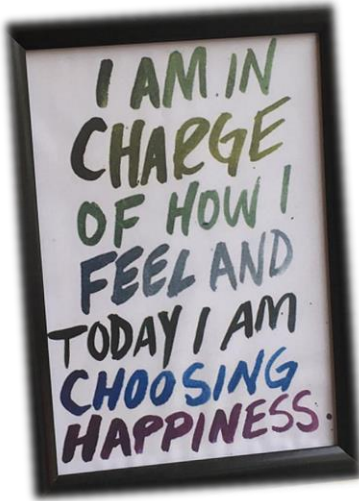
Scientific American 2015

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

8

## We Have the Ability to Control the Day



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

9

## How Can I Influence a Positive Culture?

### Give Positive Reinforcement!

- I appreciate the way you ...
- I am so impressed with ...
- I really enjoy working with you because ...
- I admire the way you take the time to ...



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

10

## How Can I Influence a Positive Culture?

### Celebrate Wins!

Put in as an agenda item every meeting.

### Engage in random acts of kindness

Do something kind for someone else and expect nothing in return.

### Get Moving!

Have a walking meeting, take a walk on break

### Encourage Fun!

Dress up day or desk decorating contest

**FUN!**

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

11

## Office Stress Buster - Hug Yourself

1. Sit on the edge of chair. Feet together and flat on floor. Be careful if you are on a chair with rollers!
2. Lean over with your chest to your knees. Let arms dangle and release your neck.
3. Hug arms around your legs and hold.
4. Release your hands towards the floor.
5. Repeat 3 times.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

12

## Weave Self Care into Work

### 1. Cut Yourself a Break

“What would I say to a co-worker in the same situation?”

### 2. Value Time, Money and Resources

Take 15 minutes and write down 3 things you want to accomplish today.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

13

## Weave Self Care into Work

### 3. Take a Victory Lap

Take a breath and jot down what you or the team did well.



### 4. Surround Yourself with GREAT People

Notice who feeds your energy and who drains it.

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

## Weave Self Care into Work

### 5. Update Your Workspace

Environment has a significant impact on productivity.  
Reflect your best self.

### 6. Recharge and Reboot

Watch your energy levels.  
Get extra sleep.  
Schedule a walking meeting.  
Take lunch away from your desk.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

15

## Stress Break - Be Present

1. Take 5 minutes and focus on one behavior with awareness.
2. Engage your senses. How the wind feels on your face. How your feet feel hitting the ground.

This slows heart rate, lowers blood pressure and engages the brain.

Use scented lotion,  
stress balls,  
hand massage  
or music.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

16



## Other Office Techniques

- Reach out. Your social network is one of the best tools for handling stress. Get fresh perspective.
- Tune into your body. Mentally scan your body to see how stress is effecting it today. Lie on floor or sit with feet on floor. Start at toes and work up to scalp, noticing how your body feels.
- Progressive muscle relaxation. Tense and relax your muscles one group at a time. Work from your toes to your neck.

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

17

## Stress Relief

### RELIEVE STRESS IN 30 SECONDS

#### *Standing Body Scan*

<p><i>Step 1</i> STAND WITH YOUR FEET FLAT ON THE GROUND, FEELING THEM RELAX AND LOOSEN.</p>	<p><i>Step 2</i> WORK YOUR WAY UP AND FOCUS ON RELAXING AND LOOSENING ISOLATED PARTS OF YOUR BODY.</p>	<p><i>Step 3</i> FINALLY, FOCUS ON YOUR FACE AND LOOSEN YOUR EYES, LIPS AND FOREHEAD. TAKE A DEEP BREATH AND VISUALIZE THE ENERGY GOING FROM YOUR NOSTRILS TO YOUR TOES.</p>
--	--	--

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

18

## Stress Break - Visualization

1. Close your eyes.
2. Visualize the most relaxing scene you can imagine: beach, mountains, comfy chair at home.
3. Use your senses to imagine you are there.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

19

## Office Stress Buster - Look to the Stars

1. Stand up.
2. Stretch arms overhead and interlock your fingers.
3. Turn palms to ceiling as you lift chin up and tilt head back.
4. Inhale, exhale, and release.



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

20

## Office Stress Buster - Shrug it Off

1. Inhale deeply.
2. Shrug your shoulder high to your ears.
3. Hold, release, and drop.
4. Repeat 3 times.

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

21

## Don't Forget Your Health Out-of-Office

Use music, exercise, laughter, gratitude journals, massage or a favorite hobby or activity to decompress.

Get wellness screenings and utilize mental health supports through work.

Regulate diet, sleep, and exercise.

**Remember:  
Start with your own  
self-care first!**



7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

22

## Action Plan

- **What is one important thing for me to remember?**
- **One specific thing I will do differently about my own attitude is:**
- **One specific thing I will do to help my team:**

7/13/2018

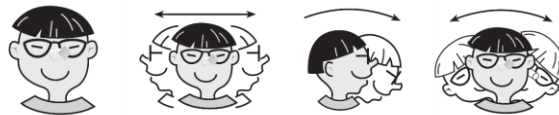
Workplace Wellness: Control Your Destiny! | swsc.org

23

## Office Stress Buster - Shake it Off

1. Shake your head slowly “yes.”
2. Shake your head slowly “no.”
3. Ask yourself silly questions:  
“Am I Employee of the Month?”

“Is my boss an idiot?”



**Shedding tension is as much mental as physical!**

7/13/2018

Workplace Wellness: Control Your Destiny! | swsc.org

24

## Remember ...

**You can't pour from an empty cup.  
Take care of yourself first.**



# Thank You!

Bailey Rettmann - [bailey.rettmann@swsc.org](mailto:bailey.rettmann@swsc.org)

Lori Dierks - [lori.dierks@swsc.org](mailto:lori.dierks@swsc.org)