

# FrontLine Employee

*Wellness, Productivity, and You!*

## Overcome Everyday Anxiety



**We feel anxious** when we perceive a threat. Fear of running out of gas will cause you to feel anxious. A notice about downsizing will create anxiety. Everyday anxiety is manageable with these steps: (1) identify the cause when you feel anxious; and (2) an often forgotten step—develop a contingency plan to cope with the threat if it actually materializes. Implementing this life skill to cope with anxiety will usually reduce suffering. Apply it when anxiety strikes, even at night to help stop tossing and turning in your sleep. More serious anxiety disorders also exist. Persistent anxiety can be debilitating, so if fear, panic, and a feeling of being overwhelmed are gripping you, talk to your EAP coordinator or health provider.

## Guidance on Social Media Use for Teens



The American Psychological Association has issued recommended guidelines for parents and educators concerning use of social media by teens entitled “American Psychological Association Health Advisory on Social Media Use in Adolescence,” it offers ten recommendations.

Example: Adolescents’ social media use should be preceded by training in social media literacy to ensure that users have developed psychologically informed competencies and skills that will maximize the chances for balanced, safe, and meaningful social media use. The APA recommends education and training to help prevent toxic effects of social media use. They equate the idea of educating teens in the use of social media with educating teens before they can drive a car.

Learn more at [www.apa.org/topics/social-media-internet/health-advisory-adolescent-social-media-use.pdf](http://www.apa.org/topics/social-media-internet/health-advisory-adolescent-social-media-use.pdf)

## Danger of Complacency in the Workplace



**Complacency can** sneak up on you. With complacency, you risk neglecting safety procedures and protocols, or you may overlook other dangers associated with a hazardous task. Complacency causes many unintentional workplace accidents and injuries. Think of familiarity and routine as the “birth parents” of complacency. To be on guard, understand that the more frequently an individual engages in an unsafe practice or disregards safety measures resulting from complacency, the higher the likelihood an accident will occur. Eventually, this risk rises to near certainty.

## Men’s Health Awareness Month: Stay Proactive with Your Healthcare



**Many studies have** shown men to be less proactive than women regarding preventive healthcare. If you’re a man, avoid falling prey to societal or cultural influences that can shorten your life. Reject 1) “powering through illness”—feeling pressure to display toughness and self-reliance; 2) “dismissing the small stuff”—ignoring minor symptoms of health problems; 3) “fear”—delaying preventive healthcare to avoid bad news, embarrassment, invasive procedures, or discussion of “sensitive” topics; 4) “lack of health curiosity”—not being savvy about men’s health issues, getting the right information, and understanding your susceptibility to illnesses, which often are curable in the early stages.

Source: [www.pubmed.ncbi.nlm.nih.gov/22081983/](http://www.pubmed.ncbi.nlm.nih.gov/22081983/)

# Work-Life Balance Is Not Just a “Nice to Have”

**Work-life balance** is often treated as a mere afterthought, with people acknowledging its importance only when they are overwhelmed and desperate. However, Dr. J. Gerald Suarez, an esteemed educator, consultant, and executive coach at the University of Maryland, emphasizes that work-life balance should be viewed not as a luxury but as an essential element crucial for achieving success in our professional lives. His position is that work-life balance does not guarantee success, but without it, failure is almost inevitable. To enhance work-life balance, it is vital to resist the allure of relying solely on coping mechanisms to manage stress that provide only temporary relief. Doing so can become a habit of coping that only facilitates increased deterioration of your equilibrium between work and personal life. A more intelligent approach starts with introspection and decisions. You can't do everything well, so deliberate and identify the core values and experiences that hold the utmost importance in your life. Next, embrace these core beliefs and principles as the foundation of your life. Let them shape your decisions, and establish priorities for achieving work-life balance. Take a proactive approach by scheduling a balance of work-life activities on your calendar. Instead of trying to fit them in or treating them as secondary to other commitments, make them a nonnegotiable part of your available time. Using this approach will be more likely to contribute to stability in your life and help you maintain mindful choices that add to success in work and beyond.

Source: [www.rhsmith.umd.edu/research/pursuing-work-life-balance-isnt-want-its-need-success](http://www.rhsmith.umd.edu/research/pursuing-work-life-balance-isnt-want-its-need-success)

## Start Your Day Off Right

**Can a morning** routine influence the happiness and productivity of your coming day? Research-based evidence says yes, it can. A good morning, of course, starts out with adequate sleep the night before, a nutritious breakfast, and a regular wake-up time. However, add the following mental health and productivity boosters for added push, and notice the impact on your life after one week: 1) Spend a few moments focusing on things you are grateful for in order to improve your mood; 2) expose yourself to sunlight or bright daylight for few moments; 3) make your bed; 4) write down your goals for the day; 5) take a few minutes to meditate or practice mindfulness. (This last mental application develops a skill that allows you to quickly calm your mind and reduce stress when needed.)

Source: <https://positiveroutines.com/productive-morning-routine/>



# Moderate Drinking and Risk of Cancer

**The U.S. Centers** for Disease Control, the American Cancer Association, and the International Agency for Research on Cancer recognize that regular or heavy alcohol consumption raises one's risk for at least six types of cancer: breast, colorectal, liver, neck, esophageal, and pancreatic. Why, and what's going on? Use of alcohol exposes your body to a toxin called acetaldehyde when the liver does its job of breaking down alcohol. Like tobacco smoke, acetaldehyde is classified as a Level 1 carcinogen. It can damage DNA. So, the more exposure, the higher the risk. It's why several years ago, these organizations agreed that more than one drink per day for a woman and more than two drinks per day for a man is considered risky or heavy drinking. Genetics and other factors may contribute to the risk of cancer as well.

Source: [www.cancer.org](http://www.cancer.org) [search alcohol, cancer, acetaldehyde]

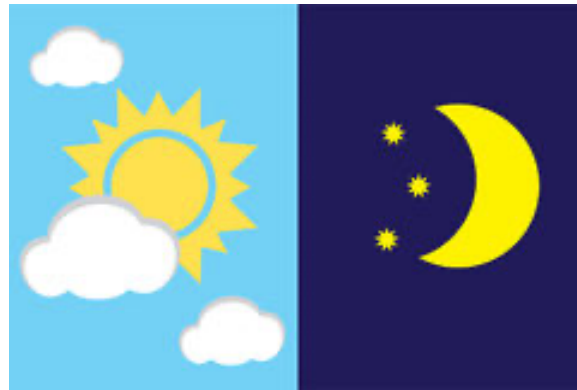


## Grow a Powerful Contact List

**One of the most** potent strategies for professional growth lies in building a personal contact list. Communicate with each person on this list at least yearly—share a greeting, report news about your career, and offer helpful information as well. The younger you are, the more valuable this list will eventually become and the more leverage it will give you. Over years and decades, you will accumulate a powerful leveraging resource for finding and sharing job announcements, opportunities, and resources. This strategy has advanced the careers of many CEOs and even former U.S. presidents.



## WellNYS Everyday Monthly Webinar **Start and End Your Day with Positive Habits**



**Wednesday, June 14, 2023**  
12:00 noon – 12:30 P.M.

A positive habit is something we repeatedly do every day that produces positive benefits. Join us as we share positive habits to start and end your day.

*Presented by:*

**Linda Carignan-Everts, EAP Wellness Coordinator**  
**Jenifer Geiss, OMH Senior Recreation Therapist**

To register for this webinar

Go to

<https://meetny.webex.com/weblink/register/r2cdfdf21bc111a40dd2c338a9876c61>

You will receive a confirmation email with instructions for joining the session. This session will be recorded and made available on the WellNYS Everyday website.







## WellNYS Everyday

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 initiative encourages employees to:

- Sign-up to receive the WellNYS Daily To-Do by email every day
- Run or walk your First or Next 5K
- 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.

For more information go to:  
[oer.ny.gov/wellnys-everyday](http://oer.ny.gov/wellnys-everyday)

WellNYS Everyday is sponsored by NYS Work-Life Services.

WellNYS Daily To-Do

# June 2023

Start and end your day with a positive habit

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	<b>19</b>	20	21	22	23	24
25	26	27	28	29	30	

### MONTHLY WELLNYS DAILY TO-DO'S

**July**

Go outside and enjoy nature in New York State.

**August**

Eat a variety of fruit and vegetables.

**September**

Train your brain.

- 1.** The June monthly WellNYS Daily To-Do is to start and end your day with a positive habit. Join us on Wednesday, June 14, at 12:00 noon for the webinar, “Start and end your day in a positive way.” To register go to: <https://meetny.webex.com/weblink/register/r2cdfdff21bc11a40dd2c338a9876c61>.
- 2.** A positive habit is something we repeatedly do every day that produces positive benefits. Name three positive habits you already do in the morning and in the evening.
- 3.** Meditation is a great way to start and end your day. Start your day by listening to your breathing as you prepare for your day and end your day with five to 10 minutes of relaxation and reflection.
- 4.** Before you get out of bed, do a full body stretch by reaching your arms overhead and straighten your legs, hold for 10 seconds. Upon returning to bed at the end of the day, reach both arms overhead for a big full body stretch before getting into bed.
- 5.** Here are two quotes to start and end your day: “Make your bed every morning, you will have accomplished the first task of the day.” – William H. McRaven. “An important part of any focusing regimen is to set aside time at the end of the day – just before going to sleep to acknowledge your successes, review your goals, focus on your successful future, and make specific plans for what you want to accomplish the next day.” – Jack Canfield
- 6.** Music may give you energy in the morning or relax you in the evening. Create two playlists of songs: upbeat songs in the morning and soothing songs in the evening.
- 7.** In the evening, make a to-do list for the following day. The next morning, check the list again and write down an estimation of how much time it might take you to accomplish the task.
- 8.** If you have an aromatherapy diffuser, different scents have a way of energizing or relaxing. Try citrus, lemon, or peppermint in the morning, and lavender, bergamot, or eucalyptus in the evening.
- 9.** Rethink your morning and evening rituals. What habits are not working for you? Are there any changes you can make?
- 10.** The temperature in New York in June feels close to perfect. What can you do to enjoy the outside in the morning and in the evening? It may be gardening, walking, or just meditating.
- 11.** Waking up and going to bed at the same time every day is good for your circadian rhythm or your body’s biological clock. What time do you go to bed? What time do you wake up? Are you consistent every day?
- 12.** If you normally leave for work around 7:00AM, try waking at 5:00AM These two hours will give you enough time to exercise, wash and fold laundry, or just relax and meditate.
- 13.** Do you have any bad habits in the morning or in the evening? Stopping a bad habit takes time. Identify the bad habit then substitute a healthy habit instead.
- 14.** Writing in a journal is a healthy habit to start and end your day. Begin your day by writing what your ideal day will be. Then end your day with what you accomplished and what you are grateful for.
- 15.** Try the 10-3-2-1-0 formula for a more restful sleep: 10 hours before bed, no more caffeine, three hours before bed stop consuming food and alcohol, two hours before bed stop working, one hour before bed, turn off all screens, then zero, represents the number of times you’ll hit snooze in the morning (created by fitness coach Craig Ballantyne).
- 16.** Before you leave for work in the morning, set a timer for five minutes and tidy-up whatever mess was left from the morning. Before you go to bed, set a 10-minute timer, and do a quick tidy-up before settling in. These 15 minutes may be enough to keep up with the clutter, and if not, add more time.
- 17.** Start and end your day with a warm beverage. Enjoy a cup of coffee or tea in the morning. Breathe deeply and give yourself these few minutes of mindfulness. Then in the evening try herbal decaffeinated tea such as chamomile or mint.
- 18.** Start your day with a quick read. Read just one page if you are in hurry. Reading also has a wonderful way of relaxing you before bed. However, if you are reading a book you can’t put down, set a timer before bed to alert you when it is time for bed.
- 19.** Do you hit snooze in the morning or stay up too late? Identify what doesn’t work and think through how to make a change.
- 20.** Start and end your day with a walk. In the morning, move in a way that corresponds with how you feel. If you feel energized, pick up your speed; or move more slowly. Use the same technique for a quick walk after dinner.
- 21.** It’s the summer solstice. Sunrise is 5:15 a.m. and sunset is 8:38 p.m. There are 15 hours and 19 minutes of sunlight today. What are your plans for the longest day of the year?
- 22.** Start and end your day with gratitude. Start with four simple words, “I am thankful for ...”
- 23.** In the morning, write down a physical activity goal in your journal, then in the evening write down either the time you completed it, or how long it took you.
- 24.** Leave a bottle of water next to your bed. Take a sip when you wake up. It will be there if you need it in the middle of the night too.
- 25.** Flossing is a good habit to practice in the morning or before bed, or both!
- 26.** It doesn’t take much time to combine a few healthy habits in the morning. Upon waking, visualize your day, drink water, and have a healthy breakfast. You can complete three healthy habits in a matter of minutes.
- 27.** Sometimes you just need some time alone. It may be early morning before everyone is up or later in the evening when everyone has gone to bed. What’s the best time of day for alone time for you?
- 28.** Have a positive affirmation you say every morning and every evening. Such as: “Today will be a good day.” “My body is relaxed and ready for sleep.”
- 29.** At the end of the day, write down anything that is on your mind. This can be anything that was not resolved or completed. If you are thinking about any issues before going to sleep, remind yourself, they were written down and you can review it the next day.
- 30.** Did you find a new habit in the morning or in the evening? If you did, share it with a friend or family member.

Number of days completed