

31 WAYS TO SUPPORT EMPLOYEE WELLNESS

(and your own wellness too)



Momentum
LEADERSHIP GROUP



WHY WELLNESS IS SO IMPORTANT

Now more than ever, workplace wellness must be taken seriously. With the ever-diminishing boundaries between home and work, coupled with spending more time online, employees need ways to take care of themselves to maximize productivity and health.

Wellness is an extension of good health care, but wellness is so much more than an annual physical. To be truly effective, wellness is a lifestyle practice and mindset that has to be incorporated into all that we do. Focusing on wellness reaps multiple benefits for the individual. However, there are also advantages for the workplace including:

- Increased productivity
- Decreased injuries & associated costs
- Increased morale
- Reduced stress
- Improved attendance
- Increased employee retention
- Fostering a healthier workforce

31 Ways to Support Employee Wellness

Self-Care

1. Identify and manage stress points
2. Maintain a daily routine
3. Unplug
4. Hydrate
5. Encourage a mental health day
6. Be a little selfish
7. Call for a timeout

Move

8. Movement breaks
9. Healthy competitions
10. Meditation/Yoga
11. Get Outside

Influence

12. Inspire collaboration
13. Keep perspective
14. Ergonomic assessments
15. Lead by example
16. Supply the proper tools
17. Encourage community
18. Facilitate safe spaces

Learn

19. Publish a wellness toolkit
20. Cooking tips
21. Guest speaker
22. Financial education

Encourage

23. Wellness checks
24. Parenting support
25. Recognize contributions
26. Mail a note/card

Schedule

27. Enforce breaks
28. Implement power hours
29. Encourage work stoppage boundaries
30. Limit online sessions
31. Flexible working hours

SELF-CARE

Ways to support employee wellness

Taking care of yourself is essential to physical, emotional, and mental well-being. When we are overworked and overextended we become disorganized, emotionally depleted, and less productive. These few steps will help you to improve your overall health so you can stay sharp, motivated, and healthy.

1. Identify and manage stress points

What are the things that cause you the most anxiety and how can you navigate that better?

2. Maintain a daily routine

Every human being needs a certain amount of consistency. Having a daily routine increases feelings of security and reduces anxiety, particularly when things are uncertain.

3. Unplug

The mobility and technology that we have in our world produces great convenience but it also causes us to be "on" far more than we should. Turning notifications off after hours, on weekends, and on holidays helps to give yourself the mental break necessary to recharge and refresh. And let's not even talk about social media...

4. Hydrate

Water is your friend. Water helps with cognitive functioning, improves mood, aids your immunity and provides numerous benefits. One of the easiest ways to increase water intake is to carry water with you at all times. If you have your cellphone, you should have water too!

5. Encourage a mental health day

We often take days for everything and everyone other than ourselves, but taking a day (or two) to prevent burnout is sometimes necessary. You would be amazed at how one day with no responsibility can boost your energy and provide a less-stressed perspective.

6. Be a little selfish

NO is a complete sentence and saying no is not always a bad thing. Exercise your right to back out of requests and obligations in ways that will provide long-term benefits and short-term damage.

7. Call for a timeout

Learn how and when to say you need a break. You know your personal capacity better than most, so plan your day in a way that maximizes your capacity. If you notice that a meeting is going too long give your team a brief break so you can make the most of your time together. Pushing through is not always the best method.

MOVE

Ways to support employee wellness

It's easy to fall into a sedentary lifestyle but physical activity is necessary at any age or stage of life. The more we sit still the less effective our immune system is and the more strain we put on our brain. Movement has a number of positive effects on your mood, memory, learning ability, sleep, and stress.

8. Movement breaks

15-minutes a day is good for increased memory function. Take a few minutes to walk around the block. While you are on a call walk around instead of sitting at your desk. Whatever you do...don't just sit in one place all-day.

9. Healthy competitions & Special days

Everyone likes to be a winner. Get everyone in teams and inspire them to wellness. This approach works even when working remotely. Some ideas include: Walking challenges (steps or minutes), Water wars, Meatless Mondays, Cooking Challenges, Sugar-free lunch, Weight loss initiatives, Book clubs and more.

10. Meditation/Yoga

Many insurance brokers have workplace benefits that companies don't take advantage of. Ask your broker if they have someone that can teach a session on office yoga or mediation exercises. These activities can convey to employees that their day-to-day health matters to you. And when employees sense that their employer cares retention is increased.

11. Get outside

Vitamin D deficiency is at an all-time high. The best and easiest source of Vitamin D is sunlight! Fresh air is yet another way to strengthen the immune system, improve blood pressure and reduce obesity rates. Given the opportunity, working outside on a nice day is an easy way to make your day a little brighter...pun intended!



INFLUENCE

Ways to support employee wellness

In its simplest form, leadership is influence. No matter what your sphere of influence is, you can use it to help others (and yourself) on the journey of wellness.

12. Inspire collaboration

Provide opportunities for employees and teams to work together on projects to leverage the strength of various individuals and to reduce workloads. The more collaboration organizations have, the more team members get to benefit from one another.

13. Keep perspective

Leaders can't get distracted by the things that don't matter, nor can leaders afford the luxury of taking anything for granted. One perspective that leaders must keep in view is the reciprocal relationship between employee wellness, organizational effectiveness and performance.

14. Ergonomic assessments

Whether it is in the office or at home, it is important that employees have the proper setup for their workstations. The ergonomic assessment will help with the proper positioning of equipment and will reduce injuries. The consultant can also make recommendations on furniture, equipment or other things that will help to improve working conditions.

15. Supply the proper tools

"When you go cheap you pay twice"... at least that's what one wife's tale says. When we skimp on quality (and sometimes quantity) it shows in a number of ways. Employers have an obligation to supply employees with the tools necessary to work effectively and proficiently. Anything less creates additional strain on the employer and the employee.

16. Lead by example

Wellness initiatives do well when everyone is on board. Leaders who take care of themselves not only receive personal benefits but also motivate others to participate and boost morale.

17. Encourage community

Working from home can be isolating, but it doesn't mean that working in an office isn't. Research tells us that every human being needs to have a sense of belonging. Encouraging community is a way of helping people reach their highest potential. Simple gestures such as "How are you today;" "I missed you at the meeting;" "How are the kids doing with the new school schedule" all convey the necessary message of - you are an important part of our team.

18. Facilitate safe spaces

Every workplace needs to be a safe space for the exchange of ideas and there should also be a place where employees can express their needs and concerns without fear of retaliation or scrutiny.

LEARN

Ways to support employee wellness

The more we know the more we grow. The more we grow the better we are as individuals, as team members and as leaders. Providing new information that helps employees improve their quality of life ultimately contributes to their wellness and overall value as an employee.

19. Publish a wellness toolkit

Wellness toolkits are resources that provide information on a variety of topics. You may be able to get them from your insurance broker, employee assistance program or just by searching online. A great place to look is the National Institutes of Health. They have topics that will help with improving your surroundings, feelings, body, relationships, and disease defense

20. Cooking tips

With the many responsibilities that everyone has, cooking isn't always top priority. However, healthy eating and home-cooking are best for all of us. Great cooks always love to share their dishes and average cooks are always interested in getting better. A favorite recipe book, loved slow-cooker recipes or air-fryer meals would be a welcome addition to your wellness program.

21. Guest speaker

A good pep talk has inspired many teams to championship victories. There are many community organizations, doctors or budding speakers that can provide someone to deliver an inspiring message or deliver a rousing call to action.

22. Financial education

The one area that most people have in common as a place of concern or contention is their finances. Even if day-to-day expenses are taken care of, retirement is something we should all think about many years in advance. Your pension program or local bank may be able to provide resources on this topic.



ENCOURAGE

Ways to support employee wellness

Everyone needs a little encouragement from time to time. When employers have direct and intentional ways of celebrating employees it lets them know that they are both seen and valued. The most successful forms of encouragement are in direct response to the emotional needs and performance of others.

23. Wellness checks

Similar to the welfare check conducted by law enforcement, a wellness check is a means of making sure that someone is ok. It is a good thing to check-in with team members to see how they're doing. Even when things are going well, it's good to hear from staff to make sure their workload is manageable, that they are in a good place professionally, emotionally, or even physically. Unwell employees lead to unproductive work habits so being proactive is a great way to support your staff and your organizational goals.

24. Parenting support

Support groups are nothing new, but what is new is a need for parents to balance parenting, working from home, and learning from home in unprecedented ways. Parents may need to have alternative work schedules, adjusted timelines, or shifted responsibilities. Virtual learning for children is most stringent in the morning hours so employees with small children may benefit from having afternoon meetings or being able to work later in the day/evening.

25. Recognize contributions

As a team, organization, or colleague, giving praise for specific accomplishments is an easy way to show appreciation for the value people bring to your team. It doesn't always have to be anything grand, but it should be relevant to the work they do.

26. Share a handwritten note/card

When emails are coming into our inboxes non-stop, thank you emails are nice but they may get lost. Sharing a handwritten note shows that extra step to make someone feel truly appreciated. The easy thing is that the note can say just about anything from "make it a great week" to "you have done an awesome job leading us to meet quarterly goals" to "it's good to have you back in the office."

SCHEDULE

Ways to support employee wellness

For many, the 9-5 work day, the 5 day work week and 40-hour schedule are all myths. Many people strive for the ethereal work-life balance, while others reach for work-life integration. Much of this is a personal struggle, but some of it comes from employer pressures and expectations that sometimes seem unattainable.

27. Enforce breaks

Salaried staff are often guilty of working until the job is done including missing breaks which can take its toll over time.

28. Implement power hours

Designated blocks of times when employees can focus on their work with no interruption

29. Encourage work stoppage boundaries

With so much work to do, it is tempting to work for hours on end. Salaried staff sometimes need help with setting limits to have some sense of balance.

30. Limit online meetings

Managing the online work environment while working remotely is exhausting. Meetings longer than 75-90 minutes may not be as effective as you think.

31. Flexible working hours

When employees are working (and parenting) from home, having some flexibility in their hours can contribute measurably to organizational goals.





Dr. Keena

FACILITATOR

I have been an early childhood educator since 1991 serving in a number of roles. Most of this time has been in leadership positions where I have launched, restructured and revitalized programs. This experience has allowed me to contribute to a number of organizations on multiple management initiatives, resulting in:

- Increased performance
- Improved morale & attendance
- Reduced liability claims
- Reduced staff turnover

These things only happen when you are intentional about investing in people. Wellness is not a one time solution or something that is for a certain group of people. Wellness should be adopted company-wide as a way of caring for people and ensuring that all team members are equipped to perform at optimal levels.

**Let's work together
to identify
solutions to your problems**



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Positioning ECE Leaders for Lasting Impact

Providing organizational improvement solutions with a proven track-record of:

- Increased regulatory compliance
- Improved leadership competencies
- Reduced liability claims
- Improved employee morale
- Reduced staff turnover
- Improved employee attendance
- Increased curriculum fidelity

Professional Workshops

Tailored content to meet the specific needs of the program and participant groups. Ongoing professional growth opportunities for individuals wanting to further develop their leadership skills (In-person, on-demand and webinar options)

Project Management

Execute specific initiatives/projects, plan for transitions, and provoke program growth by using a multi-faceted approach with program stakeholders to identify priorities and next steps.

Executive Coaching

Improve leadership proficiency and target specific needs by guiding individuals and teams to leverage existing strengths, identify areas for growth, improve team relations, engage in planning/goal-setting efforts, identify performance gaps, address communication challenges and more.

CDA Professional Development Specialist

Contracted through the Council for Professional Recognition to support Child Development Associate (CDA) candidates through the credentialing process including portfolio review, observation, and reflective dialogue with candidates

Systems Implementation

Increase productivity by strengthening, creating, modifying or eliminating processes with a focus on meeting program goals, improving spending, and removing barriers to efficiency.

Quality Assurance Monitoring

Ensure compliance and quality service delivery by utilizing specific tools designed to identify gaps in program services and barriers to efficiency. Monitoring outcomes are used to lead personnel through a layered approach to analysis and improvement.