



Bewell

EMPLOYEE WELLNESS TOOLKIT

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MISSION & VISION STATEMENT

The strategic **mission** of the wellness program is to improve health, well-being and performance through awareness, education and engagement in dynamic and holistic wellness programs that feed body, mind and spirit so that we are the most engaged, productive, successful, confident and resilient we can be.

Our **vision** is to create an environment and culture in which every person feels inspired to live well and to find their unique path to well-being.



THE EIGHT DIMENSIONS OF WELLNESS

Penn State Health encourages you to *BeWell* in terms of eight particular dimensions: emotional, financial, social, spiritual, occupational, physical, intellectual and environmental. We offer a variety of programs and resources to help you find fulfillment in each of these areas.

Physical

Part of overall health includes regular physical activity, a healthy diet and sufficient sleep. With the time pressures of work and home life, it is easy for these areas to be neglected, often with the thought that the time spent sleeping, cooking something healthy, or going for a walk could be better spent elsewhere; however, without these physical elements of wellness, it becomes harder to perform at a high level in the long-term. It is important to recognize that physical activity and maintaining a healthy diet do improve general well-being, which affects overall mental health. Examples at Penn State Health include: Highmark's Fitness Your Way program, Fit, Trim and Slim, and WW subsidy.

Social

In terms of happiness in your social life, it is vital to develop a sense of connection and belonging and to have a well-developed support system. Examples at Penn State Health include: Campus events and fund-raisers, affinity groups, and volunteering opportunities.

Occupational

It is important to find personal satisfaction and enrichment from your work. Examples at Penn State Health include: Paws Up!, Learning and Leadership Development, and coaching/mentoring.

Environmental

Good health is promoted when you occupy pleasant, stimulating environments that support well-being. There is no one-size-fits-all when it comes to environmental wellness. Each person has to find what works best for themselves. The key is to discover what environment promotes balance and wellness for you personally. Examples at Penn State Health include: private lactation rooms, healthy meal options in cafeterias, and walking meetings.

Financial

Satisfaction with current and future financial situations is a part of overall wellness and balance. It is important to keep in mind how you manage the day-to-day stress of living on a budget, along with having a plan for whatever your financial situation may be. Financial stresses can be significant, and managing them is the best way to promote wellness in this area. Examples at Penn State Health include: one-on-one counseling with Empower Retirement, budget and financial resources through ComPsych, and a discount program through Abenity.

Intellectual

A cornerstone of being a fulfilled person is intellectual growth, recognizing creative abilities and finding ways to expand knowledge and skills. Examples at Penn State Health include: tuition reimbursement, and campus guest lectures.

Emotional

It is important to be able to cope effectively with life, and create satisfying relationships, in order to achieve the balance necessary to be mentally healthy and well. Emotional wellness involves being aware of and accepting your feelings; adjusting to change, both good and bad; coping with stress; and enjoying life despite occasional disappointments and frustrations. Examples at Penn State Health include: ComPsych employee assistance program.

Spiritual

Spiritual wellness involves understanding your sense of purpose and meaning in life. It is a personal journey and could involve prayer, meditation, affirmations or specific spiritual practices that are meaningful. Using values, beliefs and principles to help ground your decisions and actions can lead to balance and overall wellness. Examples at Penn State Health include: resources through pastoral services, a meditation series, and a mindfulness practice group.

WHAT'S NEW WITH WELLNESS

For the latest wellness events at Penn State Health, head over to mySolutions. MySolutions is accessed through the Infonet under Employee Services. Events occurring in the near future will appear under the announcements section of the home page. You can also type wellness into the search bar to explore all things wellness at Penn State Health. Upcoming wellness events are also featured in the quarterly BeWell newsletter that is mailed directly to your home.

LUNCH & LEARNS

Every quarter Human Resources in partnership with PRO Wellness hosts wellness lunch and learns. Every lunch and learn covers a different dimension of wellness. Past topics include: Managing Student Loan Debt, Three Steps to Fast Cooking and Meal Prep, and Finding Inner-Peace and Purpose in the Midst of Chaos. All employees can participate in lunch and learns in-person or through Zoom. Upcoming lunch and learns are posted in the announcement section of mySolutions.

EXCLUSIVE PROGRAMS FOR PENN STATE HEALTH EMPLOYEES

Paws Up!

Paws Up! is Penn State Health's employee recognition program. Giving a Paws Up! is our way of providing values-driven recognition, and will become synonymous with rewarding positive behaviors that drive our culture. It's a fun, effective, and easy-to-use full-scale recognition system that celebrates our organization's greatest asset—you.

Visit pawsup.werecognize.com to view your point balance and to provide recognition to fellow colleagues.





Fit, Trim and Slim

Fit, Trim and Slim is a comprehensive 10-week weight management program led by experts at Penn State Health Hershey Medical Center Heart and Vascular Institute. Components of the program are nutrition, exercise and behavior modification.

Eligible participants include employees and spouses who are covered under the group health plan at time of participation.

Requirements for reimbursement:

- Participant must be covered under the group health plan
- Participant must attain at least 80% completion of the program
- Participant must submit a completed reimbursement form, upon completion of the program
- Reimbursement of \$200 is made to the employee within 90 days of receipt

Call 800-243-1455 or 717-531-1552 for more information. The total cost of the program is \$225* prior to reimbursement.

**Pricing as of February 2020*

Employees and/or spouses may benefit from either Fit, Trim and Slim Reimbursement OR the WW subsidy benefit.

WW Discount

Employees who are 0.5 - 1.0 FTE and their spouses will receive a 50 percent discount when signing up for WW. The discount is applied for six consecutive months annually, based on a rolling calendar year, and is applied to either the Monthly Pass or the on-line program.

- Go to ww.com/us/pennstatehealth to sign up
- Employer ID: 65871
- Select your Population type: select "employee" or "spouse"
- Penn State Health Employees will need to enter a Unique ID
 - Your Unique ID is your Lawson ID (ex: 12345)
 - Spouses will not need to enter a Unique ID
- Click the next step button and follow the steps to complete registration

If you are currently a WW member, or if you experience problems enrolling, call 866-204-2885.

Access to the Monthly Pass is based on location's participation in the employer discount program.

Clean EatZ

As a dedicated health care professional, you sacrifice your time and well-being for the good of others. Let Clean EatZ Lancaster help make focusing on you and your family a lot easier by allowing us to provide a wide variety of healthy meal and snack options for your busy lifestyle!

Penn State Health employees receive a 10% discount on all food and snack items in the cafe. Simply show your Penn State Health employee badge at check out to receive your discount! For employees who wish to take advantage of the weekly meal plan program, visit <https://www.cleaneatz.com/mealplanmenu> to receive 10% off your order! At checkout, enter PSH10 AND your employee ID number (ex: PSH1012345).

ComPsych Employee Assistance Program (EAP)

ComPsych is a free and confidential employee and family resource to be used as a first line of defense for personal or work related concerns for yourself or your family. Through ComPsych, employees have access to counselors regarding a variety of subjects including: mental health and wellbeing, grief and loss, addiction, etc.

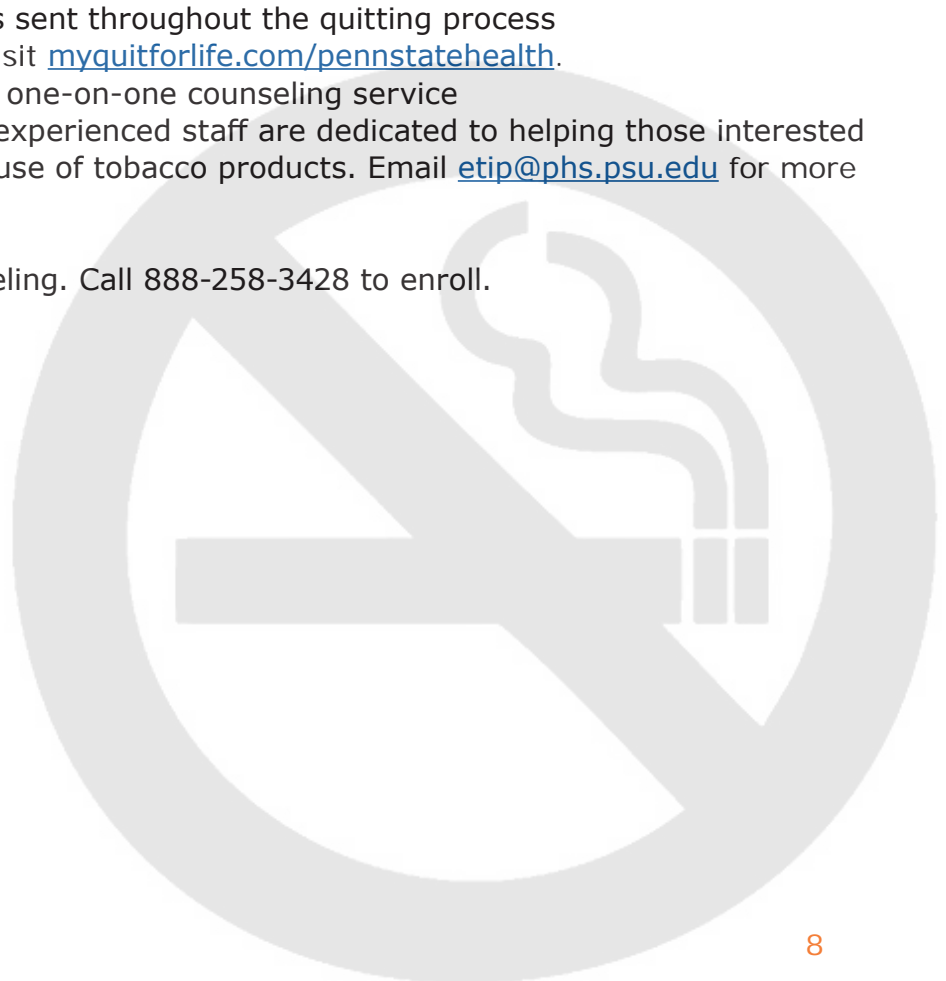
To access ComPsych, go to guidanceresources.com. Click "I am a first time user" to register, and enter the Web ID PSHMC to set up your account. For each additional access, you may use your personal username and password to access the site 24 hours a day, seven days a week or call 866-465-8935.

Abenity - Employee Discount Program

Abenity provides member-only savings on theme park tickets, car rentals, and hotels. Discounts fall into 15 different categories: attractions and tours, automotive, cellular, concerts and events, electronics, etc. For a complete list of discounts available through Abenity, go to prks.co/PSHMC.

Tobacco Intervention Programs

- Optum Quit for Life
 - Optum Quit for Life works in collaboration with the American Cancer Society to offer an evidenced-based program that combines physical, psychological and behavioral strategies to help participants overcome the addiction to tobacco.
 - Participants receive:
 - Multiple coaching calls and unlimited toll-free access to a Quit Coach
 - Unlimited access to web coach, an online community that offers e-learning tools, social support and information about quitting
 - Decision support for the type, dose and use of medicine
 - Text2Quit - text messages personalized to each participant's quit plan
 - A printed, stage appropriate quit guide
 - Tailored, motivational emails sent throughout the quitting process
 - To enroll, call 866-784-8454 or visit myquitforlife.com/pennstatehealth.
- Penn State Hershey Medical Center one-on-one counseling service
 - Tobacco treatment certified and experienced staff are dedicated to helping those interested in quitting and/or reducing their use of tobacco products. Email etip@phs.psu.edu for more information.
- Highmark Blues on Call
 - Offers monthly telephonic counseling. Call 888-258-3428 to enroll.



WELLNESS PROGRAMS OFFERED BY HIGHMARK BLUE SHIELD

The wellness initiatives in this section apply to employees and their dependents enrolled in Penn State Health's medical insurance plan.

Personal Wellness Coach

A personal wellness coach can give you the guidance you need by:

- Connecting you to resources available through your health plan, your employer and your community
- Help you to select the option that can have the greatest impact on your health
- Give you the push you need to get started
- Empower you to make healthy, sustainable lifestyle changes

Getting Started with Personal Coaching

A personal wellness coach, registered dietitian or exercise physiologist is ready to:

- Review your wellness profile and how it relates to your health risks
- Discuss your health screening results and what the numbers mean
- Help you set goals for improving your health through lifestyle changes
- Help you overcome obstacles that interfere with making healthy choices every day
- Connect you to appropriate resources to support sustained wellness challenges
- Provide expert information on how to better manage weight, quit tobacco and increase physical activity
- Provide nutrition coaching to help you improve your diet to better control weight management, heart health, diabetes and other health issues
- Keep you motivated to eat healthy and stay active - like a personal trainer who is only a phone call away!

To take advantage of free personal health coaching sessions, call 888-BLUE-428 (888-258-3428), Monday-Friday from 9AM to 9PM, EST.



SHARECARE WELLNESS PLATFORM

Highmark Blue Shield teamed up with Sharecare, a **voluntary** online health and wellness assistant, which gives employees of Penn State Health extra support towards reaching their wellness goals. Sharecare offers game-changing tools and resources that can help inspire a healthier “you.” Sharecare provides personalized guidance for eating right, exercising, getting the right amount of sleep, reducing stress and more.

Any information you choose to provide to Sharecare is not shared with Penn State Health. Highmark will simply inform Penn State Health of your participation in the program so that you may earn incentives through Paws Up! If you would like further information on what happens with the information you choose to provide to Sharecare, you can review Highmark Blue Shield’s medical certificate and Sharecare’s privacy policies at <http://bit.ly/sharecareprivacy> (URL is case sensitive).

Enrolling in Sharecare

Employees who are currently covered under Penn State Health’s medical insurance can go to mycare.sharecare.com to enroll. You will need your Highmark Blue Shield medical ID number in order to enroll, participate and receive credit for future challenges and rewards.

Employees who are not enrolled in Penn State Health’s medical insurance must call Highmark Blue Shield’s customer service at 800-914-4808 prior to creating your Sharecare account. By calling customer service, you will obtain a Highmark Blue Shield medical ID number in order to enroll, participate and receive credit for future challenges and rewards.

If you experience issues with enrolling in Sharecare, contact Highmark Blue Shield at 800-914-4808.

Frequently Asked Questions

To review a list of frequently asked questions, head over to mySolutions and search “Sharecare”.

LIVONGO DIABETES PREVENTION PROGRAM

The Livongo for Diabetes Program makes living with diabetes easier by providing you with a connected meter, unlimited strips, and coaching. The program is free to employees and dependents covered under the Penn State Health medical insurance.

Benefits of Livongo

- More than a standard meter: the Livongo meter is connected and provides real-time tips and automatically uploads your blood glucose readings, making log books a thing of the past.
- Unlimited strips at no cost to you: get as many strips and lancets as you need with no hidden costs. When you are about to run out, Livongo ships more supplies right to your door.
- Coaching anytime, anywhere: Livongo coaches are certified diabetes educators who are available anytime via phone, text, or mobile app to give you guidance on your nutrition and lifestyle questions.

To learn more or join go to: join.livongo.com/pennstatehealth/now or call member support at 800-945-4355 and provide the registration code: PennStateHealth.

Blue365 Discounts

Blue365 allows Penn State Health employees access to discounts on products and services for a well-balanced lifestyle. Blue365 features weekly and ongoing deals on health clubs, weight loss programs, healthy travel experiences and more. For more information on the Blue365 program, call 855-511-2583 or visit blue365deals.com.

Fitness Your Way

Whether your goals are physical, such as losing weight and maximizing energy, or emotional, like dealing with stress and improving your mood, Fitness Your Way can help you meet your goals, on your budget and on your own time. Fitness Your Way offers access to nearly 10,000 different fitness locations for just \$29 a month.*

For more information, go to blue365deals.com.

**Pricing as of February 2020*

Baby Blueprints

To help expectant mothers better understand every stage of pregnancy and make more informed care and lifestyle-related decisions, Highmark is offering Baby Blueprints Maternity Education and Support Program. This free program provides Highmark members with access to in-depth educational information on all aspects of pregnancy through multiple online offerings. Enrolling is easy, call 866-918-5267 to enroll over the phone.



BEING EMOTIONALLY AGILE

While stress is often thought of as the outcome of a specific event (a new commute, a death in the family or suffering an injury), the most common type of stress – and also the most insidious, is what's known as allostatic stress.

Allostatic Stress

Not to be confused with event-based stress, allostatic stress is the chronic experience of stress over time – the day to day worries, the conference call line that isn't working, the back to back meetings that make it impossible to get ahead on deliverables. This type of allostatic stress has been found to have a negative physical impact on the body.

Stress Affects How We Make Decisions

- An increased tendency towards black and white thinking, which limits creativity and the ability to consider important variables
- The illusion of multi-tasking - we might feel that we're rising to the occasion when it comes to expert multi-tasking, but usually this is an illusion; most individuals will jump from task to task with difficulty focusing and decreased productivity
- Difficulty staying organized
- Development of transactional relationships – this stems from a feeling of "I have to just get through the day, I don't have time to build deep relationships"
- Emotional strain, panic and guilt - basically beating yourself up for not performing how you usually do

Is All Stress Bad?

Surprisingly, no. Stress can be a sign that we are doing things of value and a lack of stress can be a sign of boredom, atrophy and disengagement. It is often during the times of greatest growth and learning that we experience stress and many of life's joys are also stressful.

How Can We Tell "Good Stress" from "Bad Stress"?

So when does stress go from good to bad? The answer comes down to coping... **Bad stress = stressors that are beyond an individual's personal coping resources.** You guessed it, bad stress is different for everyone. Just like what overwhelms one person may be a walk in the park for another. This is where emotional agility comes into play.

Emotional agility is an individual's ability to experience their thoughts and emotions and events in a way that doesn't drive them in negative ways, but instead, encourages them to reveal the best of themselves.

Viktor E. Frankl, a neurologist and psychologist spoke to this important idea: *"Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom."*

We know that emotionally agile individuals can cope effectively with change and bring their best selves to stressful situations and we know that they are able to make choices between what they experience and how they choose to respond.

But what's the process of an emotionally agile individual from beginning to end when they encounter complexity or struggle? How can we bring this process into our own lives?

How to Encounter Stress with Emotional Agility

- Showing up.
 - Ask yourself - What am I feeling right now? What does this say about my values?
- Stepping out.
 - Stepping out means specifically labeling the problem. For example, “I feel stressed” might mean many things – it might mean an individual is disappointed in a situation, it might mean they don’t feel right about an obligation, or it might mean that they are not being heard, perhaps in meetings or at home. Once a stressful situation is diagnosed specifically, it’s much easier to create an action plan to move forward.
- Walking your why.
 - Walking your why involves self-identifying values. Even in times where we are right and others are wrong, we still have the capacity to make choices that are values-aligned. It is important for an individual to reflect “Even in the context of all this change, who do I want to be? Is it important for me to be contributor? A collaborator? An innovator?” When we move towards our values and are able to make choices that align us with who we want to be, that is incredibly empowering, and provides a newfound sense of autonomy in difficult situations.
- Moving on.
 - Once you’ve unpacked what you’re feeling, why you’re feeling that way, and align your next steps with who you want to be in the situation, it’s time to move on and take action. Emotionally agile individuals handle situations as they come up, feel them fully, make a plan and don’t delay.

Emotional agility is both a practical set of tools and a means of building resilience. It’s a pathway where individuals can stop ignoring or being beaten by their stress and learn to become more comfortable with feeling uncomfortable.

Whether it’s in the workplace or in personal situations, emotional agility provides the framework for people to think about who they want to be in difficult situations, and then become that person.

Use emotional agility and practice the emotional agility journey to overcome stressful situations, increase your productivity, and cope with situations as they happen. This will allow you to bring your best self to every situation, and encourage that same behavior in others around you.

With a little creative problem-solving and the fostering of emotional agility in the workplace, you’ll be able to build a dynamic organization that will tackle problems, inspires growth, and effectively manages stress along the way.





REFLECTIVE JOURNALING

Life offers many stresses but writing is one tool that can help. How? It can help us organize our thoughts and emotions, work through traumas and challenges, and identify our strengths and coping strategies.

James Pennebaker was an early researcher in the benefits of writing. When he was dealing with a personal life crisis and found himself struggling with depression, he started to write. He found after a short time of writing that his mood started to improve. This inspired him to try and understand how writing helps. What he found is that writing about trauma can improve an individual's physical health.

Students who wrote about a challenge had better immune function and less visits to student health as compared to those who only wrote about their day-to-day tasks. Further studies showed that writing about challenges could lead to improved emotional and physical health and in one study, writing led to improved job prospects. When a large group of individuals were suddenly laid off, researchers recruited a group of men who didn't write, one group who wrote about their day-to-day efforts to find a new job and a third group who wrote about their feelings related to getting laid off. It was this third group that found new jobs at a much higher rate than other two groups, even though they all had a similar number of interviews. Why? The theory was that when this third group wrote about their feelings related to their job loss, they processed their hurt and anger. In interviews, they were seen as better applicants because they had worked through their negative feelings and were now looking towards the future.

Research has demonstrated that our minds need to organize events into story. If we don't then random facts stay floating in our mind and we keep thinking about them. We can limit their negative effect by writing a narrative that includes the details of what happened, how we felt about it and how we came through the obstacle. Because if we are here, writing about it, we clearly survived the challenge. Writing can help provide a way to move on.

When writing about a difficult event, include details. Try to describe what happened and don't just stay general. Don't say it was the worst day of your life; write about what made it that way. Link your feelings to the events, but create a balanced narrative. This can be hard and your story might need to be written more than once. But even in negative events, we can find some positives things that we learned, people who helped us get through. Work to describe the event and your feelings. When we organize an experience, it helps our minds process it and find a way to move on.

So grab a pen and paper or pull up a blank document on your computer and start writing!

MINDFULNESS MEDITATION

What is Mindfulness?

Mindfulness is the basic human ability to be fully present, aware of where we are and what we're doing, and not overly reactive or overwhelmed by what's going on around us.

While mindfulness is something we all naturally possess, it's more readily available to us when we practice on a daily basis.

Whenever you bring awareness to what you're directly experiencing via your senses, or to your state of mind via your thoughts and emotions, you're being mindful. And there's growing research showing that when you train your brain to be mindful, you're actually remodeling the physical structure of your brain.

What is Meditation?

Meditation is exploring. It's not a fixed destination. Your head doesn't become vacuumed free of thought, utterly undistracted. It's a special place where each and every moment is momentous. When we meditate we venture into the workings of our minds: our sensations (air blowing on our skin or a harsh smell wafting into the room), our emotions (love this, hate that, crave this, loathe that) and thoughts (wouldn't it be weird to see an elephant playing a trumpet).

Mindfulness meditation asks us to suspend judgment and unleash our natural curiosity about the workings of the mind, approaching our experience with warmth and kindness, to ourselves and others.

How Do You Practice Mindfulness and Meditation?

Mindfulness is available to us in every moment, whether through meditations and body scans, or mindful moment practices like taking time to pause and breathe when the phone rings instead of rushing to answer it.



The Basics of Mindfulness Practice

Mindfulness helps us put space between ourselves and our reactions, breaking down conditioned responses. Here's how to tune into mindfulness throughout the day:

- **Set aside some time.** You don't need a meditation cushion or bench, or any sort of special equipment to access your mindfulness skills - but you do need to set aside some time and space.
- **Observe the present moment as it is.** The aim of mindfulness is not quieting the mind, or attempting to achieve a state of eternal calm. The goal is simple: we're aiming to pay attention to the present moment, without judgment. Easier said than done, we know.
- **Let your judgments roll by.** When we notice judgments arise during our practice, we can make a mental note of them, and let them pass.
- **Return to observing the present moment as it is.** Our minds often get carried away in thought. That's why mindfulness is the practice of returning, again and again, to the present moment.
- **Be kind to your wandering mind.** Don't judge yourself for whatever thoughts crop up, just practice recognizing when your mind has wandered off, and gently bring it back.

That's the practice. It's often been said that it's very simple, but not necessarily easy. The work is to just keep doing it. Results will accrue.

How to Meditate

This meditation focuses on the breath, not because there is anything special about it, but because the physical sensation of breathing is always there and you can use it as an anchor to the present moment. Throughout the practice you may find yourself caught up in thoughts, emotions, sounds—wherever your mind goes, simply come back again to the next breath. Even if you only come back once, that's okay.

A Simple Meditation Practice

- **Sit comfortably.** Find a spot that gives you a stable, solid, comfortable seat.
- **Notice what your legs are doing.** If on a cushion, cross your legs comfortably in front of you. If on a chair, rest the bottoms of your feet on the floor.
- **Straighten your upper body-** but don't stiffen. Your spine has natural curvature. Let it be there.
- **Notice what your arms are doing.** Situate your upper arms parallel to your upper body. Rest the palms of your hands on your legs wherever it feels most natural.
- **Soften your gaze.** Drop your chin a little and let your gaze fall gently downward. It's not necessary to close your eyes. You can simply let what appears before your eyes be there without focusing on it.
- **Feel your breath.** Bring your attention to the physical sensation of breathing: the air moving through your nose or mouth, the rising and falling of your belly, or your chest.
- **Notice when your mind wanders from your breath.** Inevitably, your attention will leave the breath and wander to other places. Don't worry. There's no need to block or eliminate thinking. When you notice your mind wandering gently return your attention to the breath.
- **Be kind to your wandering mind.** You may find your mind wandering constantly—that's normal, too. Instead of wrestling with your thoughts, practice observing them without reacting. Just sit and pay attention. As hard as it is to maintain, that's all there is. Come back to your breath over and over again, without judgment or expectation.
- **When you're ready, gently lift your gaze.** Take a moment and notice any sounds in the environment. Notice how your body feels right now. Notice your thoughts and emotions.

STAYING HEALTHY THROUGH THE WORK WEEK

Eating healthy throughout the work week can be a challenge. To help keep your nutrition on track while staying on top of your busy work schedule, consider these healthful and helpful tips:

Meal Planning

Meal planning and prepping is one of the best things you can do to help keep your nutrition on track throughout the week. If we don't plan our lunches and bring something, we often spend money buying lunch or skip it altogether. Planning can also prevent individuals from stopping at a fast food restaurant on the way home or picking up take out. It may seem like you are spending more money on groceries by meal planning, but more than likely your overall spending will decrease by eating out less.

Additionally, there are plenty of great recipes that are not difficult to make at home. In fact, home cooking is often of higher quality, using fresher ingredients than what restaurants serve. Even if you are not an avid cook, you can make delicious meals at home to save you time and money.

- Designate a day to plan meals (include your family).
- Designate a day to grocery shop and prep your meals so that you don't have to worry about it during the hustle and bustle of the work week. This type of prep work can also help you focus on portion sizes.

Lastly, try using a free app like MeaLime to make meal planning and prepping easier.

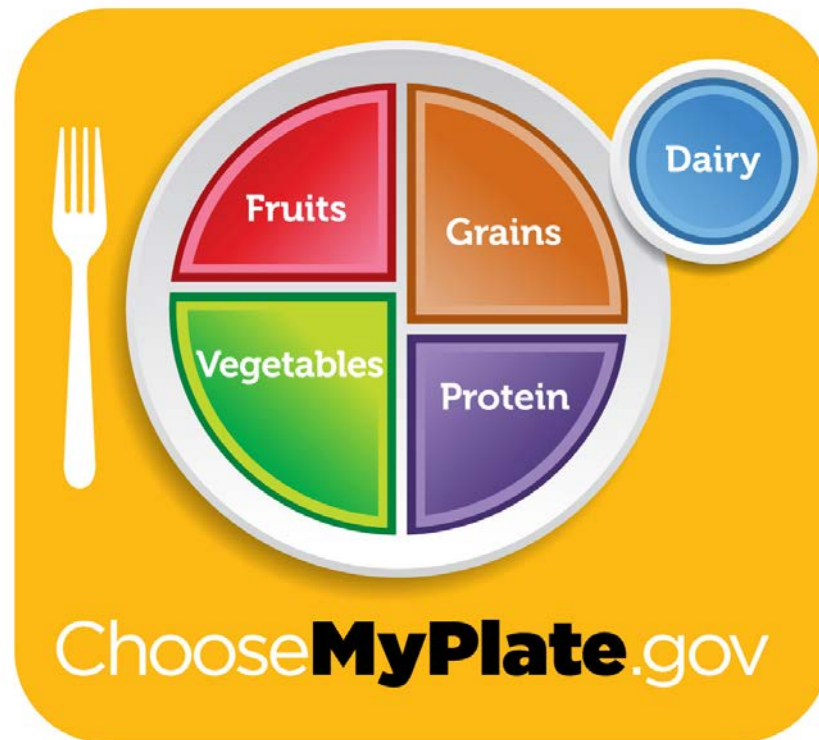


Control Portion Sizes

To help control portion sizes and overeating, try using a smaller plate at home or container if packing lunches. Controlling portion sizes may seem hard in a cafeteria with pre-packaged foods and food service staff serving your food. However, don't be afraid to ask for smaller portions in the hot food line. Additionally, try being mindful of how much food you are eating, taking smaller bites at a slower pace. This will allow you to focus on your food while helping you to determine when you are full.

Eat Veggies First

Remember to use the MyPlate method, make half your plate fruits and vegetables. These foods are not only nutritious, but they tend to be high in fiber, which helps you feel full while eating less. Don't forget to plan for at least 3-4 cups of vegetables per person per day. Try to eat these plant-based foods first to help you feel full!



Cook Light

Consider deviating from classic recipes and explore healthier ways of cooking at home. When baking, replace butter with unsweetened applesauce or mashed ripe bananas or substitute plain Greek yogurt in place of sour cream. To help reduce sugar and salt portions, explore the use of other flavors such as vinegar, lemon juice, cinnamon, nutmeg, sage or mint. These alternative options will boost flavor while limiting sugar and sodium intake.

Stay Active

Along with eating a balanced meal, staying active is important. Aim for at least 30 minutes for adults of physical activity. At work, take advantage of staircases rather than elevators or the many walking trails around campus. At home, encourage family members to partake in a family walk, a ball game or an indoor physical activity.



TIPS FOR BETTER SLEEP

Many of us know insufficient sleep isn't a good thing. It's linked to health problems like obesity, heart disease, heart attacks and diabetes. But knowing doesn't always make it easier to get the right amount of sleep. And for shift workers with irregular schedules, falling and staying asleep can be even more challenging.

Our bodies function on circadian rhythms, a daily cycle of physical, mental and behavioral changes that are influenced by natural and environmental factors. This can impact many areas of one's health, including sleep cycles and digestion. In fact, irregular sleep schedules have been shown to increase the likelihood of higher cholesterol and body mass index, as well as symptoms of bipolar disorder and major depression.

Studies show more than two-thirds of shift workers have difficulty sleeping or problems with sleepiness, and productivity is shown to be lower outside of daylight hours. Shift workers are more prone to developing certain types of cancers and gastrointestinal disorders, as well as being at an increased risk of accidents.

- Establish sleep patterns.
 - By waking and sleeping at the same times - even on weekends or days off - shift workers can establish a regular sleep pattern. Whenever possible, naps should be scheduled and taken for the same length of time.
- Build better eating habits.
 - Digestion slows when asleep, so shift workers should avoid spicy foods, heavy meals, high-fat foods, protein, too many liquids, alcohol and caffeine for four to six hours before sleep. A small snack may help with insomnia, but not all foods are good options. Good choices are dairy and carbohydrate-rich foods that contain tryptophan, a sleep-promoting amino acid, such as milk, nuts and seeds, bananas, honey, eggs, yogurt and low-fat cheese. Cigarettes should also be avoided, as nicotine is a stimulant with similar effects to caffeine.
- Setup restful sleep environments.
 - If a mattress produces aches and pains, or if it's more than seven years old, it needs to be replaced. Phones and computers should be avoided before bed, since the blue light emitted affects melatonin levels, resulting in trouble falling asleep and less REM sleep. Sleep headphones, which are specifically designed for comfort when lying down, should be worn to avoid noise distractions like a snoring dog or a storm. The optimal temperature for sleep is between 60- and 67-degrees Fahrenheit. And since shift workers are likely sleeping when it's light outside, blackout curtains should be installed since a dark bedroom is better for sleep.
- Get some physical activity.
 - Being regularly active is an important aspect of improving sleep. Moderate-intensity aerobic exercise — like brisk walking — has been shown to help people with chronic insomnia fall asleep faster and stay asleep longer. For shift workers who work physically demanding jobs, light stretching or yoga can help both the mind and body relax after a tough shift.
- Wind down the mind.
 - Many people struggle with worrying at bedtime. When a mind is racing, it can be hard to turn it off, which can make falling asleep difficult. Journaling about positive experiences before bed can reduce bedtime worry, improve sleep quality.

TIPS TO INCORPORATE WELLNESS TODAY

- Make use of the walking/running trails inside and outside.
 - Incorporate physical activity into your day by taking advantage of local walking/running trails.
- Walking meetings
 - A great alternative that allows you to work while you exercise. These work best for groups of 5 or less and for meetings that do not require note taking.
- Ergonomics self-help
 - Practice proper posture and positioning to help ensure both comfortability and productivity throughout the work day.
- Have brain breaks during meetings
 - Many individuals go meeting to meeting without much of a break. Make it a habit to start meetings off with a quick stretch/wiggle session. Have everyone stand and try to touch their toes together, do arm circles, or balance on one foot, etc.
- Set-up or encourage already existing lunch and learns
 - Make it fun to learn about health and wellness. Find local experts or non-profits who can talk to your team about finding purpose, healthy eating, physical activity, stress relief, etc. If lunch and learns are already established, be sure to check them out and take a friend!
- Stop offering low quality snacks, lunches and sugary beverages at meetings, conferences, etc.
 - Instead offer fresh fruit, low fat yogurts, salads, whole grains, etc. Make water readily available with hydration stations, and reminders to keep drinking.
- No talk Tuesday
 - Block off 3 hours in the beginning of the week, where essential meetings are banned. This will help employees to stay focused, making the rest of the week less stressful.
- Community walks
 - Gather some of your co-workers and enjoy the outdoors (or even indoors) with a community walk. Spread the word to other staff and make it an event.
- Start large meetings with a physical activity
 - Whether it's a brain break or a ball toss, this can lighten the mood and clear the brain before settling into a deep discussion.
- Utilize break time
 - Take time away from your work station to truly refresh.
- Create a vision board
 - Ask those around you to help create a board that demonstrates your goals, where you see your department moving, etc. This can start great discussion and show everyone their potential and purpose.

RESOURCES

- Paws Up!
 - Website: pawsup.werecognize.com
- Personal Wellness Coaching - Highmark Blue Shield
 - Phone: 800-914-4808
- Blue365 and Fitness Your Way - Highmark Blue Shield
 - Phone: 855-511-2583
 - Website: blue365deals.com
- WW (formerly Weight Watchers)
 - Phone: 866-204-2885
 - Website: ww.com/us/pennstatehealth
- Fit, Trim and Slim Program
 - Phone: 717-531-1552
 - Website: <https://hmc.pennstatehealth.org/heart-and-vascular-institute/fit-trim-and-slim-weight-management-program>
- Clean EatZ
 - Phone: 717-517-7264
 - Website: www.cleaneatz.com
- Healthy Recipes - PRO Wellness
 - Website: <http://prowellness.vmhost.psu.edu/family-friendly-recipes>
- Employee Assistance Program - ComPsych
 - Phone: 866-465-8935
 - Website: guidanceresources.com
- Tobacco Cessation Programs
 - Optum Quit for Life
 - Phone: 866-784-8454
 - Website: myquitforlife.com/pennstatehealth
 - One-on-One Counseling at the Hershey Medical Center
 - Email: etip@phs.psu.edu
 - Highmark Telephonic Coaching
 - Phone: 888-258-3428
- Sharecare - Wellness Platform
 - Website: mycare.sharecare.com
- Livongo Diabetes Prevention Program
 - Phone: 800-945-4355
 - Website: join.livongo.com/pennstatehealth/now





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