

# Workplace Wellness: How Not to Neglect Yourself

Session B1: Friday, May 2, 2019 9:00 a.m.-10:15 a.m.



# Presenters

## Contact us at

### **Mandy Weaver**

*West Virginia University*

**Recruitment Territories:** VA and the District of Columbia

Mandy has worked in higher education for 15 years and has been a member of PCACAC for the last 11 years. She was Counselor of the Year in 2009. **Fun fact:** Mandy and her daughter visited Disney World for the first time this past February and exceeded their daily steps, everyday.

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### **Casi Smith**

*West Virginia University*

**Recruitment Territories:** Northern NJ, Eastern NY, ME, CT, NH, MA, RI, VT

Casi has been a regional recruiter at WVU for three years. She is an outdoor-loving dog owner who loves walking meetings and iced coffee. **Fun fact:** Casi's background is in Health Promotion Wellness, and she loves working with the team on goal setting and life style changes.

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### **Jamie Miller**

*West Virginia University*

**Recruitment Territories:** Northern, Eastern and Southern MD

Jamie has worked in higher education for six years and has been a regional recruiter at WVU for three years. **Fun fact:** She formerly taught math at a community and technical college.

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# Presenters

## Kelly Lowery

*West Virginia University*

**Recruitment Territories:** *Central and Northeastern PA, Cecil and Hartford Counties in MD*

Kelly has eight years of experience working for land-grant universities; first with extension at Penn State University and now as a regional recruiter at WVU. **Fun fact:** She grew up on a dairy farm!

# Contact us at

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## Rachelle Davis

*West Virginia University*

**Recruitment Territories:** *Eastern WV and Allegany and Garrett Counties in MD*

Rachelle has worked in higher education for 21 Years. First as an admissions counselor at Shepherd University in WV, then as Director of Admissions at Garrett College in MD, and now as a regional recruiter at WVU. **Fun fact:** She lives in a town of only 8 permanent residents, including herself and her husband, Jim. Also, she was the 2006 PCACAC Counselor of the year!

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# LEARNING OBJECTIVES

1

- Understand the different ways we neglect our well-being in the workplace

2

- Identify and discuss strategies to better take care of yourself--emotional, physical, social, environmental, intellectual, and occupational

3

- How can your workplace wellness engage your co-workers and entire team?

# WHAT YOU WILL NEED:

- Kahoot
- A hand out
- Pen or marker
- Open mind
- Hand to raise when you have a question

## WE ASKED:

Admissions Counselors

School Counselors

**This was just to see what a small population of "coworkers" would be interested in..**

- What side of the desk do you work on?
  - Higher Education Admissions
  - Public School Counselor
  - Private School Counselor
  - Other:
- If you were to attend a Wellness Session at a conference, what areas of health and wellness would you want to learn about?
  - Emotional wellness
  - Physical wellness
  - Intellectual wellness
  - Occupational wellness
  - Social wellness
  - Spiritual wellness
  - ALL of the above

# WE ASKED:

Admissions Counselors

School Counselors

- What are the most stressful parts of your day? (Choose two)
  - Time Management
  - Working with parents and students
  - Managing personal and professional growth
  - Getting enough physical activity
  - Office layout
  - Finding time for yourself (eating lunch, downtime, etc.)
  - Other:
- Do you feel you have the resources to achieve your daily (work) goals?
  - Yes,
  - No
  - Sometimes
- Do you feel you have the resources to achieve your daily (wellness) goals?
  - Yes,
  - No
  - Sometimes
- What holds you back from achieving your goals?

## THEY SAID:

- WVU Wellness Survey Results as of April 15, 2019
- 21 participants
  - 60% being Higher Education Admissions
  - 40% High School Guidance
- Participants rated **Occupational Wellness**, followed by **Emotional Wellness** and **All of the Above**, for preferred areas of learning.
- Participants rated **Finding Time for Yourself**, followed by **Time Management**, as Most Stressful Parts of the Day.
- More than half of participants selected “**Sometimes**” for having resources to achieve daily work goals (57%) and to achieve daily wellness goals (62%).
- For responses to what holds you back from achieving goals, the overwhelming response was **Time**, followed by inclusions about the **Nature/Expectations of the Job**.

# KAHOOT

- Using the following scale to rate or answer the following statements
  - One: Never/No
  - Two: Rarely/Sometimes/Maybe
  - Three: Often/Always/Yes

On a scale of 1-5, how would you rate

- Do you feel as though you have the skills to continually work on your own wellness?
- Are you aware of the ways and reasons your job can hurt your wellness?
- There are 7 dimensions to wellness. Are you comfortable with all 7 dimensions?
- Do you feel confident with goal setting?
- Do you feel prepared and able to set a SMART goal and achieve it?



# WHAT IS WELLNESS

- Wellness is the full integration of states of physical, mental, and spiritual well-being.
- Wellness is the absence of illness.
- Wellness is a state of being in balance.
- Wellness is a personal journey and different for everyone.

# TAKE CARE OF YOU!

Identify and discuss strategies to better take care of yourself--emotional, physical, social, environmental, intellectual, and occupational

- Emotionally:
- Physically:
- Socially:
- Environmentally:
- Intellectually:
- Occupationally:



# EMOTIONAL WELLNESS

- The ability to understand ourselves and cope with the challenges life can bring.
- The ability to acknowledge and share the following in a productive manner:
  - feelings of anger
  - fear
  - sadness
  - stress
  - hope
  - love
  - joy



# PHYSICAL WELLNESS

- The ability to maintain a healthy quality of life that allows us to get through our daily activities without undue fatigue or physical stress. The ability to recognize that our behaviors have a significant impact on our wellness and adopting healthful habits like routine check-ups, a balanced diet, and exercise contributes to our Physical Wellness.
- It is not the ability to run a marathon, swim 5000 meters, or hike the tallest mountain.



# SOCIAL WELLNESS

- The ability to relate to and connect with other people in our world. Our ability to establish and maintain positive relationships with family, friends, and co-workers contributes to our Social Wellness.
  - Anxiety, stress, being overworked, and more can affect this.



# ENVIRONMENTAL WELLNESS

- The ability to recognize our own responsibility for the quality of the air, the water, and the land that surrounds us. The ability to make a positive impact on the quality of our environment, be it our homes, our communities or our planet contributes to our Environmental Wellness.
- Think about your desk area, the way you organize your life, the condition of your home, and/or your CAR!

# INTELLECTUAL WELLNESS

- The ability to open our minds to new ideas and experiences that can be applied to:
  - Personal decisions
  - Group interaction
  - Community betterment

The desire to learn new concepts, improve skills and seek challenges in pursuit of lifelong learning contributes to our Intellectual Wellness.

# OCCUPATIONAL WELLNESS

- The ability to get personal fulfillment from our jobs or our chosen career fields while still maintaining balance in our lives. Our desire to contribute in our careers to make a positive impact on the organizations we work in and to society as a whole leads to Occupational Wellness.
- **Does anyone ever feel like their occupational wellness takes a back seat to other things?**
- **Does your job have an abnormal level of stress?**
- **What are some stresses of your position?**
- **Do you have personal and professional goals?**
- **Do you have a 5 year plan? A 10 year plan?**



## BARRIERS:

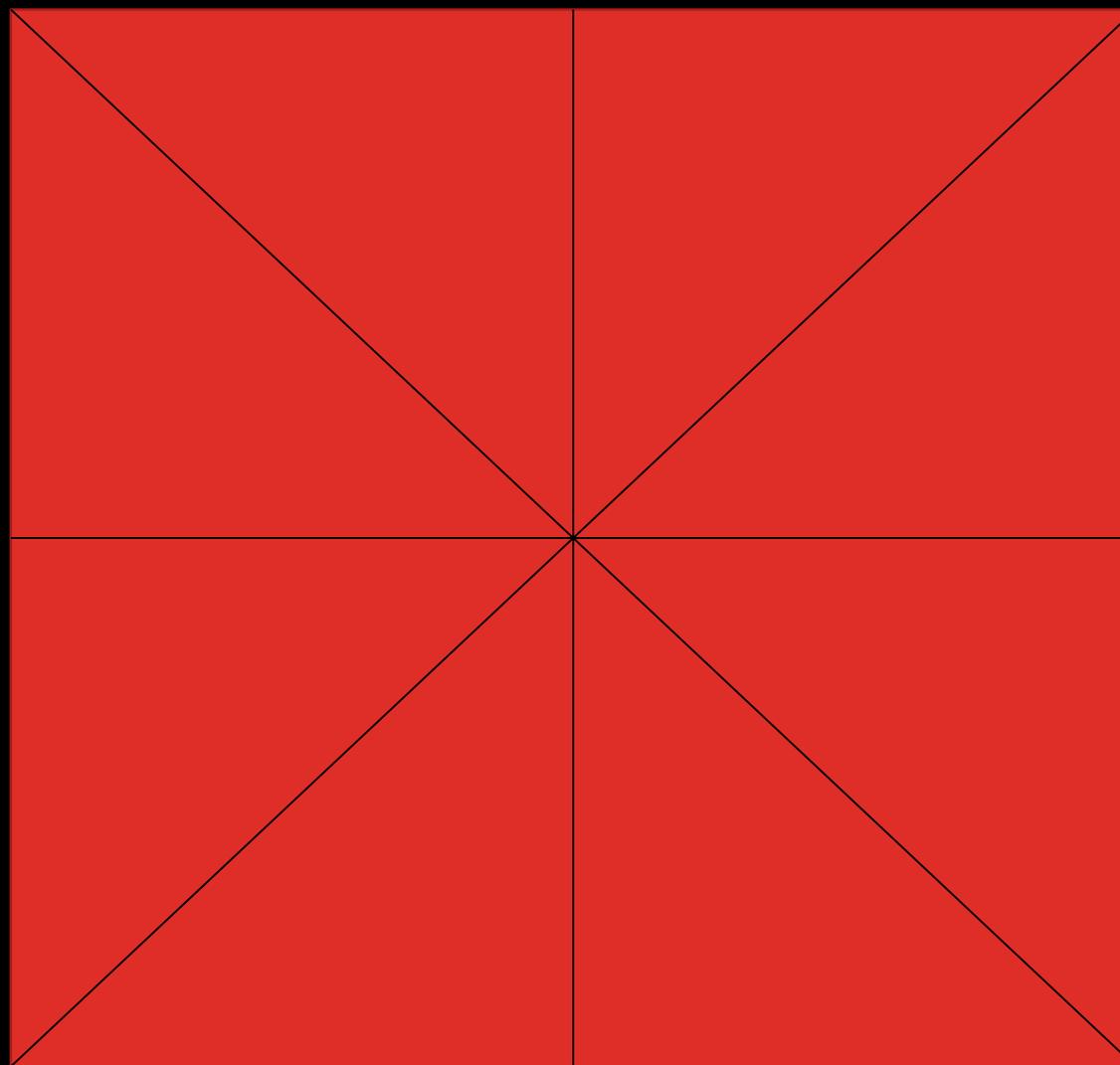
- Time
- Energy
- Education
- Lack of interest
- Lack of space/place
- Lack of confidence
- Do not like it

# Red Lights: Understanding the different ways we neglect our well-being in the workplace

- Lack of a schedule
  - Hard to plan exercises, down time, and family time
  - Stressful situations and always “on”
  - Balancing plans, traffic, different schools and methods
- On-the-Go Food
  - Unprepared for meals on the road and in the office
  - Fast food convenience
  - Pastas, bread, and college fair cookies
  - Late night snacking
- Lack of Time
  - Early mornings and late nights
  - Lack of energy makes us reach for caffeine or sugar!
  - Lack of moving (lots of time in the car or sitting at a desk)

# WHAT AREA NEEDS YOUR FOCUS?

Wellness activity



## BE WELL:

How can your workplace take on wellness by engaging your co-workers and entire team?

- Walking meeting
- Partner up
- Park further away, take the steps, walk around the buildings
- Start a walking club
- Drink more water
- Avoid and eliminate temptations in the office
- Organize something
- Challenge yourself
- Try something new- anything that scares you
- Don't make plans on the weekends
- Start the movement!
  - How?

- **Get more Steps In:**
  - Park 3-5 spots further away at work or shopping three times a week for one month
  - Avoid drive through options (food, CVS, Walgreens, etc) during the week until the end of the year
  - Take the steps whenever possible
- **Continue to educate yourself**
  - Podcast, books, newspapers, articles,
  - .Org .Edu or .Gov
  - Talk to friends with different interests- expand your knowledge base
- **Join a group**
  - Walking, biking, running, or anything that gets you moving or thinking
- **Get a partner**
- **Start small with changes**
  - Purchase a new veggie or fruit to try each week
  - Start with one lap around the block after dinner
  - Set goals!

**Start small and stick to it.**

# SMART GOALS

- Specific
  - What exactly do you want to accomplish?
- Measurable
  - What measurements will you evaluate and measure?
- Attainable
  - Do you believe you can achieve the goal?
- Realistic
  - Can this be done?
- Time Sensitive
  - When will I start? When do I want to finish?

# SPECIFIC

- Who: Who is involved
- What: What do I want to accomplish
- Where: Identify a location
- When: Establish a time frame
- Which: Identify requirements & constraints
- Why: Specific reasons, purpose or benefits of accomplishing the goal
- EXAMPLE:
  - A general goal would be,
    - “Get in shape”
  - Specific goal would say, “Join the health club on Arnold Ave and workout 3 days a week”

# MEASURABLE

- Concrete ways for measuring progress toward the goal
- When you measure your progress, you stay on track, reach your target dates, and hold yourself to a schedule
- How much? How many?
- How will I know when it is accomplished?

# ATTAINABLE

- When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.
- Goals are attainable when you believe you can do them. Setting multiple small goals will help you stay on track too!
  - Loosing 30 lbs is a large goal
  - Loosing 2 lbs per week for 15 weeks is a series of small goals

# REALISTIC

- The goal needs to be something you are willing and able to do!
  - A goal can be both high and realistic; you are the only one who can decide just how high your goal should be
  - Running a marathon is a realistic goal
  - Completing a 5k, then a 10k, and a half marathon first is more realistic

## TIME SENSITIVE

- A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by?  
"Someday" won't work
  - Hold yourself accountable!



# EXAMPLES OF SMART GOALS



КАНООН



**QUESTIONS?**



**THANK YOU**  
**for attending this session!**

**We'd love to hear from you!**

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