



FrontLine Employee

Wellness, Productivity, and You!

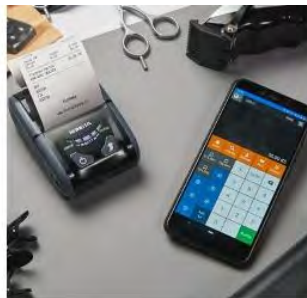
1-800-822-0244
www.oer.ny.gov/eap

Master Persistence and Stick with Your Resolutions



Persistence—who can deny its essential role in the success of any endeavor? Persistence is your ability to continue to strive toward your goal completing tasks and overcoming obstacles. Motivation is not the same as persistence. Motivation refers to the inner desire, and it is what fuels persistence. To experience more success, foster persistence. 1) Be very clear about your goal so persistence has a vision and target. 2) Make your goal achievable, not overwhelming. 3) Do not delay tasks needed to accomplish your goal. Delay slows progress, and experiencing slowness can undermine one’s desire to persist. 4) Avoid negative self-talk, self-doubt, and fear of failure. They too can sabotage your persistence. To fuel persistence, in 2024 laugh in the face of setbacks and embrace mistakes as challenges.

Get a Post-holiday Financial Rehab Strategy



Rather than experience the dread that comes with knowing bills are coming due soon, get proactive with a post-holiday financial rehab strategy plan. Take charge now to regain control over your finances and set a positive tone for the year ahead. Focus on creating a realistic budget, track expenses, and decide on financial goals. Get debt repayment strategies, if needed, from online or community resources. And don’t forget to ask your EAP how they can help!

Seasonal Affective Disorder



Feeling gloomy in winter is a common complaint, but some people are affected far more than others. Although not a distinct illness, seasonal affective disorder (SAD) is a type of depression with feelings of sadness, hopelessness, anxiety, and sluggishness that you can’t shake. When any type of depression interferes with social and occupational functioning, take a few minutes to get an assessment. Start with your employee assistance program to get the right source of help.

Learn more: www.nlm.nih.gov [search “seasonal affective disorder”]

Embracing Diversity to Enhance Workplace Wellness



Embracing diversity can contribute to a healthier work environment, not just increased productivity. When all employees feel included and valued for their diverse backgrounds, perspectives, and identities, they grow to feel a sense of belonging. What follows is a psychologically safe workplace. It all starts here. This reduces stress, anxiety, and isolation. This, in turn, helps promote better mental health and well-being. What then follows includes reduced conflicts and misunderstandings, improved communication, and increased creativity. Hint: The best thing you can do to create a workplace that feels psychologically safe is to demonstrate “empathetic listening.” This means acknowledging and validating the experiences, perspectives, and feelings of others without judgment, and being there to offer support at stressful times.

Learn more by reading “The Inclusion Dividend: Why Investing in Diversity & Inclusion Pays Off” by Kaplan and Donovan.

Overcoming an Unwanted Habit



Well-researched strategies exist for overcoming unwanted habits (procrastination, nail biting, poor eating habits, spending, negative thinking, etc.). When you logically combine various techniques, you increase your odds of success. 1) Understand your triggers—realize what prompts you to engage in your unwanted habit. Keep a diary for a few days. Note what happens the moment before the behavior happens. 2) Your goal is to interrupt and replace this trigger-response dynamic. Do so by substituting the unwanted habit with a healthier, more positive behavior as quickly as possible 3) Track your progress and do it in writing. This “action” sustains motivation. 4) Define your goal. What will success look like, and how will you behave when you overcome the habit? 5) Use mindfulness techniques, like meditation, to heighten self-awareness. This trains your brain, enabling you to spot triggers and patterns associated with the unwanted habit. 6) Can you find a support group where you can share your experiences and gain strength and hope? If so, this is one of the greatest strategies to help you be successful. 7) Employ external influences to help break the habit. For example, if your goal is to reduce “screen time with your computer,” use apps or tools to control access to the device. 8) Be kind to yourself if setbacks occur—keep going. 9) Consider professional counseling to achieve your goal, which includes your EAP. Caution: A substance use disorder is not considered a habit by the medical experts but instead a disease process for which appropriate treatment is recommended.

Learn more by searching: scholar.google.com, “overcoming unwanted habits.”

Would You Use a Self-help Group?

A self-help group is a gathering of individuals with a shared concern who provide mutual support, encouragement, and guidance to one another. Would you resist using a self-help group? These common myths typically hold people back. Myth: Only people with late-stage problems join self-help groups. Fact: Self-help groups include individuals at all stages. Myth: You will be judged. Fact: Self-help members foster acceptance and support, not judgment. Myth: A self-help group is a cult. Fact: Self-help groups prioritize personal choice and support, not control. Myth: Individual counseling is better. Fact: Individual counseling and self-help groups have different purposes; a self-help group may facilitate change in ways not possible via individual counseling.



Conduct a Workday Stress Audit

Small stressors can add up. Regularly assess your workday to identify stressors and make “mini-interventions” to manage them. Start by gaining awareness. Over the next few days, pinpoint demanding tasks, conflicts with colleagues, excessive workloads, tight deadlines, poor time management behaviors, lack of resources, noises, examples of poor communication, and desk clutter that inhibits workflow. Then, consider how these stressors affect you. Now, find solutions to mitigate their impact. These stressors might seem minor on their own, but when experienced repeatedly, they can impact overall well-being and productivity. By efficiently managing stress with this strategy, you will experience an improved well-being and a bit more joy at work.



The 101% Mindset: Elevating Your Career

A 101% mindset means consistently striving to deliver exceptional performance and exceeding expectations at work. It's easier than you think, and it doesn't mean piling on a lot of extra work for yourself. But it can lead to reduced stress and big returns. Demonstrating the ability to consistently deliver 101% can indicate strong leadership potential. So, employees who show initiative, take ownership of tasks, and exceed expectations typically are considered for leadership roles or given increased responsibilities and recognition. Develop this habit: When given an assignment, identify the acceptable results desired. Then, identify the critical areas where a small extra effort can have a substantial impact on the project's success. Apply this “101% formula” consistently and watch how increased high regard for your work produces ripple effects for your career.



January 2024

Create and engage in a wellness challenge with a friend or coworker.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WellNYS Everyday is a wellness initiative dedicated to educating, engaging, and empowering New York State employees to choose to eat foods that are healthy for them and to be physically active.

This program encourages employees to:

- Sign-up to receive the **WellNYS Daily To-Do** by email every day
- Find out where to be physically active in New York State
- Celebrate your wellness success with “I Did It!”
- Engage in healthy behaviors while in your workplace
- Find a NYS Walking workplaces map
- Learn about Physical Activities in your region.
- Listen to a new wellness webinar every month.
- Become a WellNYS Ambassador for your agency/facility/SUNY.
- 2024 programs include; Count Your Physical Activity Minutes Challenge and the Olympic Experience.



**Office of
Employee Relations**
Work-Life Services

For more information go to: oer.ny.gov/wellnys-everyday

WellNYS Everyday is sponsored by NYS Work-Life Services.



January

WellNYS Everyday

Create and engage in a wellness challenge with a friend or coworker.

Once you've completed the To-Do, check the box!



Office of
Employee Relations
Work-Life Services

- 1. Happy New Year! The January Monthly Challenge is to create and engage in a wellness challenge with a friend or coworker. Every day in January, the WellNYS Daily To-Do will share creative wellness challenges. Join the wellness webinar titled, Fun Wellness Challenges to Do with a Partner on January 3, at 12:00 noon. To register go to: <https://meetny.webex.com/weblink/register/r7bd26603459a157443c15f92b7f191d0>.
- 2. It's time to choose a wellness partner to do the wellness challenge. Think about someone who you could support and motivate and who could support and motivate you to keep each other accountable. Choose someone you will enjoy reaching out to daily.
- 3. Wellness challenges can be a fun way to engage in a healthy behavior you would like to become a daily habit. Discuss what wellness challenge you would like to try with your wellness partner. Come back every day and read the wellness challenges.
- 4. Try the "Take Two Well-Being Breaks" challenge. Set an alarm on your phone, and when the alarm goes off, engage in a movement such as standing and stretching, or sit ting and doing arm circles.
- 5. Watch a health video and share what you have learned each week. If your wellness partner watches something different and shares, you might learn two new things each week.
- 6. Have you heard about the "Dry January Challenge?" This would be one-month considering not to drink alcohol.
- 7. A fun challenge today! When parking at work or a store, park in the furthest spot away from the door. Or when taking the bus or subway, you might choose to get off at the stop after the one you typically do.
- 8. The wellness challenge for January could also be a "Digital Detox Challenge." Take a break from social media or spending time scrolling on your phone or computer.
- 9. A "Tracking Challenge" is when you write things down to keep track of your spending, savings, what you eat, and/or your water consumption. Tracking is an accountability system.
- 10. Commit to participating in "One Mile Per Day", either running, walking, biking, wheeling, or using an elliptical for one mile per day. This wellness challenge could take place outdoors or indoors.
- 11. Try a "Decluttering Challenge." Tell your wellness partner how many items you plan to donate, recycle, or get rid of.
- 12. Try the "No Snooze Challenge" if you have trouble getting out of bed. This means not hitting the snooze button on your clock.
- 13. Travel is fun and there are so many places to go. Every week try researching a different destination to go on vacation. Share what you have learned with your partner.
- 14. If you want to read more, try engaging in a "Reading Challenge." Read a set number of pages each day in a non-fiction or fiction book.
- 15. Instead of a New Year's resolution diet, try looking at different options such as intermittent fasting by fasting between certain hours by not eating for a period of time.
- 16. Stretching may relieve tension and improve flexibility. Ask your wellness partner to engage in a "Stretching Challenge." It could be to do one stretch every hour, or 10 minutes of stretching on break, or trying a yoga class in-person or online.
- 17. Try a "New Recipe Challenge." Do you prepare the same meals each week? Why not commit to cooking something different each week for the next month?
- 18. The "Gratitude Challenge" is that it is nice to give and receive. Send a good morning text to your partner or friend and share what you are grateful for.
- 19. Do you have many emails in your in-box? Try the "Clean Up the Inbox Challenge." Do this by organizing, prioritizing, and responding to all emails by the end of every workday.
- 20. You hear this advice every time you go to the dentist. But do you do it? Try the "Flossing Challenge," and floss once or twice per day.
- 21. Did you spend too much money over the holidays? Then maybe you are ready for the "No Shopping Challenge" (excluding food and necessities). It may be helpful to delete all your shopping apps on your phone and computer, so you aren't tempted to scroll and buy.
- 22. Try the "Positive Message Challenge." Ask your wellness partner or friend if you can send them a positive text message every morning, such as an inspirational quote, a positive message, or a compliment.
- 23. Take the "Downsize Your Dinnerware Challenge." Use the smaller salad plate for your meals. Instead of reaching for a bowl, grab a coffee cup. You might eat less just because you don't put as much on your typical sized dinnerware.
- 24. Are you checking in daily with your wellness partner? Ask a quick question such as how are you doing or is there anything I can help you with? Checking in helps keep each other accountable.
- 25. Looking for a physical activity challenge? Try performing one plank each day, or five pushups or sit-ups, or 10 squats before you sit in your chair.
- 26. Take the "24 Challenge." Complete 24 repetitions of a specific exercise, read 24 pages of a book, or spend 24 minutes engaging in meditation. What else could you do with the number 24?
- 27. Ask your wellness partner to engage in a "Meditation/Mindfulness Challenge." Commit to a certain number of minutes at a certain time to close your eyes and breathe.
- 28. Want to drink more water during the day? Try the "Bring Your Water Bottle with You Challenge." It will help keep your water close at hand when you feel dehydrated.
- 29. Reading the "WellNYS Daily To-Do Challenge" each day only takes two minutes. Subscribe to the WellNYS Daily To-Do and commit to reading it every morning. Subscribe by clicking the link: <https://oer.ny.gov/wellnys-daily-to-do>. Discuss each topic with your wellness partner.
- 30. If you would like to write more often, try the "Journal for Two-Minutes Challenge." Search online for Journal Writing Prompts.
- 31. Did you engage in any of the recommended wellness challenges with your wellness partner? If you did, then it's time to celebrate. Ask what you would like to do to celebrate together.

NUMBER OF DAYS COMPLETED



WellNYS Everyday

2024 Monthly Challenges

January: Create and engage in a wellness challenge with a friend or coworker.

February: Connect and socialize.

March: Shop and make your meals instead of dining and take-out.

April: Organize your finances.

May: Participate in the Count Your Physical Activity Minutes Challenge.

June: Grow a plant or a garden.

July: Join the WellNYS Everyday Olympic Experience.

August: Destress your life to improve your personal wellness.

September: Journal your thoughts every day.

October: Enjoy a New York State apple.

November: Take a pause when you need it.

December: Be kind with a random act of gratitude.

Be Well Everyday by subscribing to the WellNYS Daily To-Do email. The WellNYS Daily To-Do provides positive suggestions on how to engage in the Monthly Challenge.

To receive the email daily, go to <https://oer.ny.gov/wellnys-daily-to-do>.

A New York State Work-Life Services program for NYS employees and family members.

oer.ny.gov/wellnys-everyday



**Office of
Employee Relations**
Work-Life Services

WellNYS Everyday is a worksite wellness program dedicated to educating, engaging, and empowering NYS employees to choose to eat foods that are healthy for them and to be physically active.

This program encourages employees to:

- Sign-up to receive the WellNYS Daily To-Do by email every day.
- Celebrate your wellness success with “I Did It!”
- Engage in healthy behaviors while in the workplace.
- Find a NYS workplace walking map.
- Learn about physical activities in your region.
- Listen to a new wellness webinar every month.
- Sign-up to receive an email reminder to do a simple movement with It’s Move Time!
- Become a WellNYS Ambassadors for your agency/facility/SUNY.
- 2024 programs include: Count Your Physical Activity Minutes Challenge and the Olympic Experience.

For more information, go to oer.ny.gov/wellnys-everyday.



Fun Wellness Challenges To Do with a Partner

Linda Carignan-Everts

WLS Statewide Wellness Coordinator



**Office of
Employee Relations**

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NEW YORK STATE Office of Employee Relations
Work-Life Services

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WellNYS Daily To-Do

Be inspired to practice wellness by receiving a Daily-To Do message in your email in-box.

▶ [LEARN MORE](#)



WellNYS Everyday Webinars

Register for upcoming webinars and view recordings of past webinars.

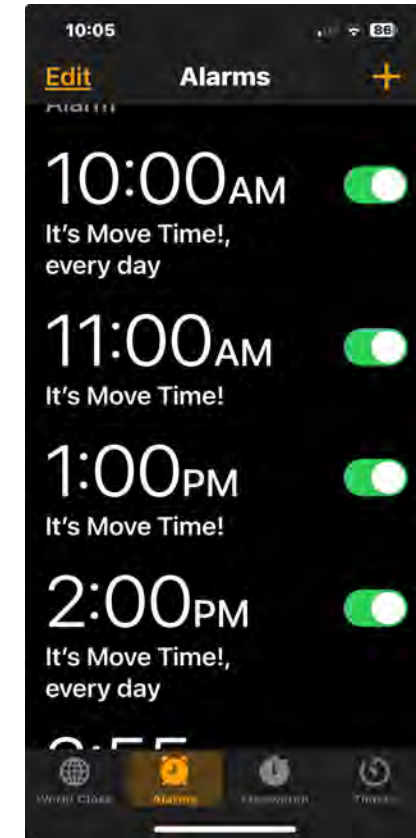
▶ [LEARN MORE](#)

How to be Successful with a Wellness Challenge

- Wellness challenges are a fun way to engage in a healthy behavior you would like to become a daily habit.
- Choose something fun to do that you look forward to engaging in every day.
- It's time to choose a wellness partner to do the wellness challenge. Think about someone who you could **support** and **motivate** and who could support and motivate you to keep each other accountable. Choose someone you will enjoy reaching out to daily.
- Track your behavior on a calendar or a tracking sheet.
- Think of the challenge immediately upon waking up and decide what time you do it.

1. Take Two Well-Being Breaks

- Try the “Take Two Well-Being Breaks” challenge. Set an alarm on your phone, and when the alarm goes off, engage in a movement such as standing and stretching, or sitting and doing arm circles.
- Schedule It’s Move Time Breaks on your cell phone alarm.
- Do any type of movement that feels good.



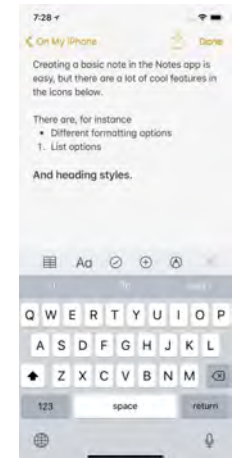
2. Tracking Challenge

• A “Tracking Challenge” is when you keep track of:

- Spending
- Savings
- What you eat
- Water consumption
- Number of steps per day
- Physical activity minutes
- Number of pushups or sit-ups
- Number of seconds to do a plank
- Mindful minutes

• Ways to track

- Written journal
- Notes App on smart phone
- On calendar
- One piece of paper on refrigerator, mirror in bathroom, in car.



3. One-mile per day

- Commit to participating in “One Mile Per Day”.
 - Running or jogging or mix of run/walk
 - Walking,
 - Biking
 - Elliptical
 - Rower

- This wellness challenge could take place outdoors or indoors

