

WELL-BEING@WORK



Key Player Training: Take Time To RECHARGE Challenge Webinar

Lisa Ocampo, Well-Being Program Coordinator
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Today's Training

WELL-BEING@WORK

1. Well-Being@Work 2019 Updates
2. 2020 Know Your Numbers Campaign
3. Take Time To RECHARGE Challenge

Well-Being@Work 2019 Updates

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- Grants notifications and next steps
- Submit Spotlights by 11/15
- Champion Celebration 11/22
1:00-3:00pm at the SF County Fair Building

Know Your Numbers

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Health Screenings


Health screenings provide readings for five major health risk factors:

- Cholesterol
- Glucose
- Blood pressure
- Weight
- Body composition

Clinicians will provide readings and comparison to healthy range for each 20-minute screening appointment.

Employees can use sick time to attend with approval.

FREE Health Screening
KNOW YOUR NUMBERS
February 2, 2018 | 9:00am - 4:00pm



Kick off the year by attending the Know Your Numbers event to help you understand your risk factors.

Take time to learn your numbers by attending the free 20-minute health screening. A clinician will measure your glucose, blood pressure, body mass index and body fat percentage.

Fasting is not necessary. Registration is required with limited appointments available.

LOCATION:
Catherine Dodd Wellness Center
1145 Market St. Suite 100
San Francisco, CA 94103

QUESTIONS? CONTACT:
wellness@sfgov.org
(415) 554-0643

REGISTER FOR A SCREENING:
<https://1145marketadvancedscreening.eventbrite.com>

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Advanced Health Screenings

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January

- 200 Paul Street (TIS)
- DeYoung Museum (FAM)
- 1650 Mission (HSA)
- 1245 3rd Street, HQ (POL)
- 1 South Van Ness (HRD)
- 1000 El Camino Real (PUC)
- 1990 Newcomb (PUC)
- Pier 1 (PRT)
- 555 Franklin (USD)

February

- 30 Van Ness (DPW)
- 525 Golden Gate Avenue (PUC)
- 850 Bryant, Hall of Justice (POL)
- 1 Dr. Carlton B Goodlett, City Hall (CON)
- 1145 Market, Wellness Center (HSS)

CHAMPIONS:

Host a New Year screening at your location! Order by November 30!

Healthy Weight Program

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This program is a great first step toward healthy weight goals. Participants will receive ongoing support personalized to each group's interests and goals.

- Meet weekly for 7 weeks
- 45-minute group sessions with Wellness Coach
- Weekly weigh-ins
- Topics include: goal setting, weight, nutrition, exercise, stress, and staying motivated
- Facilitated discussion to establish group supports

Healthy Weight Program

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Departments hosting a Healthy Weight Program

- 525 Golden Gate Ave
 - Starts February 12
- 30 Van Ness
 - Starts February 20
- 1145 Market Street
 - Starts February 27

CHAMPIONS:

Host Healthy Weight at your location! Order by November 30

HEALTHY WEIGHT SERIES

Begins **July 20, 2018** | 12:00 – 1:00pm



LOCATION:
1245 3rd Street,
1st floor conference room,
#1025, SF, CA 94158

MEETINGS:
Fridays from 12pm-1pm

QUESTIONS? CONTACT:
Well-being@sfgov.org
(415) 554-0643

Your weight is more than a number on a scale.
It's how you feel every day, inside and out. Maintaining a healthy weight means making small changes that add up to big success. No matter what your goal is, we've got the information and tools to help you succeed.

In this program, we'll help you tackle day-to-day issues that make weight loss difficult, such as stress, lack of sleep, easy access to unhealthy food, and finding time to exercise. You'll learn to adopt healthier behaviors and attitudes for long term weight loss. You'll also be able to connect with others in this group setting who are also working to lose weight. Before and after weight screening is optional.

REGISTER TODAY:
<https://pol1245healthyweight.eventbrite.com>

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TAKE TIME TO



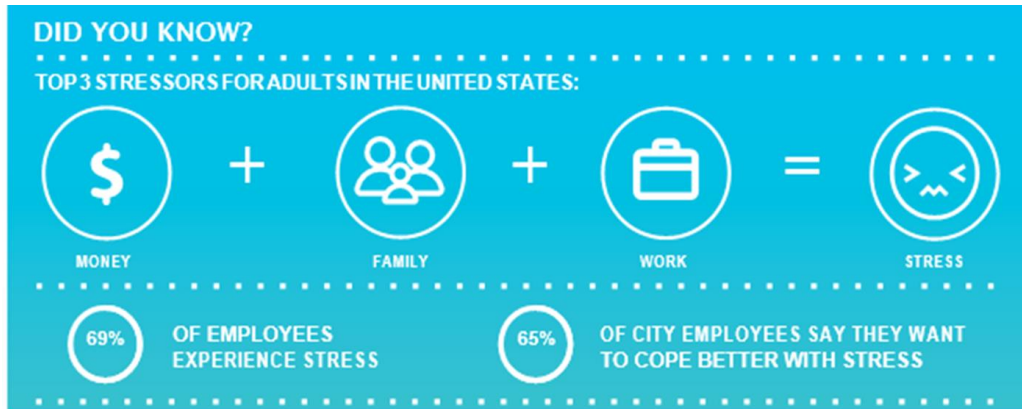
RECHARGE

6-Week Stress Management Challenge

December 2 – January 12

Why RECHARGE at Work?

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Breaks increase productivity

- NIOSH reports strategic rest can reduce musculoskeletal problems without impact to productivity
- Increases energy
- Movement breaks have even greater benefits

TAKE A MINUTE TO RECHARGE

Why RECHARGE?

RECHARGE is a collection of resources for individuals and departments that encourages employees to breathe and stretch on their breaks to help with stress management, increase energy, and ultimately increase productivity in the workplace.

Breaks increase productivity

Brief breaks throughout the day may have benefits to both productivity and physical health. According to the National Institute for Occupational Safety and Health (NIOSH), strategic rest breaks can reduce eyestrain and musculoskeletal discomforts without decreasing productivity (1). Additional research suggests that active breaks that include movement like walking can also improve creativity (2). RECHARGE encourages employees to consider breathing exercises and stretching on breaks for added benefit.

Breathing helps to manage stress

Deep breathing activates the body's natural relaxation response (3). This response positively improves mood and stress subjectively (reported by participants) and objectively (as measured by physiological responses including slower heart rate and lower cortisol (stress) hormone levels) (4).

Stretching decreases stress and reduces stiffness and pain

Stretching provides a variety of benefits including (5):

- **Decreased stress:** Regularly stretching has been shown to reduce mental tension and, when combined with mindful breathing techniques, may also help to decrease anxiety and depression.
- **Reduced pain and stiffness:** Excessive muscular tension can increase discomfort throughout the body. However, studies have shown that regularly performing static stretching can help to decrease stiffness, reduce pain levels (especially in individuals with chronic neck or low-back pain), and may even reduce the frequency and severity of muscle cramps.
- **Improved health:** Regularly performing stretching exercises, such as PNF stretching, static stretching, and stretches from mind-body disciplines such as yoga, can help to reduce blood pressure, heart rate and breathing rate, counteracting the body's physiological responses to stress and muscular tension.
- **Minimized wear and tear on joints:** When muscles become chronically tight and tense, opposing muscles become weakened, producing unnecessary wear and tear on various joint and structures within the body. Regular stretching helps to ensure the muscles on each side of a joint maintain an equal degree of pull so that the joint is able to move freely and efficiently in all directions, allowing for optimal movement and less stress on the body.

(1) <https://www.cdc.gov/niosh/biosafety/ergonomics.html>

(2) <https://www.ncbi.nlm.nih.gov/pubmed/24749566>

(3) <https://www.psychologytoday.com/us/blog/the-5-minute-workday/2017/05/5-minutes-of-automatic-breathing-exercises-and-your-yoga-practice>

(4) <https://link.springer.com/article/10.1007/s10072-016-2790-8>

(5) <https://www.aedfitness.com/education-and-resources/benefits-of-stretching-articles/538710-reasons-why-you-should-be-stretching>

Why RECHARGE at Work?

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TAKE TIME TO BREATHE

Deep breathing helps manage stress

- Study participants reported improved mood and stress
- Physiological changes – lower heart rate, lower stress levels

TAKE TIME TO STRETCH

Stretching decreases and reduces stiffness and pain

- Regularly stretching has been shown to
 - reduce mental tension and, when combined with mindful breathing techniques, may also help to decrease anxiety and depression
 - decrease stiffness, reduce pain levels (especially in individuals with chronic neck or low-back pain)
 - reduce blood pressure, heart rate and breathing rate, counteracting the body's physiological responses to stress and muscular tension



Why Create a RECHARGE Routine?

In 2018, participants experienced the following benefits:

- 66% reported that the RECHARGE program helped to manage their stress
- 83% will continue to use the skills learned

TAKE TIME TO

 **RECHARGE**

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Key Messages

Take time to RECHARGE.

- Take time to breathe.
- Take time to stretch.
- Take time to feel better.

It only takes a minute to feel a dramatic difference.



TAKE TIME TO

 **RECHARGE**

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Champion Role

1. Promote participation – post posters, distribute desk drops, print materials, forward emails, make announcements
2. Provide print calendar tracker and resources as needed

Important Dates

- ✓ Citywide Emails: 11/12 and 11/25
- ✓ Post materials week of 11/12
- ✓ Registration starts 11/12
- ✓ Register by 12/2
- ✓ 6-Week Challenge:
12/2/2019 to 1/12/2020
- ✓ Complete Post Survey 1/13 – 1/20

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Promotional Materials

- City-wide Emails
- Promotional Poster*
- Desk Drop*
- Calendar Tracker*
- Meeting announcements & newsletter templates

* All promotional materials will be interofficed, ETA 11/7 – 11/12

Post starting 11/12

TAKE TIME TO RECHARGE

Use this calendar to create your **RECHARGE** routine.
Take time during your day to stretch and breathe. It only takes a minute to feel a dramatic difference.

NAME: _____ EMAIL: _____

	M	T	W	Th	F	Sa	Su	TIP OF THE WEEK
WEEK 1	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	Find the best time of day for you to RECHARGE .
	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	
WEEK 2	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	Enter your RECHARGE break with an open mind. Let go of expectations.
	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	
WEEK 3	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	Don't do it alone – invite others to join you.
	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	
WEEK 4	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	Create an environment that reminds you to reset, relax, and RECHARGE .
	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	
WEEK 5	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	Take a minute to reset when you anticipate stressful moments.
	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	
WEEK 6	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	BREATHE <input type="checkbox"/>	Take a minute to RECHARGE before an important task and increase your productivity.
	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	STRETCH <input type="checkbox"/>	

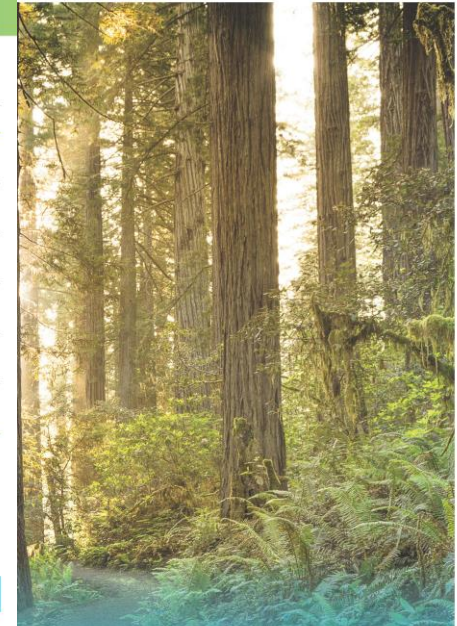
BREATHE...

- WHEN YOU ANTICIPATE STRESSFUL MOMENTS TO RESET
- BEFORE AN IMPORTANT TASK TO INCREASE FOCUS
- WHEN YOU NEED A MOMENT FOR YOURSELF EACH DAY
- WHEN STRESSORS TO CALM DOWN

STRETCH...

- WHEN YOU WAKE UP TO RELIEVE STRESS
- ON A MORNING BREAK TO RELEASE TENSION
- ON AN AFTERNOON BREAK TO ENERGIZE
- BEFORE YOU GO TO BED TO RELAX

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Register today to create your...

RECHARGE

...routine!

Taking a minute to **RECHARGE** can:

- ✔ Relieve Stress
- ✔ Increase Focus
- ✔ Improve Energy
- ✔ Release Tension

Register at: sfhss.org/well-being
RECHARGE starts December 2nd.

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TAKE TIME TO...

RECHARGE

...FEEL THE DRAMATIC DIFFERENCE

Register today to create your **RECHARGE** routine!
Starts December 2nd. Visit us at: sfhss.org/well-being

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TAKE TIME TO

 **RECHARGE**

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Promotional Tools - Ideas for promoting internally:

- 1. Newsletters** - Encourage registration by highlighting the RECAHRGE Challenge in your upcoming newsletter
- 2. Announcements** - Take the spotlight at your next team meeting and promote registration. Be sure to highlight and let people know about prizes!
- 3. Employee Portal** - Post the and a link to the registration page to increase department participation!

Templates will be provided by SFHSS after Webinar!

TAKE TIME TO

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Promotional materials drive participants to sfhss.org/well-being

HEALTH SERVICE SYSTEM

Your Benefit Plans ▾ Enrolling & Making Changes ▾ Using Your Benefits ▾ Employee Assistance Program ▾ Well-Being ▾

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Better Every Day

Take Time To RECHARGE


The power to manage stress is inside you. Create your RECHARGE routine in just 6 weeks and increase your energy, focus, and productivity. Challenge starts on December 2nd.

Registration Starts 11/12




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The Well-Being Team helps our members (employees, retirees, and family members) feel, live, and be Better Every Day.




Well-Being Programs

Focus on the things that matter most to you and get support on your healthy habit goals. Visit a program page below to learn more about the resources available to help you reach your well-being goals.



Health Topics

Well-Being information and resources by topic area. Learn more about each topic to help you live, feel, and be Better Every Day.



Employee Assistance Program

We're Here For You - to help you deal with life's challenges, to connect you to helpful resources, to help you build skills, and to encourage self-care and emotional well-being. EAP services are free, confidential, and voluntary.

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Participant Experience

Step 1: Register on Survey Monkey

- collect baseline data and provide email to receive tips and resources

- Registration opens 11/12
- Register by 12/2 for a chance to win a prize
- Enter who referred you, so they can be entered to win a prize

2018 Create a RECHARGE Routine - Registration

© PAGE TITLE

* 1. Please provide your email address to register. This is where you will receive the RECHARGE resources.

Email Address

2. Which of the following communications led you to register for RECHARGE?

Email from SFHSS

Email from my department

Posters and/or postcards distributed at my worksite

Announcements at my department

Referral from a co-worker or family member (enter their email address, so they can be entered to win a prize)

https://www.surveymonkey.com/r/RECHARGE_2019

TAKE TIME TO RECHARGE

TAKE A MINUTE TO RECHARGE

Commit to your RECHARGE goal!

1. Use the following prompts to create your RECHARGE goal.
2. Use the calendar on the back to track each day you take a minute to breathe and/or stretch for 6 weeks.
3. The weekly tips found online or in your email will help. Start today!

I want to...

- Relieve stress
- Relieve tension
- Feel energized
- Relax
- Calm down
- Increase focus
- Increase productivity
- Have a moment to myself
- Manage stress
- Reset when stressed
- Other:

To RECHARGE I will take a minute to BREATHE/STRETCH (Circle one or both):

Number times of a day

Number days a week

To reach this goal:

The best time for me to RECHARGE will be:

I will ask to support/join me.

I will create an environment that reminds me to reset, relax and RECHARGE by:

I will use the following tools to remind me to RECHARGE:

TAKE A MINUTE TO RECHARGE

Use this calendar to create your RECHARGE routine.

Take time during your day to stretch and breathe. It only takes a minute to feel a dramatic difference. Check off each day you take a minute to breathe or stretch.

NAME EMAIL

		M	T	W	Th	F	Sa	Su	TIP OF THE WEEK
WEEK 1	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	👉 Find the best time of day for you to RECHARGE.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 2	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	👉 Enter your RECHARGE break with an open mind: Let go of expectations.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 3	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	👉 Don't do it alone – invite others to join you.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 4	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	👉 Create an environment that reminds you to reset, relax, and RECHARGE.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 5	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	👉 Take a minute to reset when you anticipate stressful moments.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 6	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	👉 Take a minute to RECHARGE before an important task and increase your productivity.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BREATHE...

- WHEN YOU ANTICIPATE STRESSFUL MOMENTS TO RESET
- BEFORE AN IMPORTANT TASK TO INCREASE FOCUS
- WHEN YOU NEED A MOMENT FOR YOURSELF EACH DAY
- WHEN STRESSED TO CALM DOWN

STRETCH...

- WHEN YOU WAKE UP TO RELIEVE STRESS
- ON A MORNING BREAK TO RELEASE TENSION
- ON AN AFTERNOON BREAK TO ENERGIZE
- BEFORE YOU GO TO BED TO RELAX

Participant Experience

Step 2: Set your goal using the Goal Setting worksheet

Step 3: Track using the Calendar

- Received through interoffice mail
- Downloadable and ready to print from sfhss.org/well-being website

TAKE TIME TO



RECHARGE

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Participant Experience

Step 4: Read weekly emails

1. Find the Best Time to RECHARGE
2. Open Your Mind to RECHARGE
3. Make It Part of the Environment and Culture
4. Reset Your Response to Stress
5. Improve Your Mood, Improve Your Productivity
6. Make RECHARGE a Priority

Weekly contests provide another chance to win

TAKE TIME TO



RECHARGE

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Participant Experience

Step 5: Take the post survey

- Available on Monday, January 13, 2020
- Option to share story
- Provide contact information for prize
- Chance to win prizes for completion by January 20, 2020
- 25 grand prizes will be provided to those who share their story

TAKE TIME TO

RECHARGE

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Win Prizes!

1. Register by December 2 (100 winners)
2. Refer a coworker or family member (50 winners)
3. Enter the weekly contests (25 winners/week)
4. Complete the post-survey (100)
5. Share your story (25 grand prizes)



RECHARGE Activity Fair

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Join us at the
launch event
on 11/19

TAKE A MINUTE TO 



RECHARGE Activity Fair

Tuesday, November 19, 2019 || 12:00pm – 2:00pm

Get ready to **Relax, Refresh, and RECHARGE!** Join us as we kick off our RECHARGE campaign, starting on December 2nd. Come learn daily activities you can do to help reduce stress, increase focus, and reenergize.

At the RECHARGE Activity Fair, you can:

- Spend time coloring, journaling, writing thank you cards
- Create DIY crafts to keep at your desk, take home, or gift it to someone!
- Meditate, stretch, and relax in our RECHARGE room
- Register for the RECHARGE 6-week challenge & pick up your tracker
- Enjoy hot tea and fruit
- Win prizes & more!

LOCATION:

Catherine Dodd Wellness Center
1145 Market Street, Suite 100
San Francisco, CA 94103

CONTACT:

(415) 554-0643
well-being@sfgov.org

NO RSVP REQUIRED.

**SAN FRANCISCO
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Visit sfhss.org/well-being

Year round resources on the Website

sfhss.org/well-being/stress-management

- All educational content – Goal Setting, Calendar, Handouts
- Breathing and stretching videos
- Link to EAP
- Links to additional videos and services

