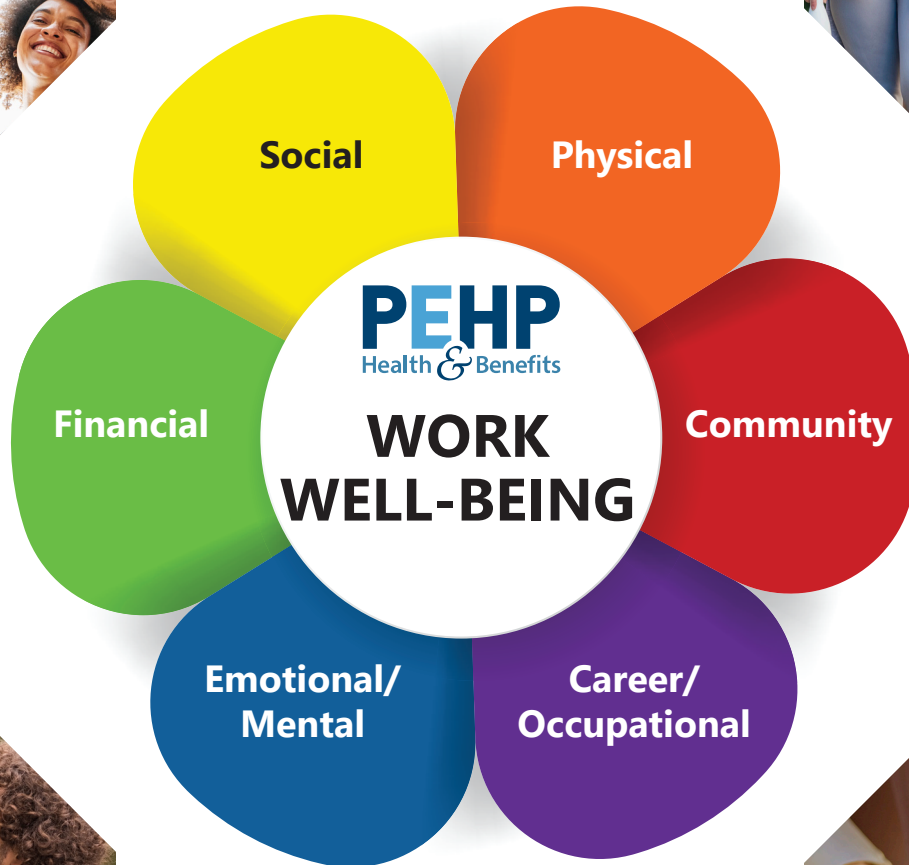


# 2023-24 PEHP Work Well-Being Awards Program



# Work Well-Being Awards 2023-24



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.

This booklet includes information about the Work Well-Being Awards Program and contains an award application with instructions on how to apply. Email us at [wellnesscouncils@pehp.org](mailto:wellnesscouncils@pehp.org) to request a fillable version of the application.

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 2023-24 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 6).

### Achievement Awards

1. The Achievement Awards are based on activities that take place at your worksite from **May 1, 2023 through April 30, 2024**.
2. A Wellness Council may apply for **one** Achievement Award. The application may describe an activity or initiative that focuses on one or more of the following areas: Career/Occupational, Social, Physical, Emotional/Mental, Financial and Community. Any Wellness Council submitting an application will receive a financial award if they meet the following minimum criteria:
  - » Application is complete, signed by the agency supervisor, and submitted on time; and
  - » Includes documents that further describe the reported Wellness Council activity.
3. A copy of the Achievement Awards application can be found in this booklet (see pages 4-5) 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. **Application can be submitted from May 8, 2023 to May 3, 2024.** Return completed application to [wellnesscouncils@pehp.org](mailto:wellnesscouncils@pehp.org).
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 Wellness 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. The Worksite Scorecard need only be completed every two years.

Please feel free to consult with your Wellness Specialist if you have questions.

# Work Well-Being Awards 2023-24

## Excellence Awards

In addition, 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 an Achievement Award and an Excellence Award.

## 2023-24 Work Well-Being Award Timeline



## Work Well-Being Award Application

**Applications accepted May 8, 2023 through May 3, 2024**

**Keep each application to 10 pages maximum including attachments. Each council can submit one application.**

**Return completed application to: [wellnesscouncils@pehp.org](mailto:wellnesscouncils@pehp.org)**

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](#) within the last 24 months.

Date completed: \_\_\_\_\_

Name of Activity or Initiative: \_\_\_\_\_

The activity or initiative described in the application addresses the following area(s) of well-being (may select more than one area):

☐ Career/Occupational Well-Being

☐ Emotional/Mental Well-Being

☐ Social Well-Being

☐ Financial Well-Being

☐ Physical Well-Being

☐ Community Well-Being

To what organization and/or individual should an award check be made payable:

\_\_\_\_\_

To what address should a check be sent:

\_\_\_\_\_

# Work Well-Being Awards 2023-24

## Please provide a response for each of the questions below:

1. In 1-3 paragraphs, describe the activity and how it was implemented. (For example, how did you decide to conduct this activity? What was the goal? How did you promote it? What was the timeline for planning and implementation? What resources were required?)
2. Describe at least two positive outcomes that were a result of the activity. (2-3 sentences)
3. What lessons were learned that could help you as you plan future activities? (2-3 sentences)
4. How did you evaluate the success of your activity? (For example, soliciting feedback from participants or conducting a survey) Include any data that will demonstrate the success of this activity (Number of participants, positive remarks, etc.) (2-3 sentences)
5. Provide documentation of your activity with attachments such as photos, flyers, promotional materials, emails, etc.

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

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_





# Worksite Wellness Best Practices

*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*

*Career/Occupational 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/Occupational Well-Being:*

1. **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 award displayed in the workplace. Being recognized as an outstanding worker by those who work with you can have a positive effect on employee morale.

<https://info.totalwellnesshealth.com/blog/the-key-to-recognizing-employee-achievement-in-corporate-wellness>

<https://nectarhr.com/blog/peer-to-peer-recognition-examples-and-ideas/>

[www.thebalancecareers.com/effective-employee-recognition-1919055](http://www.thebalancecareers.com/effective-employee-recognition-1919055)

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.

[www.monster.ca/career-advice/article/job-shadowing-experience-tips](http://www.monster.ca/career-advice/article/job-shadowing-experience-tips)

[www.thebalancecareers.com/take-your-coworker-to-work-day-job-shadowing-1917664](http://www.thebalancecareers.com/take-your-coworker-to-work-day-job-shadowing-1917664)

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](http://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 of June highlights how well-being-minded organizations lead to more productive, engaged workforces and create magnetic company cultures that drive recruitment and retention.

<https://community.virginpulse.com/employee-wellbeing-month>

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/](http://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](http://www.volunteermatch.org)

[www.greatnonprofits.org/state/Utah](http://www.greatnonprofits.org/state/Utah)

[www.justserve.org/](http://www.justserve.org/)



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.

[www.thebalancecareers.com/celebrate-holidays-at-work-1918747](http://www.thebalancecareers.com/celebrate-holidays-at-work-1918747)

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.

<https://dianesieg.com/30daymindfulnesschallenge/>  
[www.mindfulnessutah.com](http://www.mindfulnessutah.com)

9. **Adjusting to Remote Work**

For many organizations, remote or hybrid work is here to stay. Although many employees appreciate the benefits of remote work including greater work/life balance, this arrangement can also present challenges with maintaining employee engagement and a sense of belonging. Look into these free tips and resources to help make the most of a remote working environment.

[www.makeuseof.com/free-online-classes-for-remote-working-skills/](http://www.makeuseof.com/free-online-classes-for-remote-working-skills/)

[www.exacthire.com/workforce-management](http://www.exacthire.com/workforce-management)

[www.paperdirect.com/blog/2020/08/how-to-stay-connected-to-remote-employees/](http://www.paperdirect.com/blog/2020/08/how-to-stay-connected-to-remote-employees/)

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*Social Well-Being is having strong relationships and love in your life,  
the ability to relate to and connect with other people in the world.*

*Resources to support Social 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](http://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-synching, 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/](http://www.humorthatworks.com/how-to/how-to-host-a-work-talent-show/)**
- 3. 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. Also try "minute to win it" games or a scavenger hunt.  
**<https://teambuilding.com/blog/minute-to-win-it-games>**  
**<https://www.scavengerhunt.com/discover/workplace-scavenger-hunt/>**
- 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.  
**<https://jobs.uloop.com/news/view.php/162959/Fun-Dress-Up-For-Work-Day-Ideas->**
- 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.  
**[www.exacthire.com/workforce-management/improve-employee-experience-book-club-work/](http://www.exacthire.com/workforce-management/improve-employee-experience-book-club-work/)**

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.  
<https://www.irtc-hq.com/the-workplace-family-office-traditions-that-bring-employees-and-families-together/>

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).  
<https://oureverydaylife.com/how-to-play-secret-pals-at-work-12214813.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.

[www.pehp.org/wellness](http://www.pehp.org/wellness)

**Programs include:**

**PEHP Health Coaching**

**PEHP Lighten Up Online Class**

**PEHP WeeCare**

**PEHP Wellness Activities**

**PEHP Tobacco Quitline**

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.verywellfamily.com/create-a-fitness-challenge-with-your-family-1257110](http://www.verywellfamily.com/create-a-fitness-challenge-with-your-family-1257110)

[www.myplate.gov/life-stages/families](http://www.myplate.gov/life-stages/families)

**Healthy Recipes and Health Coaching for Families at [www.pehp.org/weightmanagement](http://www.pehp.org/weightmanagement)**

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/)

[https://www.cdc.gov/sleep/about\\_sleep/sleep\\_hygiene.html](https://www.cdc.gov/sleep/about_sleep/sleep_hygiene.html)

4. **Flu Shots**

During the winter, you can offer flu shots and make it known that employees are to stay home if they are sick. 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://immunize.utah.gov>

5. **Clean Hands Campaign**

If we all practiced vigilant hand hygiene and cross contamination awareness we would eliminate many preventable respiratory and food borne infections. Help your employees "stay well" with these activities.

» Celebrate a Clean Hands Week at your worksite.

[www.henrythehand.com](http://www.henrythehand.com)

[www.cdc.gov/handhygiene/campaign/](http://www.cdc.gov/handhygiene/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. Your local health department may have these resources, too.

[www.glogerm.com/](http://www.glogerm.com/)

7. **Walking 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://blog.wellable.co/wellness-challenges-employees-wont-hate>

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/)

<https://www.uspm.com/fruits-and-veggies-more-matters/>

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.

[www.wework.com/ideas/professional-development/creativity-culture/how-to-host-a-lunch-club-at-work-and-why-you-should](http://www.wework.com/ideas/professional-development/creativity-culture/how-to-host-a-lunch-club-at-work-and-why-you-should)

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 quinoa, celery, or bell peppers. Or, have each team get creative with the shape of its food – you can make pizzas into almost any shape.

<https://www.bettycrocker.com/how-to/tipslibrary/entertaining/host-a-chili-cook-off>

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.



### Notes for ideas and additional resources:

**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/Mental 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 and Mental 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://www.edx.org>  
<https://continue.utah.edu/adults>  
[www.extension.harvard.edu/open-learning-initiative](http://www.extension.harvard.edu/open-learning-initiative)
- 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.  
<https://wholefully.com/self-care-ideas/>  
[www.purewow.com/wellness/free-ways-to-practice-self-care](http://www.purewow.com/wellness/free-ways-to-practice-self-care)
- 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.  
<https://blog.woobox.com/2019/01/a-guide-to-creating-a-photo-contest-start-to-finish/>
- 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)  
<https://nationaltoday.com/mental-health-awareness-month/>  
[www.nami.org/home](http://www.nami.org/home)
- 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.  
<http://marc.ucla.edu/mindful-meditations>  
[www.insanity-mind.com/10-guided-meditations-beginners/](http://www.insanity-mind.com/10-guided-meditations-beginners/)
- 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.  
[www.pehp.org/healthyworkplace](http://www.pehp.org/healthyworkplace)
- 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)

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.

[www.thebalancecareers.com/effective-employee-recognition-1919055](http://www.thebalancecareers.com/effective-employee-recognition-1919055)

## Notes for ideas and additional resources:

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**Emotional/Mental 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.

*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.urs.org](http://www.urs.org) (for eligible members)

[www.consumerfinance.gov/consumer-tools/money-as-you-grow/](http://www.consumerfinance.gov/consumer-tools/money-as-you-grow/)

[www.consumerfinance.gov/consumer-tools/retirement/](http://www.consumerfinance.gov/consumer-tools/retirement/)

[www.macu.com/must-reads/credit/financial-education-resources-available-at-mountain-america-credit-union](http://www.macu.com/must-reads/credit/financial-education-resources-available-at-mountain-america-credit-union)

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.fdic.gov/consumers/assistance/protection/idtheft.html](http://www.fdic.gov/consumers/assistance/protection/idtheft.html)

3. **Create a Budget**

Encourage employees to create a budget and get out of debt.

[www.thebalance.com/how-to-make-a-budget-1289587](http://www.thebalance.com/how-to-make-a-budget-1289587)

[www.youneedabudget.com/](http://www.youneedabudget.com/)

4. **Credit reports and scores**

Educate employees on how their credit report and 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 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/identity-theft-and-online-security](http://www.consumer.ftc.gov/identity-theft-and-online-security)

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/)  
[www.urs.org/general/FinancialWellness](http://www.urs.org/general/FinancialWellness)  
(Financial wellness calculators and one-on-one financial wellness counseling available to eligible members.)

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) (for eligible members)

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.

<https://wellkeptwallet.com/build-up-your-savings-account/>

[www.nerdwallet.com/article/banking/how-to-make-a-savings-plan](http://www.nerdwallet.com/article/banking/how-to-make-a-savings-plan)

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.urs.org/general/Counseling](http://www.urs.org/general/Counseling)

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.

[www.urs.org/general/webinars](http://www.urs.org/general/webinars)

## Notes for ideas and additional resources:

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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.justserve.org/](http://www.justserve.org/)  
<https://utah.bestfriends.org/get-involved/volunteer>  
[www.unitedway.org/get-involved/volunteer](http://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://theroadhome.org/getinvolved/group-volunteer-options>  
[www.redcross.org/local/utah/ways-to-donate](http://www.redcross.org/local/utah/ways-to-donate)  
[www.utahfoodbank.org/give-food/](http://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.  
Some suggestions are: Gift of Life Run, Walk to End Alzheimer's, Out of Darkness Suicide Awareness Walk. Check their websites for details.
- 4. 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>
- 5. Random Acts of Kindness Challenge**  
Join the Random Acts of Kindness week, February 5-11. 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.  
[www.randomactsofkindness.org/](http://www.randomactsofkindness.org/)  
[www.luckyduckfoundation.org/news/news-community-acts-of-kindness/](http://www.luckyduckfoundation.org/news/news-community-acts-of-kindness/)  
[www.developgoodhabits.com/random-acts-of-kindness-ideas/](http://www.developgoodhabits.com/random-acts-of-kindness-ideas/)  
[www.cornerstonedynamics.com/random-acts-of-kindness-at-work/](http://www.cornerstonedynamics.com/random-acts-of-kindness-at-work/)



### Notes for ideas and additional resources:

**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. In general, people who thrive believe the greatest contribution they can make in their life is impacting another person, group, or community. It is also the ability to recognize our own responsibility for the community that surrounds us and to make a positive impact on the quality of our environment in our. 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.

