Utah Governor’s Work Well Recommendations

**Wellness Council**
- Establish or maintain a worksite wellness council to improve the health and well being of employees.

**Nutrition**
- Offer healthy menu choices at each work meeting, conference, and training where food is served.
- Provide healthy options and post healthy eating messages in cafeterias, vending areas and break rooms.
- Implement a workplace lactation support policy that is supported by management and communicated to all staff.

**Physical Activity**
- Encourage employees to exercise, including utilization of the existing exercise release policy of 30 minutes, three times per week, with supervisor approval.
- Promote walking at work. Encourage the use of stairs as a way to get more daily physical activity, and provide education about trails and pathways that are safe and close to the worksite.
- Encourage employees to walk, bike, or use public transportation to work and, where circumstances permit, provide showers, lockers, bike racks, discounted transportation passes, and flexible working schedules.

**Tobacco**
- Develop a plan to implement a Tobacco Free Campus.
To: All Department and Agency Directors  
From: Gary R. Herbert, Governor  
Date: May 19, 2010  
Subject: Work Well Recommendations and Healthy Utah Program

Today, on National Employee Health & Fitness Day, I am writing to urge you to implement the Governor’s Work Well Recommendations, which can be found at www.pehp.org and attached with this message. To those agencies that already have Wellness Councils in place and are working on implementing these recommendations, I applaud your efforts and encourage you to continue working to make your workplace a healthier environment.

These recommendations are designed to create workplace environments that support and encourage healthy behaviors for all of Utah’s dedicated state employees. I urge you to form a Wellness Council within your agency to address wellness and to support additional, year-long health promotion programs throughout your department.

I also want to take this opportunity to encourage your support for employees to attend Healthy Utah Assessment and Education workshops, which provide valuable educational opportunities, online support and cash incentives as a reward for healthy behaviors. Healthy Utah, sponsored by the Public Employees Health Program (PEHP), focuses on the major lifestyle risk factors for heart disease, stroke, diabetes and some cancers. These risk factors include: cholesterol, weight, body composition, blood pressure, blood glucose, tobacco use, and other indicators. The program targets employees who are interested in improving their health and fitness level.

Studies demonstrate that worksite health promotion programs can increase employee productivity and morale, decrease absenteeism, lower medical utilization rates and, most importantly, increase our employees’ chances of living healthy and productive lives.

Today, let’s all reaffirm our commitment to a healthier and more productive workforce in the State of Utah. Please:

- Make sure your management staff are aware of the Work Well recommendations;
- Encourage all department employees to participate in Healthy Utah; and
- Support ongoing wellness efforts within your department.

As administrators, we must support efforts to manage health-care costs by keeping employees healthy. The Healthy Utah program is one of our most useful tools in this endeavor. Healthy Utah information can be accessed at www.pehp.org.
Whereas, all Utahns can enjoy the best health possible;

Whereas, unhealthy lifestyles are the primary contributor to the six leading causes of death in Utah – heart disease, cancer, stroke, respiratory diseases, accidents, and diabetes;

Whereas, it is estimated that lifestyle-related chronic diseases account for 70% of the nation’s medical care costs;

Whereas, 60% of Utahns are overweight or obese;

Whereas, 45% of Utahns do not get the recommended 2.5 hours per week of moderate physical activity;

Whereas, employees spend 50% of their waking hours at work;

Whereas, research shows the worksite as a logical and effective location to target health-related behaviors;

Whereas, health and fitness promotion is beneficial for employees and the financial well-being of Utah businesses and government agencies;

Whereas, supporting health and fitness is the focus of the Governor’s Work Well Recommendations;

Now, Therefore, I, Gary R. Herbert, Governor of the State of Utah, do hereby declare May 19, 2010 as

Utah Employee Health and Fitness Day

[Signature]
Governor
Welcome!

The goal of the Work Well-Being Awards is to encourage Wellness Councils to implement programs that will improve the worksite environment and the health of the employees, and we want to reward you for doing so.

As part of the awards process, you will work to create a culture of health. An organization with a strong culture of health places value on employee health and well-being.

As a participating Wellness Council, you will have autonomy to create your own programs, activities, events, and ideas to suit the unique needs of your individual worksite, while supporting the Governor’s Work Well Recommendations (listed inside the front cover of this book).

This handbook includes information about the Work Well-Being Awards Program and contains ideas, resources, and weblinks that may be helpful to you as you plan wellness activities in the six focus areas of well-being. This booklet is also available electronically on pehp.org/wellness/council under Additional Resources for Wellness Councils, or it can be emailed directly to you. The electronic version allows you to click on links that take you directly to the resource web page.

As always, PEHP Wellness Staff are happy to be a resource and a support to you. Let us know how we can help you achieve your worksite wellness goals. We are excited to see the things you will accomplish this year as your council works to improve the culture, the environment, and the well-being of employees at your worksite.

Best in health,

The PEHP Wellness Team
The Work Well-Being Awards

Overview
The 2020-21 Work Well-Being Awards program is designed to acknowledge and reward Wellness Councils who are working hard to create a healthy environment at their worksite. We want to encourage the use of Worksite Wellness Best Practices as you plan your wellness activities (see page 9).

Achievement Awards
1. The Achievement Awards are based on activities that take place at your worksite from May 1, 2020 through April 30, 2021.
2. A copy of the Achievement Awards application can be found in this booklet (see page 7) and you will receive an editable template to complete and submit by email. Please review it early in the process so you will know ahead of time what is required. Applications can be submitted to Leanne Geigle (leanne.geigle@pehp.org) from May 8, 2020 to May 7, 2021.
3. A Wellness Council may apply for one Achievement Award in up to three of the six areas of well-being: Career, Social, Physical, Emotional, Financial and Community. A separate application must be submitted for each area.
4. The amount of money awarded to a Wellness Council receiving an Achievement Award will be determined by agency/organization size and the number of applications received.
5. We are collecting data on the overall wellness of worksites. As part of the application, we ask that each Wellness Council complete the Worksite Scorecard. Completing this scorecard will benefit you in our scoring process and it can also be a resource to you as you set goals as a Wellness Council. You can do so here: www.surveymonkey.com/r/LDGNBMG

Here To Help
Please feel free to consult with your Wellness Specialist if you have questions and need support.
Excellence Awards
In addition to the Achievement Awards, we will recognize three Wellness Councils that have shown exceptional or outstanding efforts with their wellness programs. The Excellence Awards will applaud successes in Innovation, Employee Engagement, and Great Strides.

Excellence Awards Categories
» The Innovation Award is given to a council for demonstrating creative and original approaches to enhancing the overall worksite culture.

» The Employee Engagement Award is given to a council that demonstrates grass roots and leadership commitment, and uses strategies that show increase in engagement and participation in wellness activities.

» The Great Strides Award is given to a council for demonstrating significant progress, growth, and momentum in achieving their vision for wellness with continued improvement and impact on their worksite culture and environment.

There is no application for Excellence Awards. All Achievement Awards applications will be reviewed by a committee and considered for Excellence Awards. It is possible for a Wellness Council to receive both an Achievement Award and an Excellence Award.

2020-21 Work Well-Being Award Timeline

<table>
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<tr>
<th>May 7, 2021</th>
<th>May-June 2021</th>
<th>June 2021</th>
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<tr>
<td>Deadline for submitting Work Well-Being Award applications (For wellness efforts between May 1, 2020 and April 30, 2021)</td>
<td>Award Applications reviewed by a panel of wellness experts</td>
<td>Awards presented at the annual PEHP Wellness Conference</td>
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Work Well-Being Award Application

Applications accepted May 8, 2020 through May 7, 2021
Keep each application to 10 pages maximum including attachments

Organization Name: ____________________________________________
Wellness Council Name: _________________________________________
Number of Employees at Your Worksite: __________________________
Person Completing Report: ______________________________________
Contact Person’s Title: __________________________________________
Contact Person’s Email: _________________________________________
Business Phone: ______________________________________________
Organization Address: _________________________________________

How long has your Wellness Council been in place? ______________

☐ I have completed the Worksite Wellness Scorecard. Date completed: _____

We are applying for an Achievement Award in the following area:
(You may submit an application in up to three areas. If applying for more than one category, include a separate application for each)

☐ Career Well-Being ☐ Emotional Well-Being
☐ Social Well-Being ☐ Financial Well-Being
☐ Physical Well-Being ☐ Community Well-Being
Please address the following areas:

1. What led you to choose this program/activity as a priority? (Any surveys or data collection involved?)

2. Describe the program/activity and tell us how you implemented it.

3. Describe what you achieved. What positive changes occurred because of your efforts (work environment, attitudes, behaviors)?

4. What do you think makes your achievements exceptional?

5. Do you have any data that demonstrates the outcomes described above?

6. What lessons have you learned as you implemented this program?

7. Do your achievements include any policy change?

Application must be signed by the senior manager responsible for operations at the worksite applying for the award.

Printed Name: ________________________________

Signed: ________________________________

Title: ________________________________

Email: ________________________________
As part of the Work Well-Being Awards, we encourage the use of Best Practices:

1. **Upper Management Support.** A commitment from the top is key to the success of any wellness initiative. Strong senior level support shows a commitment to employees' health and well-being. Ideally, your management team model healthy behaviors.

2. **Creation of a Wellness Council.** These individuals will drive program development, implementation and evaluation. Your council should include a variety of people from all levels of your company and create employee ownership and involvement.

3. **Collect Data That Will Drive Health Initiatives.** Gathering data to assess employee health interests and risks will help you develop your program. The wellness initiatives that you choose should be driven from your data.

4. **Crafting an Operating Plan.** This is important for your program’s success and should include a mission statement along with specific, measurable short- and long-term goals and objectives. A written plan provides continuity when members of the wellness committee change.

5. **Choose Appropriate Health Initiatives.** The health initiatives that you choose should be determined from the needs and interests of your employees. Wellness events and activities should be cohesive with your goals and objectives and should align with what both management and employees want from a wellness program. They should be practical and assessible to them.

6. **Create a Supportive Environment.** A supportive environment provides employees with encouragement, opportunity and rewards. Your workplace should celebrate and reward health achievements of individuals and as an organization. Most importantly, be sure to involve employees in various aspects of the wellness program, including in its design, implementation and evaluation.

7. **Consistently Evaluate Your Outcomes.** Evaluation involves taking a close look at your goals and objectives to determine whether you achieved your desired results. Evaluation allows you to celebrate goals that have been achieved and to discontinue or change ineffective initiatives.

*Source: Utah Department of Health, EPICC Program*
Career Well-Being is the ability to get personal fulfillment from our jobs or our chosen career fields while maintaining balance in our lives. Resources to support Career Well-Being:

1. **Take-an-Employee-to-Work Day**
   Schedule employees to visit other departments for a take-an-employee-to-work day. Employees are always curious about what the others do. Satisfy their interest and introduce them to a whole new workgroup in the process.
   www.thebalancecareers.com/take-your-coworker-to-work-day-job-shadowing-1917664

2. **Job Shadowing**
   This provides the opportunity for an employee to explore alternate career paths, too. It's easy to put together and it costs only the employees' time. The opportunity to observe in another department allows employees to participate in team building that enhances cross-department cooperation and understanding. It also offers employees a chance to explore other career paths.

3. **Provide Group Mentoring**
   One-on-one mentoring is important for employees and it's always recommended when you bring a new employee into your organization. Group mentoring by a senior manager or manager is another opportunity for team building as well. Employees learn new skills and approaches while furthering their relationships with coworkers.
   A second type of group mentoring involves having an employee who has a particular skill set teach other employees who want to learn. The employee can mentor groups of others to gain the skill or knowledge.
   www.thebalancecareers.com/group-mentoring-1917837

4. **Employee Well-Being Month**
   Employee Well-being Month spotlights the workplace's role in helping to create healthier, happier employees and human beings. The month highlights how well-being-minded organizations lead to more productive, engaged workforces and creates magnetic company cultures that drive recruitment and retention.
   www.employeewellbeingmonth.com/toolkit/

5. **Schedule Team Building Lunch-and-Learns**
   Get an outside speaker or an employee with a hobby, interest, or particular knowledge or skill to meet with a group of employees to share information and experience. The employees bring their own lunches and the speakers are encouraged to make their sessions interactive to encourage team building. The shared interest in the topic encourages team building, as does the interaction.

6. **Encourage Your Employees to Volunteer for Charity as a Group**
   Whether your employees are running for charity, golfing for the homeless, building homes for poor families, or collecting food for people without food, volunteering as a team is an activity that produces lasting results. The camaraderie that employees build when they volunteer together is sustainable and powerful, and it flows over into the workplace.
   www.slco.org/volunteer/
   https://www.redcross.org/local/utah/volunteer.html
   https://www.utahfoodbank.org/give-time/individual-or-group-volunteering/
   www.volunteermatch.org
   www.greatnonprofits.org/state/Utah
7. **Host Activities for Employees’ Families at Work**  
Almost all these activities can include the significant others of your employees and their children. Hosting children at work helps employee families develop friendships outside work which can cement team building in the workplace. Ideas for celebrations at work for families include trick or treating from office to office and carving pumpkins for children at Halloween or holding tailgate parties in the parking lot before football games.  

8. **Mindfulness Training Program**  
The advantages of implementing a mindfulness training program at work are significant. Recent studies have linked mindfulness with increased focus, enhanced creativity, and lower stress levels. You can obtain a mindfulness and meditation program at a low cost and with limited resources, yet you can achieve a high gain in employee well-being.  
[http://shrhealthyworkplace.ca/30-day-online-mindfulness-challenge/](http://shrhealthyworkplace.ca/30-day-online-mindfulness-challenge/)  
[https://dianesieg.com/30daymindfulnesschallenge/](https://dianesieg.com/30daymindfulnesschallenge/)  
[www.mindfulnessbasedachievement.com/30daysummerchallenge](http://www.mindfulnessbasedachievement.com/30daysummerchallenge)

9. **Peer Recognition Programs**  
Schedule a monthly peer-recognition event where employees take turns recognizing co-workers and present the recognized workers with an award. Ideas for the award include gift certificates, bonuses or even a simple computer-generated reward that hangs in the workplace. Being recognized as an outstanding worker by those who work with you can have a positive effect on employee morale.  
Career Well-Being is the ability to get personal fulfillment from our jobs or our chosen career fields while maintaining balance in our lives. Our desire to contribute using our passions and interests as well as vocational and professional skills to make a positive impact on the organization we work in and to society as a whole, leads to Career Well-Being. The term Career Well-Being also refers to the level of happiness and fulfillment you gain through your work. Although high salaries and prestigious titles are nice, they alone generally do not bring about Career Well-Being. A career well person truly likes his or her work, feels a connection to others in the workplace, and has opportunities to learn and be challenged. Key aspects of Career Well-Being include the following: Enjoyable work, job satisfaction, recognition and acknowledgment from managers and colleagues, feelings of achievement, opportunities to learn and grow. Our daily work and job satisfaction has a considerable effect on our overall well-being. If one is unhappy with their job or career, it affects every other area of well-being.
1. **Start a Healthy Recipe Exchange or a Potluck Lunch**
   Create a monthly potluck lunch where participating employees have to cook a healthy party-sized meal and bring it in for everyone to eat. Use this as an opportunity to exchange healthy recipes as well.
   www.cookinglight.com

2. **Talent Show**
   Invite employees at all levels to take part in a monthly or quarterly talent show. Include categories such as singing, dancing, acting, juggling, lip-syncing, baton-twirling and stand-up comedy. Set up your conference room like a theater. Award prizes for the best performances.
   www.humorthatworks.com/how-to/how-to-host-a-work-talent-show/

3. **Board Game Tournament**
   Designate a spare office or part of your break room for lunchtime board games such as chess, Scrabble, Checkers, Monopoly, Risk, Backgammon and Battleship. Introduce a competitive element by dividing participants into teams such as Accounting vs. Customer Service. Hone spelling, math and analytical skills with spelling bees, math challenges (without calculators!) and puzzle toys.
   http://printableteamschedules.com/boardgametournamentbrackets.php

4. **Brown Bag Lunch**
   The larger the office, the less likely you are to know everyone who works there, much less what jobs they perform. There may be little or no interaction with top management outside of the usual reporting hierarchy. The brown-bag lunch idea involves randomly drawing six to 10 names each week and bringing individuals from different divisions together for a casual noontime chat. Not only is it an effective mixer for broadening everyone’s social circle, but it also allows managers to put actual faces to some of the names they previously only encountered in a printed roster.

5. **Alternative Dress Day**
   Depending on the nature of the business and the level of contact with clients and customers, consider relaxing the normal dress code for a day with events such as Rock Star Day, Hawaii Calls Day, Remember the ’60s, High Society, Out of This World, Be Your Favorite Movie Star and Wild West Wingding. Encourage everyone to become creative with costumes, props, hats and wigs. Award prizes for the most authentic, outrageous and silliest outfits.

6. **Lunch Discussion and Team Building Groups**
   Provide lunch for the whole company or for a department or work team. Assign employees to various workgroups of up to 10 people to discuss and respond to work-related questions. If you don’t care who is in which group, one fun way to divide employees is to put numbers on the bottom of plates. All employees who have a “1” on their plates can take their lunch and meet in the library. Those with a “2” on their plates can move to conference room B. The team building lunch is a terrific opportunity to help employees get to know each other better, and who’s not up for a lunch?

7. **Promote Employee Hobby Clubs**
   Employees might share interests in various outside-of-work activities. Provide the space, email lists, and occasional financial support to promote hobby group meetings at work. Companies have sponsored photography clubs, internet game playing groups, knitting clubs, and shooting interest groups. Team building activities in this area are unlimited.

8. **Host Activities for Employees’ Families at Work**
   Consider putting up a big screen in the parking lot to show family movies in the summer months. Invite employees and their guests to enjoy annual sporting events such as the final game of the World Series and the final four games of the NCAA on big screen TVs.
9. **Hold a Secret Pal Drawing**
   During the month, each employee is encouraged to do nice things for his or her secret pal (i.e., e-mail messages, a secret message left on a chair or special gifts, such as fat-free candy or homegrown flowers).
   [www.ehow.com/how_5414260_play-secret-pals-work.html](http://www.ehow.com/how_5414260_play-secret-pals-work.html)

**Notes for ideas and additional resources:**

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Social Well-Being is the ability to relate to and connect with other people in our world. It is our ability to develop and maintain positive and supportive relationships with family, friends, and co-workers. It refers to your level of social interaction and how it pertains to your health. Such relationships are essential to physical and emotional health. It’s where employees find balance with their personal and professional lives. Some of the most powerful predictors of long-term physical and psychological well-being surround friendship. Social Well-Being focuses on caring about others, the value of close friendships, group associations, and our willingness to seek out others during stressful times. In general, people who are closely connected with others enjoy better long-term physical and psychological health. Social exchange at the work site produces organizational citizenship, (a sense that I belong) and improves employees’ performance of tasks. Social Well-Being is also about participating in and contributing to your community, country, and world.
Physical Well-Being is the ability to maintain a healthy quality of life that allows us to get through our daily activities without undue fatigue or physical stress.

Resources to support Physical Well-Being:

1. **PEHP Wellness Programs**
   Encourage participation in the various PEHP programs offered each month. Employees can participate on their own or your organization could form teams to participate against each other.
   - **PEHP Health Coaching**
   - **PEHP Lighten Up**
   - **PEHP WeeCare**
   - **PEHP Monthly Wellness Challenges**
   - **PEHP Workout Warrior**

2. **Families Being Healthy**
   Healthy eating and exercise habits begin at home. Learn basic nutrition principles and strategies on how to increase energy and fitness with activities the whole family can enjoy. Take steps so you and your family can develop a healthy lifestyle together.
   - [www.choosemyplate.gov/families](http://www.choosemyplate.gov/families)
   - **PEHP Test Kitchen**

3. **Getting Healthy Sleep**
   Sleeping well is vital to good health, well-being and job performance. Help employees understand sleep related disorders and how to combat fatigue. Host a seminar, create a newsletter or share information through email about healthy sleep strategies employees can practice getting a good night’s sleep.
   - [www.sleepfoundation.org/](http://www.sleepfoundation.org/)
   - [www.sleepfoundation.org/sleep-solutions/sleep-tools-tips](http://www.sleepfoundation.org/sleep-solutions/sleep-tools-tips)
   - [http://sleepeducation.org/essentials-in-sleep/healthy-sleep-habits](http://sleepeducation.org/essentials-in-sleep/healthy-sleep-habits)
   - [https://css-scs.ca/](https://css-scs.ca/)

4. **Flu Shots**
   During the winter, you can offer flu shots and make it known that employees are to stay home if they have a bug. It’s also a good idea to have a stocked first aid kit and a private “wellness room” where people can tend to personal health needs. Provide flu shots at the worksite or make schedules of community clinics available.
   - [https://swuhealth.org/flu/](https://swuhealth.org/flu/)

5. **Clean Hands Campaign**
   If we all practiced vigilant hand hygiene and cross contamination awareness we would eliminate many preventable respiratory and food borne infectious. Help your employees “stay well” with these activities.
   - » Celebrate a Clean Hands Week at your worksite.
     - [www.henrythehand.com](http://www.henrythehand.com)
     - [https://www.cdc.gov/handhygiene/campaign/](https://www.cdc.gov/handhygiene/campaign/)
     - [https://intermountainhealthcare.org/health-information/handwashing-campaign/](https://intermountainhealthcare.org/health-information/handwashing-campaign/)
   - » Test your hand washing skills – have participants check how well they have washed their hands using “glow in the dark” powders and solutions, available from local infection control providers or have them put on gloves and then wash with colored finger-paint, to see where they have missed.
     - [www.glogerm.com/](http://www.glogerm.com/)
6. **Real Food Challenge**
   A Real Food Challenge is a fun, simple challenge that helps employees understand the importance of choosing real food. More than half of all calories consumed in the U.S. come from “ultra-processed” foods, which can contribute to serious health complications like obesity and heart disease. During this six-week challenge, participants are encouraged to swap out one processed food for a real food each day.
   
   [www.realfoodchallenge.org/resources/real-food-resources](http://www.realfoodchallenge.org/resources/real-food-resources)
   

7. **10,000 Steps Challenge**
   Hold a walking challenge such as 10,000 Steps Workplace Challenge to encourage your employees to be more active each day during the month.
   
   [https://healthsolutions.fitbit.com/blog/4-walking-challenge-ideas-for-your-wellness-program/](https://healthsolutions.fitbit.com/blog/4-walking-challenge-ideas-for-your-wellness-program/)

8. **Fruit & Veggie Challenge**
   Announce a monthly health theme ‘eat for health’ or a ‘Veggie Day’. Focus on a different vegetable or fruit each day to help employees learn how to incorporate more fruits and vegetables into their daily meal plan. This include teaching how to purchase produce in season, different ways to prepare vegetables and how to best store fruits & veggies to help prevent waste.
   
   [www.eatsmartmovemorenc.com/](http://www.eatsmartmovemorenc.com/)
   

9. **Healthy Lunch Club**
   Establish a healthy lunch club where employees bring healthy ingredients to share to build a new lunch with each other one day a week or several days each week. This is a great way to have support each other’s efforts to pack a healthy lunch and to try new lunch ideas.
   
   

10. **Cook-Off**
    Here’s a culinary team-building activity that could end in dessert or disaster -- in a fun way. Creating new dishes together requires creativity and will require everyone to put their team and leadership skills into action. Divide your team into smaller teams, pick a food category, and challenge each team to whip up something delicious. The category could be anything from ice cream, to salsa, to pizza. One fun twist you could add? Pick a single ingredient that all teams must use, like maple syrup or Oreos. Or, have each team get creative with the shape of its food – you can make pizzas into almost any shape.

11. **Fruit & Vegetables Exchange**
    Invite employees to bring in homegrown fruit and vegetable and have an exchange at your worksite. This is a great way to try new fruits and vegetables during the summer months and to avoid waste.
    
    [https://www.hap.org/~media/files/hap/for-employer/farmers-market.pdf](https://www.hap.org/~media/files/hap/for-employer/farmers-market.pdf)
Physical Well-Being is the ability to maintain a healthy quality of life that allows us to get through our daily activities without undue fatigue or physical stress. The ability to recognize that our behaviors have a significant impact on our wellness and adopting healthful habits (routine checkup, a balanced diet, exercise, etc.) while avoiding destructive habits (tobacco drugs, excessive alcohol, etc.) will lead to optimal Physical Well-Being. To achieve optimum physical wellness, you need to make choices that will avoid illness and injuries. The decisions you make now, and the habits you develop over your lifetime, will largely determine the length and quality of your life.
Emotional Well-Being is the psychological and emotional outlook that people hold concerning their lives.
It is the ability to understand ourselves and cope with the challenges in life.

Resources to support Emotional Well-Being:

1. **Learn Something New**
   Provide information about various local and online universities to allow employees to learn something new. Many of the options are free and allow employees to learn about a wide variety of topics they are interested in.
   - [https://alison.com/](https://alison.com/)
   - [www.extension.harvard.edu/open-learning-initiative](http://www.extension.harvard.edu/open-learning-initiative)
   - [https://continue.utah.edu/adults](https://continue.utah.edu/adults)

2. **Take Some “Me” Time**
   Encourage employees to take some time out to rejuvenate themselves. Here are some simple ideas: go for a hike by yourself or with a dog, engage in a hobby, write down all the things you're thankful for, as this has been proven to boost happiness, read a favorite book, take a nap or go to bed earlier at night, or go see a funny movie by yourself.

3. **Take a Photo a Day**
   Organize a challenge for employees to take a photo a day for a week or even a month. Doing this can help employees create memories they may have forgotten otherwise or it can turn into a visual journal. Encourage employees to print and share one of their favorite photos on a wellness board at the end of the challenge. This challenge can also help employees feel more present and notice the details around them more.

4. **Mental Health Month**
   During the month of May, focus on Mental Health. During the month you could share information through emails, brochures, newsletter or through a seminar at lunch time.
   - [www.mentalhealthamerica.net/may](http://www.mentalhealthamerica.net/may)

5. **Meditate Regularly**
   Challenge employees to spend a few minutes each day meditating. Start small and encourage just 10 minutes every day to meditate. Employees can find somewhere quiet, sit either cross legged or on a chair with your back straight and focus simply on their breath.
   - [www.getsomeheadspace.com/](http://www.getsomeheadspace.com/)
   - [http://marc.ucla.edu/mindful-meditations](http://marc.ucla.edu/mindful-meditations)

6. **Hold a Seminar or Workshop**
   Provide personal development opportunities in areas such as time management, stress management, financial planning or positive parenting through seminars or workshops.
   - [https://www.pehp.org/seminarswebinars](https://www.pehp.org/seminarswebinars)

7. **Manage Stress Challenge**
   Hold a “Manage Stress Challenge” at your worksite. This challenge provides employees the opportunity to practice and adopt a variety of strategies to reduce and manage stress.
   - [https://workwellinc.com/turnkey_ManageStress.php](https://workwellinc.com/turnkey_ManageStress.php)

8. **Thank You or Gratitude Board**
   Install a ‘thank you’ board where colleagues can post positive comments or a gratitude board for employees to share experiences and things in their life that make them feel grateful and appreciative.
   - [www.thebalancecareers.com/ways-to-say-thank-you-at-work-1917992](http://www.thebalancecareers.com/ways-to-say-thank-you-at-work-1917992)
   - [www.makeavisionboard.com/vision-board-gratitude-board/?cn-reloaded=1](http://www.makeavisionboard.com/vision-board-gratitude-board/?cn-reloaded=1)
Emotional Well-Being is the ability to understand ourselves and cope with the challenges life can bring. The ability to share feelings of anger, fear, sadness or stress; hope, love, joy and happiness in a productive manner contributes to our Emotional Well-Being. It is the psychological and emotional outlook that people hold concerning their lives. High levels of emotional wellness are associated with optimism and enthusiasm about life, as well as an ability to acknowledge the stress sometimes felt, and a willingness to talk with others about it which contributes to better long-term physical and psychological health. When Emotional Well-Being is present, there is a good sense of resiliency in overcoming difficult situations; there is work-life balance and having enough mental energy to get important things done each day. Also a part of Emotional Well-Being is a sense of spiritual wellness and finding meaning and purpose in our lives on our own—through nature, art, meditation, or good works—or with our loved ones, and being able to establish peace and harmony in our lives and developing a congruency between personal values and actions.

9. **Recognize Success**
   Conduct recognition activities for employees making efforts at healthier lifestyles (i.e., bulletin board listings, healthy incentives or discounts to health clubs). Send employees personally-signed letters from the CEO congratulating their healthy behaviors. Success can also be recognized in monthly newsletters by sharing their success stories.
   
   http://info.totalwellnesshealth.com/blog/the-key-to-recognizing-employee-achievement-in-corporate-wellness
   www.thebalancecareers.com/effective-employee-recognition-1919055

**Notes for ideas and additional resources:**
Financial Well-Being is having a balance of the physical, mental, and spiritual aspects in our dealings with money.

Resources to support Financial Well-Being:

1. **Financial Wellness Month**
   January is Financial Wellness Month. Use this month to provide employees with the education, training and tools to assume control of their financial situation.
   - [www.canada.ca/en/services/finance/manage.html](http://www.canada.ca/en/services/finance/manage.html)

2. **Guard Against Fraud & Scams**
   Challenge employees to get smart about financial fraud and scams. Provide resources to allow employees to review their current risks and how to take steps to prevent scams and fraud.
   - [www.consumer.ftc.gov/articles/0216-protecting-against-credit-card-fraud](http://www.consumer.ftc.gov/articles/0216-protecting-against-credit-card-fraud)
   - [www.fdic.gov/consumers/assistance/protect_idtheft.html](http://www.fdic.gov/consumers/assistance/protect_idtheft.html)

3. **Create a Budget**
   Encourage employees to create a budget and get out of debt.
   - [www.consumer.ftc.gov/topics/dealing-debt](http://www.consumer.ftc.gov/topics/dealing-debt)
   - [www.mymoney.gov/Pages/default.aspx](http://www.mymoney.gov/Pages/default.aspx)
   - [www.thebalance.com/how-to-make-a-budget-1289587](http://www.thebalance.com/how-to-make-a-budget-1289587)

4. **Credit reports and scores**
   Educate employees on how their credit report & scores can impact their financial well-being. Provide information to employees on how to better understand their credit reports and scores, how to correct inaccuracies, and how to improve their credit record over time.
   - [www.experian.com/blogs/ask-experian/credit-education/score-basics/understanding-credit-scores/](http://www.experian.com/blogs/ask-experian/credit-education/score-basics/understanding-credit-scores/)
   - [www.consumer.gov/](http://www.consumer.gov/)

5. **Protect Your Identity**
   Provide employees with tips on protecting their identity, or the steps to take if you think you’ve been the victim of identity theft or fraud.
   - [www.identitytheft.gov/](http://www.identitytheft.gov/)
   - [www.consumer.ftc.gov/topics/identity-theft](http://www.consumer.ftc.gov/topics/identity-theft)

6. **Your Money, Your Goals Challenge**
   Create a challenge to help employees improve their overall financial well-being. Use resources to help employees make spending decisions that can help them reach their goals, order and fix credit reports, make decisions about repaying debts and taking on new debt and tracking their income and bills.
   - [www.consumerfinance.gov/practitioner-resources/your-money-your-goals/toolkit/](http://www.consumerfinance.gov/practitioner-resources/your-money-your-goals/toolkit/)

7. **Financial Planning**
   Provide information to employees on all financial benefits and financial planning resources available through Utah Retirement Systems.
   - [www.urs.org](http://www.urs.org)
8. **Building your Savings**
   Encourage employees to build their savings. Some people are really good at saving, while others might just need a little help. Several apps are available that make saving small amounts of money really simple and fun – basically digital piggy banks.
   - www.acorns.com/
   - www.wellsfargo.com/mobile/apps/daily-change/
   - https://digit.co/

9. **Personal Finance Workshops**
   In order to help employees reduce debt, budget and save for retirement, offer in person or online training. Check with your organization’s 401(k) provider, as they often provide personal finance training for free.
   - www.consumerfinance.gov/consumer-tools/retirement/

10. **Financial Wellness**
    Send out newsletters and topical articles via email and host webcasts throughout the year to encourage employee participation and commitment to their financial wellness.

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**Financial Well-Being** is having a balance of the physical, mental, and spiritual aspects in our dealings with money. Maintaining that balance consists of being comfortable with where your money comes from and being realistic about how it is being spent. Financially stressed-out workers aren’t good for businesses. Yes, employees who bring their money worries tend to be less productive and less engaged, and even raise employer health care costs. Financial Well-Being also refers to a person’s economic situation and is a key factor in his or her overall well-being. Financial stress is reported to be a major contributor to stress in people’s lives. Financial Well-Being is knowing your financial situation and dealing with it in such a way that you’re prepared for unexpected financial challenges. It refers to your ability to live within your means and manage your money in a way that gives you peace of mind. It includes balancing your income and expenses, staying out of debt, saving for the future, and understanding your emotions about money. People with low socioeconomic status have higher rates of death, injury, and disease; are less likely to have access to preventive health services; and are more likely to engage in unhealthy habits. You don’t need to be rich to achieve financial wellness. Instead, you need to be comfortable with your financial situation. Financially well people understand the limits of their income and live within their means by keeping expenses in check.
Community Well-Being is the sense of engagement you have with the area in which you live and work.

Resources to support Community Well-Being:

1. **Volunteer Day**
   Organize a volunteer day for your staff to go into the community and help out.
   - www.createthegood.org/volunteer-search
   - https://slco.org/volunteer/
   - www.justserve.org/
   - https://utah.bestfriends.org/get-involved/volunteer
   - www.unitedway.org/get-involved/volunteer

2. **Get Involved**
   You can also encourage your employees to organize groups and fundraisers for causes that mean a lot to them.
   - https://www.theroadhome.org/give/in-kind-donations/
   - www.redcross.org/local/utah/ways-to-donate
   - www.utahfoodbank.org/give-food/

3. **Community Sports Teams**
   Provide or support recreation leagues and other physical activity events (on-site or in the community). Visit your local community’s website to get involved.

4. **Recycle at your Worksite or in your Community**
   http://utahrecycles.org/search/

5. **Volunteer in Community Gardens**
   Volunteering is an important part of community interaction and necessary for many projects and programs. Volunteering for community gardens is often the perfect match for plant enthusiasts.
   - https://wasatchgardens.org/community-gardens/find-a-community-garden

   Join the Random Acts of Kindness week, February 17-23. Help turn the world kind by celebrating Random Acts of Kindness Week. Give your employees the chance to have fun being a little extra kind for the week.
   - https://www.randomactsofkindness.org/
   - www.thebalancecareers.com/random-acts-of-kindness-at-work-525454
Community Well-Being refers to the sense of engagement you have with the area in which you live and work. It is how connected employees feel to the community in which they live. The more connected they are, the better they are doing. At the highest end of the Community Well-being continuum is giving back to society. This may be what differentiates an exceptional life from a good one. When we asked people with thriving well-being about the greatest contribution they had made in their life, with few exceptions, they mentioned the impact they have had on another person, group, or community. Not only had these individuals made a substantial contribution to something bigger than themselves, but they also had been recognized for their community involvement. It is also the ability to recognize our own responsibility for the community that surrounds us. It is also the ability to make a positive impact on the quality of our environment in our homes or communities. Nevertheless, it is certain that having an interest in a variety of problems in our society and in the world in general will directly affect the quality of life for all of us.