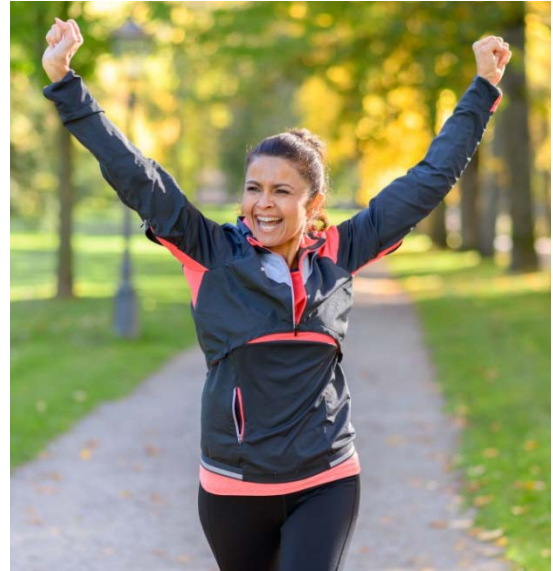




Stress Management & Support Tips and Tools



Strategies for Supporting Your Emotional & Physical Well-being



Stress Management & Support Tips and Tools

Your Go-To Resource for Supporting Your Mental & Emotional Well-Being

TriHealth EAP®: Free, confidential counseling, training & resources.....513-891-1627

Stress and Anxiety Management

[Click Here for Resources](#)

- TriHealth EAP Counseling & Services
- WorkLife Services | Financial-Legal Assist
- Characteristics of Resilience
- Coping with Stress & Anxiety
- Coping with Worry
- Perspectives on Suicide Prevention & Awareness
- Reducing Stress-Related Pain & Muscle Tension
- Stress-Management Techniques
- 52 Proven Stress Reducers
- Financial Well-being: Begin with a Budget

Physical Fitness and Nutrition

[Click Here for Resources](#)

- Nourishment & Activity during Times of Change
- Eating Habits, Weight Management & COVID-19

Crisis or Traumatic-Event Support

[Click Here for Resources](#)

- TriHealth EAP Crisis Support
- On-call counselor available by telephone
- 24-hour/7 days-a week for team members and their families who experience a behavioral health crisis.

Meditation, Self-Care and Sleep

[Click Here for Resources](#)

[Guided Meditations Online](#)

- Essential Oils to Boost Immunity & Relieve Stress
- Improved Communication in Relationships
- Mindfulness Apps
- Tips for a Good Night's Sleep
- Keeping Your Mind Strong Monthly Calendar
- Keeping Your Body Strong Monthly Calendar
- Self-Care Monthly Calendar
- Sleep Monthly Calendar
- Social-Connections Monthly Calendar



TriHealth EAP[®]

Free, Confidential Counseling

TriHealth EAP is a confidential program prepaid by Sycamore Township is a benefit to you and your dependents at no cost to you. Our services are designed not only to assist you in times of crisis, but also to help you thrive in all aspects of your life.

Sycamore Township employees, their spouses/partners and dependents in the home are eligible for up to 10 confidential counseling sessions per issue with a licensed counselor:

- To schedule a confidential appointment, call TriHealth EAP at **513 891 1627** or **1 800 642 9794**.
- For urgent situations, call us 24/7 to speak with a licensed clinician at **1 800 642 9794**.

Team members and their families also may access the following services through TriHealth EAP's website: TriHealthEAP.com:

- **Ask-A-Counselor** | Employees can submit a question online and receive a confidential, encrypted answer within two business days.
- **Request-A-Counselor** | Through encrypted email, employees can request the name and contact information of a counselor who can provide counseling through the EAP benefit.
- **TriHealth EAP WorkLife Services** | Password: [sycamore](#)
 - * Collection of articles and links on multiple topics related to health and wellbeing
 - * Free, 30-minute session with a financial professional to assist with debt management, credit report issues, bankruptcy prevention and more.
 - * Referrals to local attorneys for a free 30-minute consultation with a 25% discount if you choose to hire that attorney.
- **Employee Enrichment Series** | Webinars on a variety of topics available at no cost to employees and their immediate family members. [Archived Webinar Password: concernweb](#)
- **Supervisory Training Series** | Seminars/webinars geared toward issues relevant to supervisors. [Archived Webinar Password: concernweb](#)

Upcoming seminars and webinars with on-line registration at [TriHealth EAP.com](http://TriHealthEAP.com)

TriHealth EAP serves our clients through multiple channels:

NEW: Telehealth Video-Counseling Sessions

Telephonic Counseling

In-Person Sessions

On-Site or Video-Conference Training

And, we offer assistance with a variety of issues:

Stress Management

Crisis Support

Resiliency

Work & Family Balance

Relationships

Career Concerns & Exploration

Emotional Health

Grief & Loss

Addictions

Financial Counseling





TriHealth EAP[®] WorkLife Services Financial & Legal Assist

To help you make time for what matters most, TriHealth EAP provides online access to a wide range of resources regarding the work and life topics of interest to you and your family. Just log in with your company password for access to the articles, links, self-assessments, interactive content and self-search provider databases for a variety of topics.

TriHealth EAP provides you access to a network of experts who can assist you with your financial and legal questions or concerns.

Financial Assist offers online articles and resources on many financial topics. Call us or visit us online to get the financial assistance you need.

- Free 30 minute telephonic session with a financial consultant.
- Our financial educators can offer information and assistance around consumer-based issues including debt management, individualized budgeting, planning for or managing major life changes, college funds, retirement, first-home buying, bankruptcy prevention, and consumer education.
- Library of financial articles and tools.

Legal Assist provides online support with legal forms and a library of legal articles. Call or visit us online to get the legal answers you need.

- Free 30-minute consultation with an attorney by telephone or in person
- In most cases, discounted services available if you need additional legal support
- Nearly 100 do-it-yourself legal forms including basic wills
- Library of hundreds of legal articles and tip sheets

Available Features

- Free consultation with a financial counselor or an attorney
- Over 100 do-it-yourself legal forms including basic wills
- Library of hundreds of legal articles and tip sheets
- Online library of articles, tools, and resources to manage finances

WORKLIFE/
EAP ASSISTANCE:

800 642 9794

513 891 1627

WEBSITE:

TriHealthEAP.com

Access WorkLife Services

Click the grey box

PASSWORD:

sycamore

Characteristics of Resilience

Resilience is the ability to adapt and to become stronger as life's challenges come our way. Increasing resilience takes time and effort, but the following tips can help you achieve it.

1. Maintain Perspective

- a. Taking a Step Back, Viewing the Big Picture
- b. Reframing: Challenge/Opportunity vs. Problem

2. Feel Empowered

- a. Make a list of the things "I am in control of"
- b. Choose to think positive, use an affirmation

3. Cope with Feelings

- a. Use journaling or other forms of art to express
- b. Notice and appreciate today's positive experiences

4. Use Good Problem-Solving Skills

- a. Make a list of all possible solutions and take small simple steps
- b. Remain open to new ideas and possibilities

5. Maintain Meaningful Connections

- a. Strengthen and cultivate friendships
- b. Find positive supportive relationships that encourage us to be our best selves

6. Give and Receive

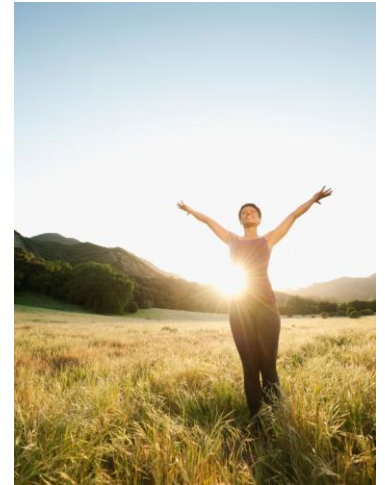
- a. Find formal and informal ways to give and receive.
- b. Express gratitude/say thank you daily.

7. Utilize Humor

- a. Find ways to play and have fun!
- b. Do what makes you happy.

8. Take Care of Ourselves

- a. Find ways to practice healthy habits (fruits, veggies, water, sleep) and set S.M.A.R.T. goals for sustainable behavior change
- b. Get preventive exams





Coping with Stress and Anxiety Prompted by the COVID-19 Pandemic

It's only natural that the events occurring in our world related to COVID-19 might cause increased stress and anxiety. It's important to know what you can do to help manage your stress during this difficult time:

Know the Signs of Stress

It's not uncommon to experience the following examples of reactions in response to a significant crisis of this nature:

- **Behavior:** irritability, trouble relaxing, excessive worrying, frequent crying
- **Body:** stomachaches, headaches, sweating, chills, tremors, appetite changes
- **Emotions:** anxiety, depression, guilt, anger, sadness, vulnerability
- **Thoughts:** confusion, lack of concentration, difficulty making decisions

Know How to Relieve Stress

Take time to care for yourself; these strategies can help:

- Keep things in perspective. Focus on things you can control.
- Get the facts. Consult trusted resources, like the CDC and WHO.
- Keep yourself healthy. Eat healthy foods. Drink water. Get enough rest.
- Use practical ways to relax. Talk with loved ones. Stretch. Breathe deeply.
- Pay attention to your body, feelings and spirit.

Know When to Seek Help

If you or someone you know shows signs of elevated stress for days or weeks, get help by accessing a resource such as one of these:

- Employee Assistance Program (EAP), such as TriHealth EAP, if offered by your employer.
- AMHSA National Helpline: 1-800-662-HELP (4357)
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

TriHealth EAP

Coping with Worry: Eight Strategies

Worry, a pattern of dwelling on potential difficulties, is a normal part of the human experience. In fact, productive worry can help us prepare and find solutions for new or difficult situations. However, unproductive worry can keep us in a constant state of agitation and affect our daily lives. While it often can feel overwhelming, there are simple techniques that can reduce the severity and impact of worry on our lives.



1. Self-Awareness: Listening to ourselves think can be a powerful tool to help minimize worry. We can take a “time out” to recognize when we are stuck in a pattern of worry, and then correct the thinking patterns that generate it. For example, we can “catch ourselves” jumping to conclusions, anticipating the worst scenario, discounting the positives, personalizing, or having an “all-or-nothing” pattern of thinking. We then can challenge ourselves to think of the situation in a more productive and creative way.



2. Interruption: Worry can feel like a continuous tape loop that steals our emotional attention. Interruption techniques can help us “push the reset button” and start over with a healthier pattern. Simple techniques can be to go outdoors, call a friend, or watch a funny video. We also can develop our own silly “re-set ritual” like standing up, turning around three times, looking at the ceiling and smiling. In time, the skill of starting over gets built into the ritual, and automatically helps us escape the pattern of worry.



3. Designated “Worry Time:” Trying to push worries out of our mind usually make them more intrusive; however, temporarily storing and setting a time to worry about them can be effective in minimizing their impact. Schedule a 20-30 minute block per day as a routine time to worry. As worries arise, we write them down, assuring ourselves that we won’t forget them and waiting until the “official worry time” to give them our attention. This often helps us gain control over our worry, which takes away its power.



4. Personal Empowerment: Worry can make us feel battered by circumstances beyond our control. One antidote is empowerment – feeling reassured we are going to be well no matter what happens to us. We can get in touch with our own empowerment by remembering situations in the past in which we have persevered. Another technique is to generate positive slogans called affirmations, and repeat them to ourselves on a daily basis. Examples of effective affirmations are: “I am strong and capable,” “Take it one day at a time,” or “I can accomplish anything I set my mind to.”



5. Support System: One “fertile soil” for worry is the insecurity of feeling adrift from others. One solution is to maintain a strong connection to our own support system. This can include family, friends, social organizations, our community, coworkers, and our spirituality. As we communicate and receive friendship, love and support from others, we feel reassured and protected from our worries. Tools to develop a strong support system include reaching out to friends, joining social activities, and staying in touch with our extended family members.



6. Spirituality: Spirituality can have a powerful impact on calming worry. How each of us practices our spirituality is very personal. It can vary from engaging in a formal religion, to praying, to meditating, to reading daily reflections. Spirituality can fill us with faith, peace of mind, gratitude, a deeper purpose in life and a connection with a power greater than ourselves, all of which can heal the habit of worry. Spirituality also incorporates healthy emotional practices, such as acceptance, selflessness, forgiveness, and mindfulness.



7. Exercise: Exercise is one of the best tools we have to reduce anxiety. Regular exercise reduces tension, drains excess energy, triggers endorphins, calms our minds, and improves our sleep. We also can apply “on-the-spot” exercise when we find ourselves trapped in excessive worry. Exercise can include games and sports such as volleyball or bowling; weight-bearing exercises like walking or running; chores, including housecleaning or yard work; flexibility exercises like stretching; or strength-building exercises like weight lifting.



8. Counseling: Worry often is fueled by strong “feelings habits” such as insecurity, perfectionism, social comparison, pessimism, and a need for control. The worry may be a survival mechanism from past trauma or a component of a mental illness. Counseling can be a safe place to share worries and can help address underlying reasons behind the worry. It also can provide a place to discuss and practice strategies for managing worry and connecting with support.



If you find chronic worry is affecting your quality of life, contact TriHealth EAP for confidential counseling and assistance.

Call TriHealth EAP at **513 891 1627 | 800 642 9794** or visit us at [TriHealthEAP.com](https://www.TriHealthEAP.com)

TriHealth EAP

Perspectives on Suicide Prevention & Awareness

According to the Centers for Disease Control and Prevention (CDC,) suicide rates have increased by 30% since 1999. Each year, more than 41,000 individuals die by suicide, leaving behind their family and friends to grieve the tragedy and loss. Friends and families affected by a suicide loss (often called "suicide loss survivors") are left in the dark questioning. Too often the feelings of shame and stigma prevent them from talking openly.



The truth is that we all can benefit from honest conversations about mental health conditions and suicide, because just one conversation can change a life.

What are some potential warning signs?

- The person talks about feeling hopeless or trapped, being in pain, or having suicidal thoughts.
- The person exhibits changes in behavior such as isolating themselves, increasing alcohol or drug use, calling or visiting friends and family to say goodbye, giving away possessions, and looking for ways to end their life.
- The person is depressed, anxious, or angry/agitated for a prolonged time, or seems to suddenly "get better."

What are possible risk factors?

- Mental health diagnosis
- Substance use disorder
- Traumatic brain injury
- Serious physical health issues, including chronic pain
- Significant life events
- A friend or family member has completed suicide
- Childhood abuse or trauma
- History of suicide attempts

What can I do to help?

It is important to remember that someone can have all of the risk factors and still never consider suicide. However, if someone is struggling, there are things you can do to help. The first step is to talk with them. You might be afraid to ask about suicidal thoughts because you think it would make them act on those thoughts. The reality is that asking about suicidal thoughts is being supportive. You can acknowledge the person's pain and help them get needed assistance. Don't try to minimize the problems, or shame the person into changing their mind.

What if you are having thoughts of suicide?

Talk to someone. Tell someone what you are thinking. Make an appointment with your doctor or a counselor. Call or text a hotline. You don't have to walk this journey alone! There is hope and help available.



Where can I find help? (These resources are accessible 24/7)

- Call 911 if the person is in immediate danger.
- National Suicide Hotline: 1-800-273-TALK (8255)
- Greater Cincinnati Hotline: 513-281-CARE (2273)
- Crisis Textline: Text "HOME" to 741 741
- TriHealth EAP: 513-891-1627 or 800 642 9794

Coping with Loss from a Suicide



Death is difficult, and when there are extenuating circumstances like a sudden death or death by suicide, it can complicate grieving even more. In addition to the typical feelings of loss and sadness, there also can be shock, anger and guilt. It is common to relive the last moments and last communication with a loved one, searching for something you could have done to change the outcome.

Suicide is a result of emotional pain, whether it is known or unknown to the person's family, friends and coworkers. Sometimes the person has a mental health or substance abuse diagnosis, but sometimes not. Either way, no one ever can be fully prepared for an unexpected loss.

It is very important after a loss that you take care of yourself. Some ways to care for yourself are to be patient and kind with how you talk to yourself, get plenty of rest, say no to requests that are not critical, spend time with people who help you feel good, and spend time alone if you need it. You can try attending a support group, or talking with an individual counselor to help process your feelings. Listen to what you need, and find a way to get those needs met.

Things to remember

- You will survive; you may not think so, but you will.
- Allow yourself to struggle with "why" it happened until you no longer need to know "why," or until you are satisfied with partial answers.
- You may feel overwhelmed by the intensity of your feelings, but know that all your feelings are normal.
- Don't be afraid to cry. Tears are healing.
- Utilize support groups, such as Compassionate Friends or Survivors of Suicide.
- Know that you will never be the same again, but you can heal and even go beyond just surviving.

Where can I find help as a survivor?

- American Foundation for Suicide Prevention (www.afsp.org)
- Surviving After Suicide (SAS) support groups
- Suicide Awareness Voices of Education (www.save.org)
- www.suicide.org/support groups



513 891 1622 | TriHealthCorporateHealth.com



How to Reduce Stress-Related Pain and Muscle Tension

Let's face it. Stress can hurt. A sudden onset or prolonged periods of stress can cause muscle tension and pain, or other associated pain such as headaches brought on by muscle tension in the nearby areas of the shoulders, neck and head. But why does stress cause muscle pain and tension and what can you do about it?

"When stress levels are high, our brain sends a signal to the nerves to go into 'protection mode,' and our nerves activate our muscles to tighten and increase their tone," says David Munson, a rehabilitation therapist with TriHealth Corporate Health, who is board certified in professional ergonomics. "This can cause pain because when muscles are tense, the circulation is decreased, causing a buildup of lactic acid in the muscles. It's similar to feeling soreness the day after strenuous exercise such as weightlifting."

David also points out that in addition to emotional stress, the physical stress brought on in many work environments by maintaining a prolonged position without movement, by poor posture or by singular repetitive movements can cause similar problems. So what can you do to reduce stress-related pain and tension?

"The first thing to remember is that this doesn't necessarily mean that you have overly tight muscles which require aggressive stretching," David says. "But it is a sign that you would benefit from changing your activities to decrease the threat on the nervous system, and there are some easy ways to help your body deal with the impact of stress."

Simple Solutions

- Move more! (every hour for a minimum of three minutes)
- Ergonomic modifications
- Meditation (10-30 minutes before bed can improve sleep quality)
- Exercise (can reduce pain and tension)
- Gentle stretching (to reduce tone)
- Isolated light strengthening

General Stretching Guidelines

- Warm-up: Preferably, three to five minutes of gentle rhythmic movement, such as walking or marching in place. This increases circulation and core muscle temperature.
- Stretch only to the point of gentle tension. Ease into the stretch as you feel your muscle relax. You should never feel pain when you stretch.
- Hold the stretch in a comfortable position; the feeling of tension should subside as you hold the stretch. Do not bounce.
- Hold each stretch for 10-30 seconds.
- Feel the stretch. If the tension becomes greater as you stretch, you are overstretching. Ease into a more comfortable position.
- Breathe slowly and naturally. Do not hold your breath.

David says it's important for you to consult with your physician before beginning any exercise program, especially if you've had any recent physical problems, musculoskeletal or other pertinent history (or if you're not sure) or have experienced any pain

Stress Management Techniques

Unpredictability of any kind often leads to an increase in stress, and with the current health and economic concerns, we are dealing with constantly changing information and many unknowns

While we are unable to control some of what is happening around us, we *are* still able to control many things in our lives, including how we react to stress and what we make a priority.



Address the Stress. Not many people think of stress as a chronic condition, but it can certainly lead to short-term and long-term issues. An easy way to get started on managing stress is physical activity. Visit a fitness center or try doing some at home exercises. Stretching is something easily done at home or at the end of the day to help you relax. It does not have to be complex exercise to be effective when addressing your stress.

Finding Your Balance. Imagine your life in segments, like pieces of a pie. If you cut too big of a piece, your plate may be too full. Putting too much on your plate can cause stress - that is why balance is so important. Think about how you balance all aspects of your life including health, work, social life, relationships, spiritual health and finances. Learn how to set limits and look after yourself to keep everything in your life balanced and stress free. A great first step to creating a stress free life is to learn to BREATHE. Breathing can de-escalate stress levels during difficult situations.

Be Assertive. Better communication skills can help avoid stressful situations from occurring. By being a more assertive person you can learn to balance life by saying "no" and taking control of your time. If you are a person who tends to take on too much responsibility, being more assertive can help.

Avoid. Alter. Accept. Adapt. Using the four As can help reduce stressors and increase your ability to cope. **Avoid**- Take control and avoid stress when possible. **Alter** – When things start heating up, we can make changes in our behaviors to help cool things down. **Accept** – There are some stressors that can't be altered, we can only accept them. Try to find something positive about the situation. **Adapt** – Some stressors are self-imposed. We can reduce stress by adjusting our standards.

Eat Your Stress Away. Food is fuel; we have all heard it. When feeling stressed, most people lean towards unhealthy foods to cope– not anymore! Focus your mind on healthy, mindful eating. Drinking a glass of water at least 30 minutes before you indulge in food will help your brain see if you are really hungry or not.

52 Proven Stress Reducers



- 1 Get up fifteen minutes earlier** in the morning. The inevitable morning mishaps will be less stressful.
- 2 Prepare for the morning** the evening before. Set the breakfast table, make lunches, put out the clothes you plan to wear, etc.
- 3 Don't rely on your memory.** Write down appointments, when to pick up the dry cleaning, or when library books are due, etc.
- 4 Do nothing, which after being done, leads you to tell a lie.**
- 5 Make duplicates of all keys.** Bury a house key in a secret spot in the garden and carry a duplicate car key in your wallet, apart from your key ring.
- 6 Practice preventative maintenance.** Your car, appliances, home and relationships will be less likely to break down/fall apart "at the worst possible moment."
- 7 Eliminate (or restrict) the amount of caffeine in your diet.**
- 8 Procrastination is stressful.** Whatever you want to do tomorrow, do it today; whatever you want to do today, do it now.
- 9 Plan ahead.** Don't let the gas tank get below one-quarter full, keep a well-stocked "emergency shelf" of home staples, don't wait until you're down to your last bus token or postage stamp to buy more, etc.
- 10 Don't put up with something that doesn't work right.** If your wallet, shoelaces, windshield wipers – whatever – are a constant aggravation, get them fixed or get new ones.
- 11 Allow 15 minutes of extra time** to get to appointments. Plan to arrive at the airport two hours before domestic departures.
- 12 Be prepared to wait.** A paperback can make a wait in a post office line almost pleasant.
- 13 Always set up contingency plans, "just in case."** ("If for some reason either of us is delayed, here's what we'll do..." kind of thing. Or, "If we get split up in the shopping center, here's where we'll meet.")
- 14 Relax your standards.** The world will not end if the grass doesn't get mowed this weekend, or if the sheets have to be changed a day later than planned.
- 15 Pollyanna-Power!** For every one thing that goes wrong, there are probably 10, 50 or 100 blessings. Count 'em!
- 16 Ask questions.** Taking a few moments to repeat back directions of what is expected of you can save hours.
- 17 Say "NO!"** Saying no to extra projects, social activities and invitations you know you don't have the time or energy for takes practice, self-respect, and a belief that everyone, every day needs quiet time to relax and be alone.
- 18 Turn off your phone.** Want to take a long bath or meditate without interruption? Drum up the courage to temporarily power off the phone.
- 19 Turn "needs" into preferences.** Our basic physical needs translate into food, water, and warmth. Everything else is a preference.
- 20 Simplify! Simplify! Simplify!**
- 21 Make friends with non-worriers.** Nothing can get you into a habit of worrying faster than associating with chronic worrywarts.
- 22 Take a hot bath or shower** (or a cool one in the summertime) to relieve tension.
- 23 Wear earplugs.** If you need to find quiet at home but junior must practice piano, pop in some earplugs and smile.
- 24 Get enough sleep.** If necessary, use an alarm clock to remind you to go to bed.
- 25 Create order from chaos.** Organize your home and workspace so that you always know exactly where things are. Put things away where they belong and you won't have to go through the stress of losing things.
- 26 Breathe deeply.** When feeling stressed, most people tend to breathe in short, shallow, breaths. When you breathe like this, stale air is not expelled, oxidation of the tissue is incomplete, and muscle tension frequently results. Check your breathing throughout the day as well as before, during and after high-pressure situations. If you think your stomach muscles are knotted and your breathing is shallow, relax all your muscles and take several deep, slow breaths.

- 27 **Write your thoughts and feelings down** (in a journal or on a piece of paper to be thrown away) to help you clarify things and give you a renewed perspective.
- 28 **Try the following yoga technique** whenever you need to relax: inhale deeply through your nose to the count of eight. Then, with lips puckered, exhale very slowly through your mouth to the count of sixteen, or for as long as you can. Concentrate on the long sighing sound and feel the tension dissolve. Repeat ten times.
- 29 **Inoculate yourself against a feared event.** Just as a vaccine containing a virus can protect against illness, if you expose yourself to one or more of the dreaded aspects of an experience beforehand, you often can mitigate your fears. Example: before speaking in public, take time to go over every part of the experience in your mind. Imagine what you'll wear, what the audience will look like, how you will present your talk, what the questions will be and how you will answer them, etc. Visualize the experience the way you would have it be.
- 30 **Create a diversion.** When the stress of having to get a job done gets in the way of getting the job done, diversion – a voluntary change in activity and/or environment – may be just what you need.
- 31 **Get up and stretch periodically** if your job requires that you sit for extended periods.
- 32 **Find the right environment.** One of the most obvious ways to avoid unnecessary stress is to select an environment (work, home and leisure) that is in line with your personal needs and desires. If you hate desk jobs, don't accept a job that requires that you sit at a desk all day. If you hate to talk politics, don't associate with people who love to talk politics, etc.
- 33 **Learn to live one day at a time.**
- 34 **Every day, do something that you really enjoy.**
- 35 **Add an ounce of love to everything that you do.**
- 36 **Talk it out.** Discussing your problems with a trusted friend can help clear your mind of confusion so you can concentrate on problem solving.
- 37 **Do something for somebody else.**
- 38 **Focus on understanding** rather on being understood, on loving instead of being loved.
- 39 **Do something to improve your appearance.** Looking better can help you feel better.
- 40 **Schedule a realistic day.** Avoid the tendency to schedule back-to-back appointments; allow time between appointments for a breathing spell.
- 41 **Become more flexible.** Some things are worth not doing perfectly.
- 42 **Eliminate destructive self-talk:** "I'm too old to..." or "I'm too fat to..."
- 43 **Use your weekend time for a change of pace.** If your work week is slow and patterned, make sure there is action and time for spontaneity built into your weekends. If your workweek is fast-paced and full of people and deadlines, seek peace and solitude during your days off. Feel as if you aren't accomplishing anything tangible at work? Tackle a job on the weekend that you can finish to your satisfaction.
- 44 **"Worry about the pennies, and the dollars will take care of themselves."** In other words: take care of the todays as best you can and the yesterdays and the tomorrows will take care of themselves.
- 45 **Do one thing at a time.** When you are with someone, be with that person and with no one else. When you are busy with a project, concentrate on doing that project and forget about everything else that you have to do.
- 46 **Allow yourself time – every day – for privacy, quiet and introspection.**
- 47 **Do the difficult things first.** If an especially "unpleasant" task faces you, do it early in the day and get it over with. Then the rest of the day will be free of anxiety.
- 48 **Learn to delegate** responsibility to others who are capable.
- 49 **Don't forget to take a lunch break.** Try to get away from your desk or work area in body and mind, even if it's just for fifteen or twenty minutes.
- 50 **Forget about counting to 10.** Count to 1,000 before doing or saying anything that could make matters worse.
- 51 **Have a forgiving view of events and people.** Accept the fact that we live in an imperfect world.
- 52 **Have an optimistic view of the world.** Believe most people are doing the best they can.



For confidential counseling and assistance in dealing with the pressures of balancing work and family, call TriHealth EAP at 513 891 1627, 800 642 9794 or visit us at TriHealthEAP.com



513 891 1622 | TriHealthCorporateHealth.com



Financial Well-being: Begin with a Budget

Financial well-being is not all about how much you earn, but rather about making smart decisions with your money to promote greater peace of mind. Although earning more can give you an opportunity to cover your financial obligations more comfortably, this easily can be undone by failing to plan, no matter how much money you make.

Why is financial well-being important? Financial worries can keep you from performing to the best of your ability at work and at home. In fact, financial problems are a leading cause of stress and can be linked to issues such as sleeplessness and depression.

A great start to developing a stronger sense of financial security is to create a budget – a tool that helps you understand what money is coming in and going out each month.

To help establish your budget, begin by first taking these important steps:

- **Track Your Spending and Expenses**

For at least one month, track everything you spend. This knowledge will be helpful so that when you create your budget, it is realistic. This can be done electronically with a budgeting app or an Excel spreadsheet or simply documented on paper. Track every single purchase or payment, every single day. This way you know exactly where your money is spent. Be certain to record your expenses such as rent/mortgage, car payments, utilities, etc.

- **Automate Your Savings**

Make sure your paycheck has a certain percentage placed directly into savings.

- **Determine Your Wants vs Needs**

You might want the latest version of your smartphone, but if yours works fine, do you really need the added expense? Plan to use 50% of your after-tax income to cover your needs, 30% to cover your wants and 20% for savings.

- **Tackle Your Debt**

You might need to switch up your budget up and put 30% of your take home pay toward paying off your debt and 20% toward discretionary spending.

Create your monthly budget using the tool that works best for you. If you find you are not able to stick to your budget, it could mean you are spending beyond your means or that your budget does not have enough flexibility. Take the time to review (weekly/monthly) and readjust your budget regularly until you find a plan that works for you. Try searching online for budgeting tools, which include a variety of electronic and paper options. Two helpful websites are NerdWallet.com and EveryDollar.com.

As everyone has experienced with the COVID-19 pandemic, unanticipated circumstances and events can and do occur. While you might have budgeted for routine times, such situations prompt the need to reevaluate your budgeting strategies.

Consider the following when reassessing your current budget:

- **Figure Out Your Current Cash Flow**

First, determine how much incoming money you have on a weekly basis. If unemployed, remember that unemployment funds could vary based on changing governmental policies; however, it is best to look at your current cash flow. Creating an Income/expenses list can be helpful with identifying what funds are coming in and going out.

- **Be Prudent in Accessing Emergency Funds and Savings**

If you have an emergency fund, this would be the purpose of having such a fund. Consider tapping your savings as a last resort. The CARES Act also allows eligible participants in certain tax-advantaged retirement plans to withdraw up to \$100,000 during calendar year 2020 without the penalty typically imposed for those younger than age 59 1/2. Although you still will have to pay taxes on these early withdrawals, you will have three years to do so or to pay back the plan funds to avoid the taxes. The limit on loans from retirement accounts also has been increased from \$50,000 to \$100,00, and payments on both new and existing loans can be deferred for a year. (AARP Newsletter, April 16, 2020.)

- **Prioritize Your Spending**

Your first priorities should be food, water, shelter, and utilities; however, it pays to research less expensive means of providing for these essentials:

- Look for sales and coupons for items you normally purchase. Consider trying a less expensive, off-brand option. The savings can add up.
- Use a shopping list and purchase only the items on the list. This will deter you from impulse purchases.
- Cook at home and avoid ordering take out.
- Itemize what you do not really need and think about holding off on non-essentials, such as streaming subscriptions.
- If you experience difficulties meeting your obligations, consult your landlord or others to discuss what you might be able to work out.

- **Have a Plan to Bring in More Income**

Consider picking up a side-job or performing other small jobs to bring in more cash.

The Consumer Financial Protection Bureau is committed to providing consumers with up-to-date information and resources to protect and manage their finances during this challenging time. Visit their website for resources and guidance to help you make appropriate financial decisions: <https://www.consumerfinance.gov/coronavirus/>



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Nourishment and Activity during Times of Change

During times of increased stress and change it can be easy to put our health and wellness on the back burner. We often lose focus of self-care, especially around physical activity and nutrition.

“Both nutrition and exercise are very important to your overall health” says Shannon Ricca, Wellness Coach with TriHealth Corporate Health. “We may need to approach activity and nutrition a little different when we are facing increased stress and change. This can be an important aspect of self-care and overall well-being.”

Ricca offers these tips to continue with nourished eating and physical activity in ways that don't add stress:

Physical Activities

- Dance to your favorite music
- Search YouTube for free fitness videos
- Stretch during work breaks or commercials
- Download a free app such as:
 - 7-minute workout (no equipment needed)
 - Nike Training Club
- Yoga and meditation can be a great stress reliever

Outdoor Activities

- Take a walk around your neighborhood
- Spend time in nature
- Go for a bike ride
- Gardening or yard work
- Play games with your family
- Go to a local park

Healthy Eating

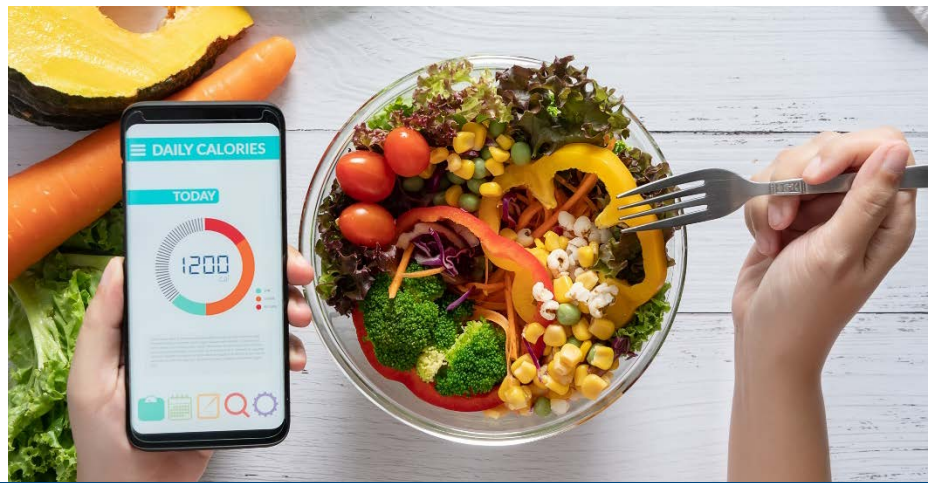
Nutrition is an important aspect of our overall well-being, however there can be some challenges when experiencing increased stress. Often times we reach for more convenient foods that are sometimes less nutritious. Here are some steps you can take to nourish your body in times of stress and change.

- Try a new recipe that includes fruits or vegetables
- Minimize trips to the grocery store by stocking up on foods that will stay fresh for a week or longer
 - Canned or frozen fruits, vegetables, beans, meats and fish. Choose varieties without sauces
 - Whole wheat crackers, bread, tortillas, whole grain rice, whole grain pasta
 - Oatmeal and whole grain cereals
 - Broths and soups
 - Peanut butter, nuts, and seeds
- Opt for healthier options when eating out
 - Look up nutrition information online
 - Choose grilled over fried
 - Have a salad instead of fries
 - Order dressings and sauces on the side

When it comes to making changes to activity and nutrition in times of stress, try to make small changes that can easily become new habits. You don't have to change everything at once, take it one step at a time.



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Eating Habits, Weight Management & COVID-19

During these challenging times, it is easy to put our health and wellness on the back burner. Stress can cause a biological drive to eat higher-calorie, higher-fat foods. Restaurants and delivery services are waiving fees, making it easier than ever to order take-out meals. Crowded grocery stores and social distancing also might discourage some from buying fresher foods that are not as shelf-stable.

- **Combat Unhealthy COVID-19 Eating Habits**

With most in-person events cancelled and activities still limited, many of us have extra time on our hands. One way to fill this time is to make good use of your kitchen. Cook and try new recipes. You will be amazed at how tasty food made from scratch can be! Make it a family affair by getting everyone in the house involved with menu planning and cooking. Get creative with the ingredients you use. There are shelf-stable options for fresh foods to reduce trips to the store frozen or canned produce, dry grains and legumes, frozen meats, flour, etc.

- **Download a Meal-Prep App for Your Phone**

There are many options for meal-prep and meal-tracking apps available for smartphones. [Mealime Meal Plans & Recipes](#) is an easy-to-use app designed to help singles, couples and families in planning and preparing healthier meals. You also might want to check out [My Fitness Pal](#) and [Lifusum](#).

- **Exercise for Weight Management**

While nutrition is significant to weight management, we need to keep our bodies moving too! Improving body composition might begin in the kitchen, but exercise helps to maximize the body's ability to burn fat! The below exercise strategies can be highly effective; however, it is important to always consult your physician or a health care professional before beginning any exercise program.

- **High Intensity Interval Training (H.I.I.T)**

H.I.I.T. workouts involve short periods of intense exercise alternated with recovery periods. One of the biggest advantages of H.I.I.T. is the ability to attain maximal health benefits in little time. Research shows H.I.I.T. can produce similar fat loss to traditional endurance exercise with a much smaller time commitment.

- **Fasted, Low Intensity Cardio**

If a primary goal is lowering body fat percentage, exercising at low intensity in a fasted state might be beneficial. Some studies support that more fat is burned while exercising or running in the fasted state (no calorie intake in the previous 8-10 hours) than when the body has circulating nutrients to use for energy.

- **Start now and make a S.M.A.R.T. goal**

To initiate and maintain habits that lead to healthier weight management, start with setting a S.M.A.R.T. goal – a simple, short-term goal that is specific, measurable, attainable, realistic, and time-bound. For example, a good smart goal might be to walk for 30 minutes after dinner three times a week. Start small and go from there!

Essential Oils

Help Boost Your Immune System and Relieve Stress



Immune System Boost

All essential oils have some degree of antiseptic effectiveness and many may prevent the spread of bacteria, fungus and viruses.

Some may help to stimulate the immune system by increasing blood and lymph circulation, as well as supporting our body systems.

Below are 4 essential oils for immunity:

- **Eucalyptus**
 - Eucalyptus has long been used in over-the-counter cold and flu remedies to loosen phlegm and relieve congestion. The secret to its effectiveness is a compound called 1,8-cineole which has powerful anti-inflammatory, antioxidant and antibacterial properties.
- **Frankincense**
 - Derived from the resin of the Boswellia tree, Frankincense is well-known for its highly effective anti-inflammatory properties.
- **Oregano**
 - Oregano is a powerful antibacterial thanks to high levels of the active compounds, carvacrol and thymol.
- **Thyme**
 - Thyme is rich in thymol which can help reduce coughs associated with upper respiratory infections.

Stress Relief

Scents are powerful and have the power to instantly evoke emotions, which can directly impact our bodies through our nervous system.

Some essential oils have been shown to interact biochemically on neuro-receptors the same way many anti-anxiety medications do.

Below are 4 essential oils that may help relieve stress and may promote better sleep:

- **Lavender**
 - Studies have shown lavender may calm the nervous system – lowering blood pressure, heart rate, and skin temperature as well as changing brain waves to a more relaxed state.
- **Lemon**
 - A Japanese study found lemon may soothe stress, lessen anxiety and lower your heart rate in just 10 minutes, with effects lasting for almost half an hour.
- **Clary Sage**
 - Clary Sage has been found to help people relax during dental procedures and has also been shown to have anti-depressant-like effects.
- **Bergamot**
 - Five out of six clinical studies conducted between 2009 and 2013 found Bergamot aromatherapy reduced heart rate, blood pressure, and stress.

Adapted from fullscript.com and psychologytoday.com

How to Use Essential Oils Safely and Effectively

- Diffuse or inhale for direct inhalation
- If using topically, dilute essential oil with a carrier oil such as jojoba or coconut
- Ingesting essential oils should only be done under direct supervision of a doctor
- Exercise caution when using oils around children
- Never apply oils directly to an animal
- Essential oils should never be used in place of any medication but can be used to compliment your current medication regime

Michele Mack, LMT, CPMT Ohio State integrative Medicine

TriHealth EAP[®]

Connect To Your Partner: Tips for Better Communication in Your Relationship



"I stopped bringing up issues because we always argue when I do."

"We have been together so long and you still don't know what I need!"

"I am tired of picking up after you. Get off your phone and help me! You are an adult."

"I don't care what you do. I am so done with you."

Relationships are hard. Our schedules are busy and we don't always make our relationships a priority. We think we know how to meet the needs of our partners but we are often incorrect or have just stopped caring and trying. Having the desire and ability to be giving to your partner is far more important than getting it exactly right. There are many simple ways to connect to your partner.

- Be respectful of your partner's feelings. If your partner wants to talk or needs space, let them know you are willing to meet their needs.
- Listen to and focus on your partner when they are speaking. Avoid using cell phones or computers when having a conversation. Shut off the television and avoid other distractions.
- Disagree with your partner in a kind and loving way. Do not judge or reject your partner's ideas without considering them. Express your differences of opinion with respect and kindness.
- Touch your partner. Hold hands, walk arm-in-arm and cuddle. Most people crave personal touch and don't feel they get enough. Talk to your partner about their preferences.
- Use empathy. Put yourself in your partner's place. How might you feel if the same experience happened to you? What would you like to hear as a result? Talk to your partner about their needs.
- Say "I love you". Hearing those three little words is important to many people; it will reassure your partner. You can show love in many ways. Ask your partner how they want you to express your love to them.
- Never ignore your partner's presence. Greet them at the door when they come in. Say goodnight, every night. Kiss them goodbye, every day.
- Compliment your partner in front of other people. Your partner will feel good and they will also feel good about you.

Find out your partner's wishes on these recommendations. Talk with your partner to increase your connection.

For further help with your relationships or other issues, please call TriHealth EAP at 513 891 1627.



Mindfulness Apps



TEN
PERCENT
HAPPIER

Ten Percent Happier is a Mindful Meditation App that allows you to listen to courses, podcasts, or books through the app to aid in sleep, stress, anxiety and meditation. Downloading the app gives you the freedom to listen to these options anywhere you are.

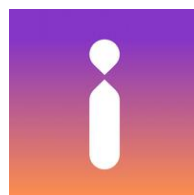


Sattva draws meditations from ancient vedic principles. In addition to 6-minute guided meditations to app features sacred sounds, chants, mantras and music by Sanskrit scholars.

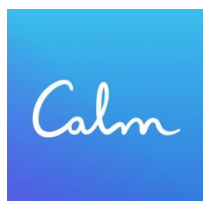


HEADSPACE®

Headspace is a mobile app that includes guided meditation, animations, articles and videos with the mission of improving health



Inscape is a meditation studio in NYC that provides an extension of their zen room where teachers guide you through mindfulness practice through the app. The meditations, music, and breathing exercises are available as recommendations based on your goals, time of day and familiarity with meditating.



Calm is an application both available on a computer and mobile app. Calm focuses on making the world happier and healthier with over 50 million downloads. Choices from Meditation, Sleep, Music, body, masterclass and scenes you are sure to find the right fit for your body.



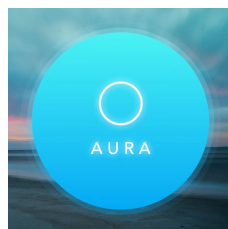
Smiling Mind was developed by a psychologist to encourage mindfulness practice as a pillar of wellness, similar to daily exercise, good sleep and healthy eating. The app features a 10-minute daily meditation broken down into age categories (7-9, 10-12, 13-15, 16-18 and adults). There are also specific programs for group use.



Many of the most experienced mindfulness teachers are on this app. It allows you to pick and choose depending on how long you have to practice and what style you would like. Just set a timer and sit without guidance.



Simple Habit features five minute meditations from top mindfulness experts at google to former monks. You can also find coaching, motivational guides and bedtime stories on this app along with classic guided meditations.



Fans of Aura like it for its daily meditations, life coaching, nature sounds and stories based on the mood you select when opening the app. You can also track your moods for reviewing patterns.



Buddhify offers over 200 meditations to help with anxiety, stress, sleep, pain and tough emotions. With several different teachers, you are sure to find the voice and style that resonates with you.



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Tips for a Good Night's Sleep

Set a schedule:

Go to bed at a set time each night and get up at the same time each morning. Disrupting this schedule may lead to insomnia. "Sleeping in" on weekends also makes it harder to wake up early on Monday morning because it re-sets your sleep cycles for a later awakening.

Exercise:

Try to exercise 20 to 30 minutes a day. Daily exercise often helps people sleep, although a workout soon before bedtime may interfere with sleep. For maximum benefit, try to get your exercise about 5 to 6 hours before going to bed.

Avoid caffeine, nicotine, and alcohol:

Avoid drinks that contain caffeine, which acts as a stimulant and keeps people awake. Sources of caffeine include coffee, chocolate, soft drinks, non-herbal teas, diet drugs, and some pain relievers. Smokers tend to sleep very lightly and often wake up in the early morning due to nicotine withdrawal. Alcohol robs people of deep sleep and REM sleep and keeps them in the lighter stages of sleep.

Relax before bed:

A warm bath, reading, or another relaxing routine can make it easier to fall asleep. You can train yourself to associate certain restful activities with sleep and make them part of your bedtime ritual.

Sleep until sunlight:

If possible, wake up with the sun, or use very bright lights in the morning. Sunlight helps the body's internal biological clock reset itself each day. Sleep experts recommend exposure to an hour of morning sunlight for people having problems falling asleep.

Don't lie in bed awake:

If you can't get to sleep, don't just lie in bed. Do something else, like reading, watching television, or listening to music, until you feel tired. The anxiety of being unable to fall asleep can actually contribute to insomnia.

Control your room temperature:

Maintain a comfortable temperature in the bedroom. Extreme temperatures may disrupt sleep or prevent you from falling asleep.

See a doctor if your sleeping problem continues:

If you have trouble falling asleep night after night, or if you always feel tired the next day, then you may have a sleep disorder and should see a physician. Your primary care physician may be able to help you; if not, you can probably find a sleep specialist at a major hospital near you. Most sleep disorders can be treated effectively, so you can finally get that good night's sleep you need.

Adapted from "When You Can't Sleep: The ABCs of ZZZs," by the National Sleep Foundation.

Tips to Reduce Stress and Sleep Better

Stress is our response to daily life. It affects us emotionally, physically, and behaviorally. The right amount of stress can be a positive force that helps us to do our best and to keep alert and energetic. Too much stress, however, can make us tense, anxious, and can cause sleep problems.

What Are the Signs of Stress?

Common signs of stress include depression, sleep problems, tension, anxiety, work mistakes, poor concentration, and apathy, among many others. If high levels of unwanted stress are not properly managed, your health and sense of well-being can suffer. Therefore, it is important to learn how to manage stress.

Tips for Managing Stress for Better Sleep

These tips can help you ease stress and hopefully get a better night's sleep:

- **Assess what is stressful:** The first step in getting a handle on stress is to figure out what is causing it. Take a good look at your physical condition and your daily activities. Do you suffer from pain? Are you overloaded at work? Once you identify your stressors, you can take steps to reduce them.
- **Seek social support:** Spending time with family and friends is an important buffer against stress. It can be helpful to share your problems with people who care for you.
- **Practice thought management:** What we think, how we think, what we expect, and what we tell ourselves often determine how we feel and how well we manage rising stress levels. You can learn to change thought patterns that produce stress. Thoughts to watch out for include those concerning how things should be and those that over generalize sets of circumstances (for example, "I'm a failure at my whole job because I missed one deadline.") Many commercial audiotapes and books can help you learn thought management exercises.
- **Exercise:** Exercise can help you blow off steam thereby reducing stress. In addition, flexible, loose muscles are less likely to become tight and painful in response to stress. If you have a medical condition or are over the age of 50, it's best to check with your doctor before beginning an exercise regimen.
- **Eat a healthy diet:** Junk food and refined sugars low in nutritional value and high in calories can leave us feeling out of energy and sluggish. A healthy diet, low in sugar, caffeine, and alcohol consumption, can promote health and reduce stress.
- **Get adequate sleep:** A good night's sleep allows you to tackle the day's stress easier. When you are tired, you are less patient and easily agitated which can increase stress. Most adults need 7-8 hours of sleep per night. Practicing good sleep hygiene along with stress-lowering tactics can help improve your quality of sleep.
- **Delegate responsibility:** Often, having too many responsibilities can lead to stress. Free up time and decrease stress by delegating responsibilities.

These steps can help many people sleep soundly through the night. However, if you have frequent sleep problems, talk to your doctor. Your doctor can assess you for possible sleep disorders and recommend safe and effective sleep medicine.

Keeping Your Mind Strong Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start a wellness journal to keep track of your habits, goals, and progress	Cook a meal in which ½ the plate is vegetables	Break the monotony, try something new today	Take 5 minutes to identify 2-3 goals for this month	Identify and utilize a coping skill for a stressor you're experiencing	Start a wellness journal to keep track of your habits, goals and progress	Exercise for at least 15 minutes
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Try 4-7-8 breathing – inhale for 4 counts, hold for 7, exhale for 8	Set a limit for your news and social media consumption	Try a yoga video	Identify 3 things for which you are grateful	Spend time with a pet	Eat breakfast
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Make a to-do list for the week ahead	Do a check-in with your partner, roommate, close friends or family to see how they're feeling	Make a "small wins" list, and continue adding to it throughout the month	Decide on a "happy place" and spend some time visualizing it	Schedule time today to worry, dream, appreciate, or just clear your mind	De-clutter a living or work space
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Take a long walk with a pet or other partner	Seek out something or someone who makes you laugh!	Try a crossword, Sudoku, or other puzzle	Ask for help with something that has been stressing you out	Spend at least 20 minutes outdoors	Volunteer with a local non-profit
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Drink at least 64 oz. of water today	Reflect on this month – what went well? What have you accomplished?				

Keeping Your Body Strong Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Try a H.I.I.T. class	Do 10 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Try a recipe with these superfoods: Avocados and Beans	Quick strength: <ul style="list-style-type: none"> • 10 squats • 10 bicep curls • 10 crunches 	Do 10 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Try a recipe with these superfoods: Berries and Un-sweetened Yogurt	Quick strength: <ul style="list-style-type: none"> • 10 lunges • 10 arm raises • 10 supermans
Set your sleep schedule for the week to ensure 7-8 hours/night of sleep	Do 15 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Quick strength: <ul style="list-style-type: none"> • 10 burpees • 10 Russian twists • 20 sec. plank 	Do 15 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Try a recipe with this superfood: Sweet Potatoes	Quick strength: <ul style="list-style-type: none"> • 15 squats • 15 bicep curls • 15 crunches 	Do 20 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!
Set your sleep schedule for the week to ensure 7-8 hours/night of sleep	Take a Yoga class	Try a recipe with these superfoods: Leafy Greens (spinach, kale)	Quick strength: <ul style="list-style-type: none"> • 15 lunges • 15 arm raises • 15 supermans 	Try a recipe with this superfood: Fish (the oily varieties such as salmon)	Do 25 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Quick strength: <ul style="list-style-type: none"> • 15 burpees • 15 Russian twists • 30 sec. plank
Set your sleep schedule for the week to ensure 7-8 hours/night of sleep	Do 25 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Quick strength: <ul style="list-style-type: none"> • 20 squats • 20 bicep curls • 20 crunches 	Try a recipe with this superfood: Tomatoes	Do 30 minutes of cardio—walk, jog, jumping jacks, cycle, your choice!	Quick strength: <ul style="list-style-type: none"> • 20 burpees • 20 Russian twists • 45 sec. plank 	Try a recipe with this superfood: Oranges
Set your sleep schedule for the week to ensure 7-8 hours/night of sleep	Do 30 min. of cardio—walk, jog, cycle, your choice!	Quick strength: <ul style="list-style-type: none"> • 20 lunges • 20 arm raises • 20 supermans 				

Self-Care Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
We learn something from everything — what are you learning?	Say something positive to everyone today	Write down 3 things that have gone well this month	Remind yourself things can change for the better	Listen to music— your favorite song, artist, album, or find something new!	Sit and breathe deeply for 5 minutes. In for 4 sec., hold for 7 sec, out for 8 sec.	Get at least 7 hours of sleep
Read a book you have been wanting to dive into, or re-read an old favorite	Drink your favorite warm beverage	Call or video-chat a friend or family member — don't text!	Challenge yourself to find a new perspective on a problem you face	Cook and eat a meal you enjoy	Identify 3 good things to look forward to this year	Ask yourself, will this still matter a year from now?
Take a relaxing bath or hot shower	Watch an episode of a TV show you love	Sit outside and identify 4 things you see, 3 things you hear, 2 things you smell, 1 thing you feel	Enjoy a relaxing scent — a scented candle, essential oils, baking, something in nature, etc.	Identify 3 things that have gone well today	Make progress on a project or task you have been avoiding	Read a magazine or newspaper
Identify a small step you can take to improve a difficult situation, and take it!	Practice a Mindful Moment — sit in a relaxed posture, take 3 breathes and set your intention for the day	Do a puzzle	Go to a park and enjoy nature	Write down your hopes and plans for the future	Get creative today — color, write, draw, play music, dance, cook, paint, make something	Indulge in a treat
Make a conscious effort to focus on reasons to be cheerful	Every hour take 3 deep, calming breaths	Every hour stretch for 3-5 minutes				



Sleep On It!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Swap out your afternoon cup of coffee for a non-caffeinated option.	Talk with a trusted person about a stressor that's keeping you up at night.	Consider keeping gadgets like phones and tablets out of your room entirely.	How old is your mattress? If it's more than 7 years old, it's time to replace!	Eat your evening meal at least 2.5 hours before bed to avoid indigestion or other issues.	Add a bath or shower to your nightly routine to relax your muscles and wind down.	Pick a notebook to designate as your Sleep Journal this month.
Write your sleep schedule – same wake time and bed time every day this week!	Keep your Journal next to your bed, and make note of any issue – too hot, loud, bright, etc.	Make sure your room is as dark as possible – use blackout curtains and turn off lights.	Set the temperature in your room to around 65 degrees or so.	Make your bedroom about sleep – that means no TV, video games, eating or work!	If you can't fall asleep, don't stay in bed longer than 20 minutes. Get up and do a quiet, relaxing activity.	Waking up in pain? You may need a new mattress or pillow
Write your sleep schedule – same wake time and bed time every day this week!	Avoid bright lights including screens at least 1 hour before bed, and if getting up in the night.	Make the room as quiet as you can – use ear plugs if you have to!	Avoid excessive fluids before or during bedtime.	No napping, especially if you have trouble falling asleep at night!	Write any worries for the next day down in your Journal before settling down to sleep.	Avoid alcohol within 3 hours of bed time.
Write your sleep schedule – same wake time and bed time every day this week!	Exercise at least 3 times this week – as little as 10 min of exercise will help you sleep!	Avoid exercising within 3 hours of bed time.	Avoid caffeine within 6 hours of bed time.	Learn a relaxation technique and do it before bed.	Write down your nighttime routine – what you do the hour or so before bed.	Try 5-10 minutes of gentle stretching before bed to relax.

Socializing Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Call a former colleague you haven't seen or spoken in a bit	Connect with yourself, too—sit down and make a 5-year plan	Text a compliment to a friend or family member	Spend extra time with a pet	Send a friend or family member two goals you have for the month	Start a group text with everyone's best stress management tips!	Start a fitness challenge with loved ones (e.g., steps per week)
Call a friend or family member	Check in with a co-worker today	Pick a recipe and challenge a friend to make it with you. Share your results!	Find an online workout, video-chat with a friend while you do the workout together	Meet someone for a walk—stay 6ft. or more apart!	Host or attend a virtual workshop to teach or learn a new skill	Call your mother/mother-figure to express your gratitude for them
Send a funny or thought-provoking article and discuss over video-chat	Host a Fireside Chat Text, where everyone in the group gives an update on their lives	Many artists are performing live on social media—attend a virtual concert with friends	When you do go out, support your local, small businesses and see how they're doing	Get together with colleagues for a virtual happy hour	Meet friends or family for a BYOC coffee-date in your respective cars	Text a friend and brainstorm fun, future plans (maybe even travel plans?)
Call a former school friend you haven't talked with in a while	Start a gratitude challenge on social media and see how many positive things people think of	Set up a Netflix party! (Google it if you're unfamiliar!)	Send a friend your favorite cocktail/mocktail recipe, and try out theirs	Sign up for a virtual presentation on a topic you're interested in	Connect with those in your household—camp out in the yard, or have a movie night!	Send a snail-mail letter
Have family dinner via video-chat	Play a game such as Heads Up or charades over video-chat	Make a thoughtful, hand-made gift to send to a loved one				