

SAFEGUARDING THE WORKDAY

The Surgeon General reports that toxic workplace environments may be harmful to human health. The environments in which we work can have a positive or negative impact on our health and wellbeing.

WAYS TO CREATE A WELL-TASTIC WORKDAY

Pre-plan your day the night before. Scheduling tasks ahead of time can reduce the odds of procrastinating. Pack a healthy lunch the night before to avoid grabbing quick-made food in a pinch.

Include a pre-work routine to help kick-start the day. Aim for a calming or motivating morning routine. Think: an exercise session, coffee-affirmations-music-moment, or a morning walk with a four-legged friend.

Take on purpose-driven projects. Seeking out projects that you feel passionate about tap into our sense of purpose. Purpose promotes resiliency.

Schedule a consistent and balanced work routine. Studies have reported virtual meetings and excess

screen time may impede creativity. Schedule microbreaks for breath, movement and focus (free of distractions) to foster creativity.

Color code the calendar to promote work/life balance:

Wellbeing Breaks

(peppered throughout the day)

Complex Projects

(schedule during peak energy times)

Less Complex Tasks

(schedule during low energy times)



APPLY THE 20-20-20 RULE

20-20-20 is a microbreak innovation designed to ease strain. 20-20-20 in 3 steps:

1. Take a pause after every 20 minutes of prolonged tasks. Examples of prolonged tasks: looking at a computer screen, intently focusing on a task at hand, repetitive physical work
2. Glance at something that is located at least 20 feet away for 20 seconds.
3. Focus on breath or clearing the mind. Return to work refreshed.

MAKE TIME FOR PHYSICAL ACTIVITY

Physical activity can lift the mood. A quick guideline: after sitting for 20 minutes, walk around for 2 minutes. On-location advocates can strategically plan wellness walks, or rounding throughout the day for their own good health while promoting worksite wellness.

CONTRIBUTE TO A CULTURE OF COMMUNITY

Check in with coworkers. Recognize and acknowledge one another for achieving goals. Consider connecting with the team on topics beyond work. Chat with coworkers about interests and hobbies. Think of coworkers as neighbors. A sense of community helps people to feel safe.

PRACTICE GRATITUDE

Reflecting on the positive, celebrating small wins or journaling can help improve outlook.

DON'T YUCK SOMEONE ELSE'S YUM

Remember inclusivity, mutual respect and valuing each person's voice. Inclusion helps people to feel more committed to their teams and their employer.

SEEK SUPPORT FOR THE STRUGGLES

Encountering difficult situations can be distressing and anxiety provoking. There are options that can provide tools to help navigate challenging situations. Connecting with a community support network can help with coping. Try searching "free community support groups" to find local resources. If you notice someone in crisis, remember the hotline:

The 988 Suicide and Crisis Lifeline is a national network of more than 200 crisis centers that helps thousands of people overcome crisis situations every day. These centers are supported by local and state sources as well as the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA).

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