

I WILL LISTEN.
MINDFULNESS
BREATHE
WHERE THERE IS HELP
THERE IS HOPE.
Moderation
Mental Health
SUPPORT
HELP
TALK TO ME.
PLEASE,
DON'T GIVE UP.
Treatment
You are loved.
TRAINING

KNOW THE SIGNS. SAVE A LIFE.
ASK PREVENT SUICIDE. **TELL**
REACH OUT. RAISE AWARENESS.

HOPE
Speak out.
Let's talk about it.
What's the
matter?
LISTEN



#WeSupportU

*Mental Wellness
in the Workplace*

©2022 #WeSupportU

HOPE
I'm here for you.
You matter.
WORKSHOPS
Substance free
COPING
You seem different.
REFER
Therapy
Mental Health
is Health
What's the
matter?

KNOW THE SIGNS. SAVE A LIFE.
ASK PREVENT SUICIDE. **TELL**
REACH OUT. RAISE AWARENESS.

reach
OUT.
self-assessment
SCREENINGS
Respect
You're so quiet lately.
MINDFULNESS

What is a Social Circle?

Exercise 1



Have your coworkers:

- Take out a piece of paper and draw a circle with their name in the middle
- Expand their circle with individuals they communicate with often such as people:
 - They could call or be with during a hard time
 - They can ask a favor from
- Have them take a look at their circle and identify if they are satisfied with it. If they are, have them identify ways to maintain these connections and even expand them further. If they are unsatisfied, have them identify ways they can expand it and incorporate new people such as:
 - Reaching out to an old friend
 - Attending a work-related event
 - Take time to get to know a coworker they don't normally talk to

Physical Self-Care

Exercise 2



Help your coworkers identify **Physical Self-Care** activities

Physical Self-Care: *Activities that help you to stay fit and healthy but leave you enough energy to get through your work and personal commitments, such as:*

- Regular Diet (e.g. breakfast, lunch and dinner)
- Consistent physical activity
- Seeking regular medical care
- Taking time off when sick
- Getting enough sleep

Have your coworkers find an activity of physical self-care that they want to focus on and how they will engage in it. Help them identify when, where and how frequently they will engage in it, and share.



Emotional Self-Care

Exercise 3



Help your coworkers identify **Emotional Self-Care** activities.

Emotional Self-Care: Enhancing emotional knowledge, navigating emotions, increasing empathy and managing stress effectively, such as:

- Allowing for quality time with others whose company you enjoy
- Maintaining contact with valued others
- Giving self-affirmations and praise
- Allowing for feelings and expression (laugh, cry, etc.)

Have your coworkers find an activity of emotional self-care that they want to focus on and how they will engage in it. Help them identify when, where and how frequently they will engage in it, and share.



Psychological Self-Care

Exercise 4



Help your coworkers identify **Psychological Self-Care** activities.

Psychological Self-Care: Learning new things, practicing mindfulness and using creativity, such as:

- Making time for self-reflection
- Engaging in personal psychotherapy
- Writing in a journal
- Trying new things
- Improving ability to say “no” to extra responsibilities

Have your coworkers find an activity of psychological self-care that they want to focus on and how they will engage in it. Help them identify when, where and how frequently they will engage in it, and share.



Social Self-Care

Exercise 5



Help your coworkers identify **Social Self-Care** activities

Social Self-Care: Having a supportive group and network of relationships around you that you can trust and turn to, such as:

- Allowing for breaks during the workday
- Engaging with coworkers
- Balancing workload
- Participating in a peer support group

Have your coworkers find an activity of social self-care that they want to focus on and how they will engage in it. Help them identify when, where and how frequently they will engage in it, and share.



Spiritual Self-Care

Exercise 6



Help your coworkers identify **Spiritual Self-Care** activities.

Spiritual Self-Care: nurturing your spirit and allowing yourself to think outside of your situation, such as:

- Allowing time for reflection
- Spending time with nature
- Participating in a spiritual community
- Being open to inspiration

Have your coworkers find an activity of spiritual self-care that they want to focus on and how they will engage in it. Help them identify when, where and how frequently they will engage in it, and share.



Environmental Self-Care

Exercise 7



Help your coworkers identify **Environmental Self-Care** activities.

Environmental Self-Care: Having an organized, well maintained and clutter-free work, business and home environment, such as:

- De-cluttering your home or work environment
- Monitoring technology time
- Cleaning up after a meal
- Maintaining a clean and safe living environment

Help your coworkers find an activity of environmental self-care that they want to focus on and how they will engage in it. Help them identify when, where and how frequently they will engage in it, and share.



Five Senses

Exercise 8



Guide your coworkers in the “five senses” exercise, which provides guidelines on practicing mindfulness quickly in nearly any situation.

All that is needed is to notice something one is experiencing with each of the five senses. Instruct coworkers to do the following and allow for one minute for each sense:

- Notice five things you can see
- Notice four things you can feel
- Notice three things you can hear
- Notice two things you can smell
- Notice one thing you can taste



Note Card

Exercise 9



Instruct coworkers to use a note card or paper and fill in the following information:

- Name
- Position and responsibilities
- Things they do for fun
- A professional area they would like to grow in
- Any questions for others

Then, have them share their answers. This activity can be used for increasing connection between coworkers, peers and management.



Introductions

Exercise 10



Instruct coworkers to actively engage with one another and talk to five peers. Instruct them to:

- Find 3 things they have in common with each peer. Try to stay away from anything obvious or visible, such as hair color. The idea is to help them make deeper connections with peers that may not be immediately apparent such as:
 - Sharing their interests/goals
 - Having traveled to the same place
 - Similar hobbies



Study Sessions

Exercise 11



Brainstorm locations where you could have an out-of-office meeting:

- A unique location in the workplace
- Coffee shop or casual restaurant
- Outdoor space
- Another public space

Meeting outside of a conference room can help stimulate new ideas and build new communication strategies. Save time in this meeting for unstructured conversation.



Review Sessions

Exercise 12



Help coworkers create connections by setting aside time for them to interact with one another. With small groups or the entire staff, go over projects and day to day responsibilities. Make sure individuals highlight their “behind-the-scenes” tasks they do that don’t normally receive attention.



Get involved

Exercise 13



Spend five minutes helping your coworkers search for upcoming events and choose one that they might be interested in attending. Focus on things to either advance them professionally or help them get connected to their community. For example, a sporting event, a club meeting or a virtual seminar.



Relaxation Space

Exercise 14



Help your coworkers identify relaxation spaces at work, whether formally set up or not. Encourage your coworkers to spend time in these spaces to help relax and re-center. If relaxation spaces don't exist, how could your department develop such a space?



Local Resources

Exercise 15



Have coworkers partner up with someone they don't usually talk to and spend 5-10 minutes looking up resources the workplace offers that may be useful. Have everyone share what they've found.

Places to start could be:

- Counseling or therapy resources
- Coworker wellness or health programs
- Sports, recreation or extracurricular activities in the area



Pair Up to Study

Exercise 16



Have individuals pair up with coworkers they don't normally work with and share what they are working on, any problems they are working through, and any roadblocks they have encountered. Use about five minutes to focus on getting an outside perspective and problem solve across positions that don't normally work together.



Value Cards

Exercise 17



Display the value cards at

<http://altoona.psu.edu/caps>



or similar list of common personal values for all participants to see. Give five minutes for coworkers to pick their top ten values from these, then give another five minutes to pick five of those and order them in their importance.

Then, let coworkers discuss their top five values and why.



Positive Self Talk

Exercise 18



Have coworkers pair up with a partner and name 5 positive traits about themselves and five positive things about their experience in the workplace.



The Good Parts of the Week

Exercise 19



Have coworkers pair up with a partner and name five positive things that happened during their week.

Coworkers should help keep one another on a positive track by redirecting negative thoughts.



Student Input

Exercise 20



Pick a coworker at random and allow a few minutes of discussion, such as:

- Asking questions they may have
- Clarifying goals and strategies

Repeat for any number of coworkers there is time for and encourage group discussion to help coworkers problem solve.



Mindful Breathing

Exercise 21



Follow this link:

<http://altoona.psu.edu/caps>

or set a timer for five minutes and help lead your coworkers with these steps:



- Just focus on your breathing.
- Listen to the sound it makes in your head.
- Feel the breath enter through your nose or mouth, move through your body and fill your lungs.
- Each time another thought tries to take over your focus, let it come and go

Consciously return your thoughts to your breath. As you practice this every day, you'll notice that your thoughts become less and less intrusive during those five minutes.



Mindful Movements

Exercise 22



Instruct your coworkers to set reminders throughout the day to focus their attention on their body. Offer the following to help them take inventory:

- Are you holding tension in your jaw?
- How does your neck feel?
- Notice how your arms hang from your shoulders.
- How is your posture?
- Where are your feet?

Encourage them to set regular reminders through digital calendars or other methods to check back in with themselves.



Take it Outside

Exercise 23



Take a meeting outside for 5-10 minutes to do mindful breathing (see card 21). Have coworkers use their senses to take in the sights, scents and sounds of nature. Assist your coworkers in mindfulness with the following instruction:

“As thoughts of work, family, life and to-do lists creep into your thoughts, set them on a mental shelf and return your thoughts to the sights, sounds, and scents of nature around you.”

Then, continue taking occasional meetings outside when you feel the office needs a change of environment.



#Goals

Exercise 24



Instruct your coworkers to write down their main personal goals, career goals, project goals, any barriers that might be in the way of those goals and ways to overcome those barriers and then share. Examples may include:

- Financial barriers
- Cultural factors
- Personal ability



Stigma Discussions

Exercise 25



Have your coworkers write down their thoughts about stigmas, assumptions about mental health, and seeking services. Try to include discussions about stigmas within the region, work environment, friends/family and yourself.

Discuss how mental health is akin to physical health, and that when you're sick, you seek help. Identify local resources and let coworkers know about services available to them.



Peer Connections

Exercise 26



Divide the meeting into small groups, and have them share three facts about themselves: something personal, something professional and something peculiar, such as an interesting hobby or habit.

Coworkers don't have to share anything too private; their personal fact could be something as simple as a country they've always wanted to travel to.



“This or That”

Exercise 27



Present your coworkers with a choice between ‘this or that.’ Topics should be relatively light, such as whether they prefer dogs or cats. Have individuals move to the side of the room that reflects their choice. It’s a simple game, ideal for small or large groups, but spurs conversations and makes connections.



Get Connected

Exercise 28



Help your workplace get connected.

Think of ways you can get your workplace digitally connected with a quick group brainstorm. Some starting options include:

- A workplace group chat
- Project management software
- IRC team communication softwares (such as Slack/GroupMe)



Relationships

Exercise 29



Have your team identify and write down important and impactful relationships in their professional journey. How are these helping their experience? Could they be improved?

Invite people to share.



168 Hours

Exercise 30



Use the 168 hours exercise worksheet at

<http://altoona.psu.edu/caps>



or a similar weekly planner to help your coworkers identify their values and how to best use their time to add activities that align with their values. Encourage them to include more community-based activities in the hours they have each week.



Identify Stressors

Exercise 31



Print out the following worksheets, or a similar list of common stressors:

<http://altoona.psu.edu/caps>



Work with your coworkers in small groups to identify stressors and how to combat them. Some common stressors include:

- Professional stress
- Personal stress
- Family stress
- Financial stress
- Future stress
- Environmental stress



Belly Breathing

Exercise 32



Belly breathing is easy to do and very relaxing. Try this basic exercise anytime you need to relax or relieve stress.

- 1.** Sit or lie flat in a comfortable position
- 2.** Put one hand on your belly just below your ribs and the other hand on your chest
- 3.** Take a deep breath in through your nose, and let your belly push your hand out, your chest should move very little
- 4.** Breathe out through pursed lips as if you were whistling, feel the hand on your belly go in and use it to push all the air out
- 5.** Do this breathing 3 to 10 times; take your time with each breath
- 6.** Notice how you feel at the end of the exercise and share

Get Moving

Exercise 33



Share these facts:

- Physical activity is proven to help improve mood, sleep, cognition, overall health and aid in managing stress
- It is recommended to get 150 minutes a week of moderate activity, anything to get you standing and moving
- Exercise doesn't have to be done all at once, it can be broken up into small sessions

Have your coworkers stand up, stretch and do some walking in place. Then have everyone share ideas on how they will incorporate more movement into their day by things such as taking the stairs, walking while they wait and moving to music.



Check In

Exercise 34



Have your team reflect on some recent challenges either personally, in their community or in society as a whole and spend five minutes of your meeting sharing what challenges they have been facing and how they are impacted emotionally.



Be Vulnerable

Exercise 35



Model to your team that all people experience challenges with their mental health at times by sharing a personal struggle you are facing or one that you experienced in the past.

Let your coworkers know it's okay to not be okay and a strength to ask for help.

