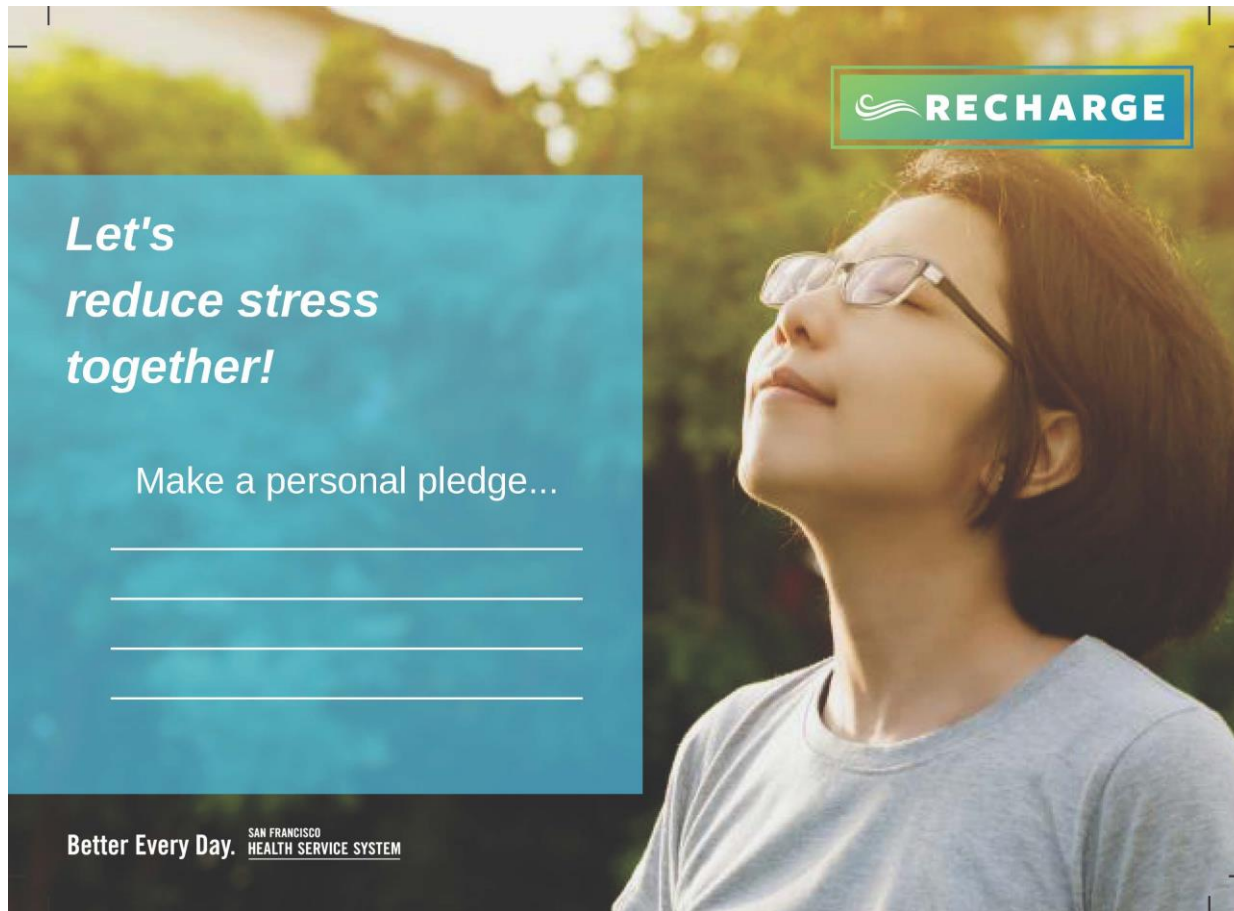


# Welcome Activity!

WELL-BEING@WORK



Fill out a  
Pledge Card  
and place it u  
on the wall

Complete the  
CityCycle  
Survey

**WELL-BEING@WORK**



# **RECHARGE**

## **Raise Awareness Training**

Irene Umipig, Well-Being Program Coordinator  
Lisa Ocampo, Well-Being Program Coordinator

# Introduction Activity

WELL-BEING@WORK



1. Share your Name, Department, Role (Champion or Dept. Lead), how long you've been in your role
2. Share one reason you're excited to focus on **Stress Management @Work** this year?

# Today's Training

WELL-BEING@WORK

1. Well-Being@Work Updates
2. RECHARGE – Stress Management Inventory
3. RECHARGE Raise Awareness Resources



# Well-Being@Work 2019 Updates

WELL-BEING@WORK

- Colorful Choices Update
  - 1309 participants (97% employees, 92% departments)
  - Submit Spotlights!
  - Take Down your Posters, replace with KAA
- Well-Being@Work
  - Annual Planning
    - ✓ Develop plan by June 15 to qualify for grants
  - Grants
    - ✓ Application – Due 8/16
    - ✓ Online Webinar
- Keep America Active
  - Registration starts June 17
  - Challenge starts July 8
  - Promotional Material Sent by Interoffice Mail

# Stress Management: WHY?

WELL-BEING@WORK

According to the National Institute of Health, not all stress is bad. Stress can be a motivator. Though long-term stress can harm your health.

## Health risks:

- Heart disease
- High blood pressure
- Diabetes
- Viral infections

# Stress Management: WHY?

WELL-BEING@WORK

## Breaks increase productivity

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



- (1) <https://www.cdc.gov/niosh/updates/restbrks.html>
- (2) <https://www.ncbi.nlm.nih.gov/pubmed/24749966#>
- (3) <https://www.psychologytoday.com/us/blog/the-athletes-way/201705/diaphragmatic-breathing-exercises-and-your-vagus-nerve>
- (4) <https://link.springer.com/article/10.1007%2Fs10072-016-2790-8>
- (5) <https://www.acefitness.org/education-and-resources/professional/expert-articles/6387/10-reasons-why-you-should-be-stretching>

# Stress Management: WHY?

WELL-BEING@WORK

The relaxation response brings your system back into balance by reducing stress, slowing down heart rate and blood pressure, and relaxing your muscles.



## BENEFITS OF BREATHING



DECREASE ANXIETY  
AND DEPRESSION



INCREASE  
FOCUS



DECREASE  
TOXINS



IMPROVE  
SLEEP

## BENEFITS OF STRETCHING



GREATER  
FLEXIBILITY



INCREASE  
CIRCULATION



REDUCE RISK  
OF INJURY



INCREASE  
EXERCISE PERFORMANCE





# Stress Management: WHY @Work?

WELL-BEING@WORK

To release the effects of workday stress by practicing to breathe and stretch regularly.

## DID YOU KNOW?

TOP 3 STRESSORS FOR ADULTS IN THE UNITED STATES:



MONEY

+



FAMILY

+



WORK

=



STRESS



OF EMPLOYEES  
EXPERIENCE STRESS



OF CITY EMPLOYEES SAY THEY WANT  
TO COPE BETTER WITH STRESS

# Talk to Your Group:

WELL-BEING@WORK



## **DISCUSS** with your Table:

What are some **challenges** that prevent employees from practicing stress management at your workplace?

# Campaign

**WELL-BEING@WORK**



# RECHARGE

## Campaign Goals

WELL-BEING@WORK

- 1. Raise Awareness:** Promote the benefits of stress management
- 2. Offer Programs:** Provide employees tools to support them with stress management in their daily routine
- 3. Create a Culture:** Make it easier for employees to practice stress management in their day through cultural supports at the workplace

# Assess Department Needs: Wellness Inventory

WELL-BEING@WORK

1. **Complete the Wellness Inventory**
2. **Put a STAR next to 1-2 things** that you want to work on to improve stress management behaviors at your workplace (considering column)

# Talk to Your Group:

**WELL-BEING@WORK**



## **DISCUSS:**

1. **Discuss 1 thing you placed a CHECK MARK next to in the yes column.** How does this tool support stress management at your workplace?
2. **Discuss 1 thing you placed a STAR next to.** Why is this important to prioritize in your stress management efforts at the workplace?

# Raising Awareness for Stress Management

WELL-BEING@WORK

1. **Make a commitment.** Decide on the consistency of messaging
2. **Lead by example.** When organization leaders support and model healthy behaviors, it makes a powerful statement. *Communicate to your employees that the Department cares about their health and well-being.*
3. **Provide a variety of resources** about healthy living and stress management. Help employees understand *why your workplace* is making an effort to promote this.
4. **Celebrate Progress.** Recognize employees, supervisors and managers that step up as leaders in promoting healthier choices.

**WELL-BEING@WORK**



# Make a Commitment:

*Decide on the consistency of messaging*



# Raise Awareness

## The rule of 7

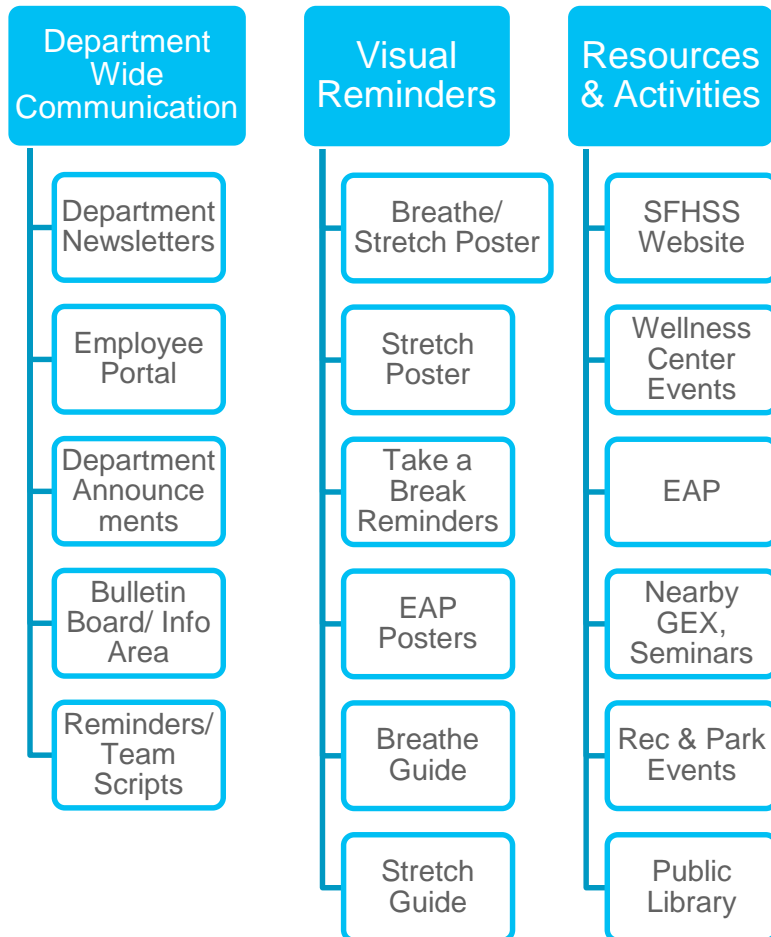
WELL-BEING@WORK



# How much is enough?

WELL-BEING@WORK

## Choose at least 3 Tools:



## Timeline at least 7 Communications:



**WELL-BEING@WORK**



## Lead by Example:

*Communicate to your employees that the Department cares about their health and well-being.*

# Raise Awareness

## Communications Platforms

WELL-BEING@WORK

### Promote Widely:

- Department Newsletters
- Employee Portal
- Department Announcements

# Examples of Department Communications

# WELL-BEING@WORK

## EMPLOYEE WELLNESS UPDATE

SFMTA

Moving Forward Together in Health

May 2019

**Caring for the areas of Fitness, Nutrition, Mental Wellness, Learning and Financial Health** Since 2010, the Employee Wellness Team is committed to providing resources that educate and encourage SFMTA employees to take charge of their lives and to set healthy lifestyle goals.

For the current Employee Wellness calendar of scheduled events and for additional wellness information, visit the Wellness Program website ([www.sfmta.com/wellness](http://www.sfmta.com/wellness)). Questions, comments or submissions? Email us at [wellness@sfmta.com](mailto:wellness@sfmta.com). You can also request the updated PDF version of the calendar.

**Superfoods**

The term "superfood" typically describes foods that are high in vitamins and antioxidants and low in fat, sugar and sodium. Eating superfoods may reduce the risk of some chronic diseases.

The following are "superfoods" or are packed with vitamins and minerals and are versatile in recipe:

- Cruciferous Vegetables:** Broccoli, Brussels sprouts and cabbage are good sources of fiber and vitamin C and are easily added to a stir-fry or a casserole.
- Green Peas:** Orange, tangy, garlicky, lentils, lime and dandelion are high in vitamin C. You can bake them in a salad or use the peas to replace the beans of a chili recipe.
- Green, Leafy Vegetables:** Spinach, kale, collard greens, mustard greens, watercress, arugula and other dark green leafy greens are a high source of vitamin A and C and packed with fiber. Enjoy these greens shredded in a salad, sautéed with olive oil and garlic, or added to soups or casseroles.
- Beans:** Strawberries, blueberries, blackberries and raspberries are good sources of fiber and vitamin C. Add them to cereal or oatmeal or enjoy them for a snack. Try adding them to a chili green salad for a different twist.
- Beans:** Cantarino beans (chickpeas), kidney beans, black beans, black-eyed peas, lentils, lima beans, pinto beans and navy beans are fat free, high in dietary fiber and a good source of folate and potassium. Enjoy them in bean burritos, black bean burgers, bean salads or bean soups.

**Bike to Work Day Thursday, May 9**

This is the biggest biking day of the year! Join the tens of thousands of people riding their bikes to work during the 20th Annual Bike to Work Day on May 9 and turn your normal Thursday morning commute into a celebration on two wheels!

- Plan to ride your bike to work for your chance to win a Levi's Commuter Smart Jacket (a \$350 value). To register go to [www.biketoworkday.com](http://www.biketoworkday.com)
- Join managers, volunteers and your District Supervisor in a Commuter Shave leaving from major hubs city wide.
- Drop by your nearest Energizer Station on your way to work and enjoy free coffee, snacks and giveaways! Plus, select stations will provide basic bike check-up and maintenance.

For additional details, visit [www.sfmta.com/bike](http://www.sfmta.com/bike)

**SFMTA Honored with SFHSS Well-being@Work Award!**

In recognition of the agency's exemplary wellness efforts, the SFMTA has been presented with the Well-being@Work Platinum Award by the SF Health Service System (SFHSS). The SFHSS Well-being@Work Award honors City departments that are taking steps toward making employee well-being a priority in the workplace.

The wide range of SFMTA initiatives that received special attention include the SFMTA Wellness Council, separation of Wellness from locations at the Divisions, free financial/legal consultations through the SFMTA Clinic Program, and the HR Employee Engagement Team's "Turn Me On" Thursday.

To learn more about current SFMTA wellness efforts, visit the Wellness Program website page [www.sfmta.com/wellness](http://www.sfmta.com/wellness).

## SFHSS Health Service System

### CATHERINE DODD WELLNESS CENTER



**JULY 2018**  
Check out the variety of classes and special events this month at the Wellness Center. Print a copy of the [calendar](#) and share it with a colleague.

TAKE A MINUTE TO RECHARGE

**Reset, Relax, and RECHARGE**

Two of the simplest ways to manage stress and increase your focus and energy are by breathing and stretching. Both activities initiate the relaxation response which slows heart rate, lowers blood pressure, and reduces tension in your muscles. And you can do them anytime, anywhere. Learn to reset, relax, and RECHARGE today!

Register and create a RECHARGE Routine from 6/25-8/5

Find stretching and breathing videos and other resources [here](#)



**WELLNESS COACHING**  
Starts July 19th

Get the support you need by working with the Wellness Coach one-on-one to set goals around practical strategies to help you manage stress. You will have the opportunity to develop a personalized plan and get support to help you in times of stress. Discuss obstacles and learn skills to be successful. [Register today](#) to reserve your spot

**7/25 - OFFICE ERGONOMICS**  
9:00-11:00am  
[Register Here](#)

For a complete list of trainings from July to December [click here](#).

**CLASS CANCELLATIONS**  
(All Classes)

7/6 - Zumba at City Hall  
7/11 - Tai Chi at City Hall  
7/17 - Tai Chi at Wellness Center  
7/19 - Yoga at City Hall


**OPEN USE HOURS:**  
Chosen to do your own workout routine at the Wellness Center.

**MWF 11:00-12:00 & 1:00-2:00**  
TH 11:00-2:00  
Open Use Hours may be unavailable due to scheduled

Home | DAAS Employee Of The Month

### DAAS Employee(s) of the Month

DAAS Employee(s) of the Month



Luciana Tsay, Elizabeth London, Lucas Swanson, Sara Hofverberg, and Krista Blyth-Gaeta

DAAS Wellness Committee

DAAS has been participating in the City's Wellness program since its inception. The Department has had many enthusiastic champions during this time who brought wellness related activities to their programs. Last year, DAAS decided to form a coordinated Wellness Committee to carry out a Wellness Plan for the entire Department. Eagerly volunteering was Luciana Tsay, Elizabeth London, Lucas Swanson, Sara Hofverberg, and Krista Blyth-Gaeta.

The group began meeting and planning together during the summer of 2018 and were able to pull off an impressive amount of work during the calendar year. Their first campaign was to help staff Recharge and rejuvenate through stretching, breathing and practicing self-care. The Committee kicked off the campaign with an event in the 1650 Mission lobby, giving away fruit, campaign information, and lots of positive vibes! This model has become a mainstay of the group and it is not abnormal now to see them handing out fruit, playing music, giving away prizes and spreading joy in the lobby every few months. The Recharge campaign hit its peak with a Bridge Passport event, in which staff were invited to participate in a multi-building and floor event where staff could write gratitude cards, eat healthy food, stretch and learn about the City's EAP and recycling programs.

Other notable efforts included Play Your Way and Maintain Don't Gain campaigns, as well as a recent Blood Drive with the American Red Cross.

The group was awarded with Platinum honors by SF County's Health Services System for their work in 2018. They are off to a great start in 2019, currently promoting healthy eating through the Colorful Choices campaign and preparing for a department wide table tennis tournament this summer.

## DAAS Department of Aging and Adult Services

### Well-Being Better Every Day

Wellness Resources at Health Service System <http://sfhss.org/well-being>

**Physical Activity**

**Why is it important?**  
Everyone is motivated to move for different reasons. Physical activity or exercise can improve your health and reduce the risk of developing several diseases like type 2 diabetes, cancer and cardiovascular disease. Physical activity and exercise can have immediate and long-term health benefits. Most importantly, regular activity can improve your quality of life. Stop thinking about physical activity as just a trip to the gym—instead get outdoors, play with your kids, try a new walk with your dog, get social with a team sport, or do you dare to try a new movement class? There are thousands of ways to get movement into your day so that you enjoy the activity and you reap in the benefits of movement.

Health Service System has lots of ways to help you be more active.

**Group Exercise Classes**



There are over 35 group exercise classes occurring weekly in the City. Find a group exercise class near you to add more play to your day. Classes being offered include Bootcamp, Chair Yoga, Feldenkrais, Interval Training, Pilates, Qi Gong, Tai Chi, Strong Zumba, Total Body Conditioning, Total Body Toning, Yoga, and Zumba. Find a class that interests you and give it a try. <http://www.mfhs.org/well-being/group-exercise-classes>

**Daily Challenge**

Daily Challenge helps you feel better, increase your energy, and meet your goals one day at a time—and is a program available year-round for all SFHSS members, City and County of San Francisco employees and retirees. There are 45 different tracks and topics that range from movement to time management and more. This allows Daily Challenge to be customized so that it is just right for your 2,000 of your co-workers complete this challenge every day. <http://www.mfhs.org/well-being/daily-challenge>

**Keep America Active Challenge July 8-August 16, 2019**

This fun filled exercise challenge lets you team up with co-workers to track your daily exercise to encourage you to meet your exercise goals. There are even drawings for prizes to help keep you motivated. Check out the Well-being website in June for more information on how to sign up.

### Safety Training Schedule

Courses below are held at the 2323 Cesar Chavez Public Works Yard Training Facility.

Course Title	May	June	July
Asbestos, Lead & Silica	****	****	3rd (8 a.m.)
Back Safety	28th (8:30 a.m.)	25th (8:30 a.m.)	30th (8:30 a.m.)
Confined Space Entry	21st (8 a.m.)	18th (8 a.m.)	16th (8 a.m.)
Excavation/Trenching	****	19th (8 a.m.)	****
Fall Protection	15th (7:30 a.m.)	****	****
Health & Safety Orientation for New Field Employees	****	5th (8 a.m.)	****
Personal Protective Equipment	30th (8 a.m.)	****	31st (8 a.m.)
Safety Handling Hazardous Chemicals/Water	****	****	23rd (8 a.m.)
Traffic Control	7th (7:30 a.m.)	4th (7:30 a.m.)	2nd (7:30 a.m.)

Courses below are held at 30 Van Ness, 3rd Floor

Course Title	May	June	July
Adjusting Your Workstation	7th (8 a.m.)	11th (8 a.m.)	16th (8 a.m.)
Construction & Safety Review	16th (8:30 a.m.)	****	11th (8:30 a.m.)
Health & Safety Orientation for Office Employees	15th (8 a.m.)	****	17th (8 a.m.)
Health & Safety Orientation for New Field Employees	****	16th (8 a.m.)	26th (8 a.m.)

Notify your supervisor contact EHS if you are interested in attending a class.

We Welcome Your Feedback  
Please call Central Services Bureau, Environmental Health and Safety at 415-641-2604 with questions and suggestions.

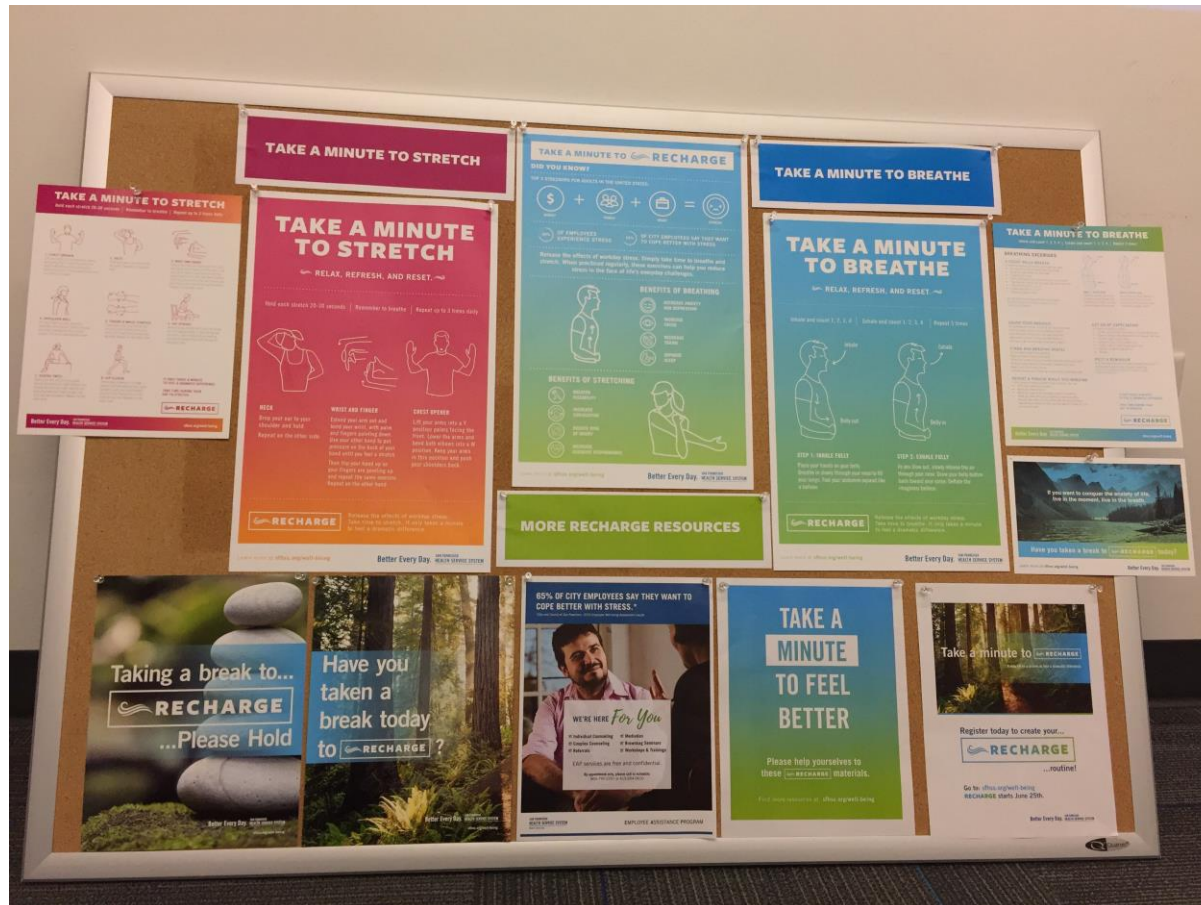
Health, Safety & Well-Being 8 May 2019

## SAN FRANCISCO HEALTH SERVICE SYSTEM

# Raise Awareness Dedicated Bulletin Board

WELL-BEING@WORK

## Identify bulletin boards for posting



# Raise Awareness: Information Area

WELL-BEING@WORK

## No Bulletin Board?

Provide resources at an information area using a sign stand or brochure holder



# Raise Awareness: RECHARGE Reminders

Monthly blurbs that provide tips to encourage stress management at the workplace:

1. Team Meetings
2. All-Staff Meetings
3. Huddle boards
4. Team Round Tables

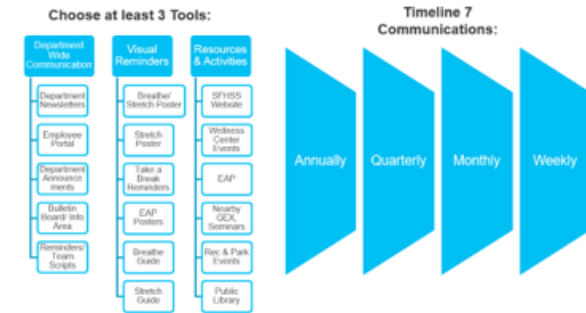


# Choose your Tools:

# WELL-BEING@WORK

**Planning Worksheet:**  
Circle the Department Communications that you have at your workplace

*You will be provided with templates to communicate with your employees through those platforms*



**Update Your Well-Being@Work Annual Plan:**

1. Use at least 3 different tools.
2. Timeline 7 communications to raise awareness about physical activity @work
3. Track communications on Annual Plan

Month: _____	Tool #1. _____
Month: _____	Tool #2. _____
Month: _____	Tool #3. _____
Month: _____	Tool #4. _____
Month: _____	Tool #5. _____
Month: _____	Tool #6. _____
Month: _____	Tool #7. _____

# WELL-BEING@WORK



## Provide a variety of resources:

*Help employees understand why your workplace is making an effort to promote stress management*

# Visual Reminders

WELL-BEING@WORK

Use the following tools by placing them up in highly visible areas.

## Tips for visual reminders:

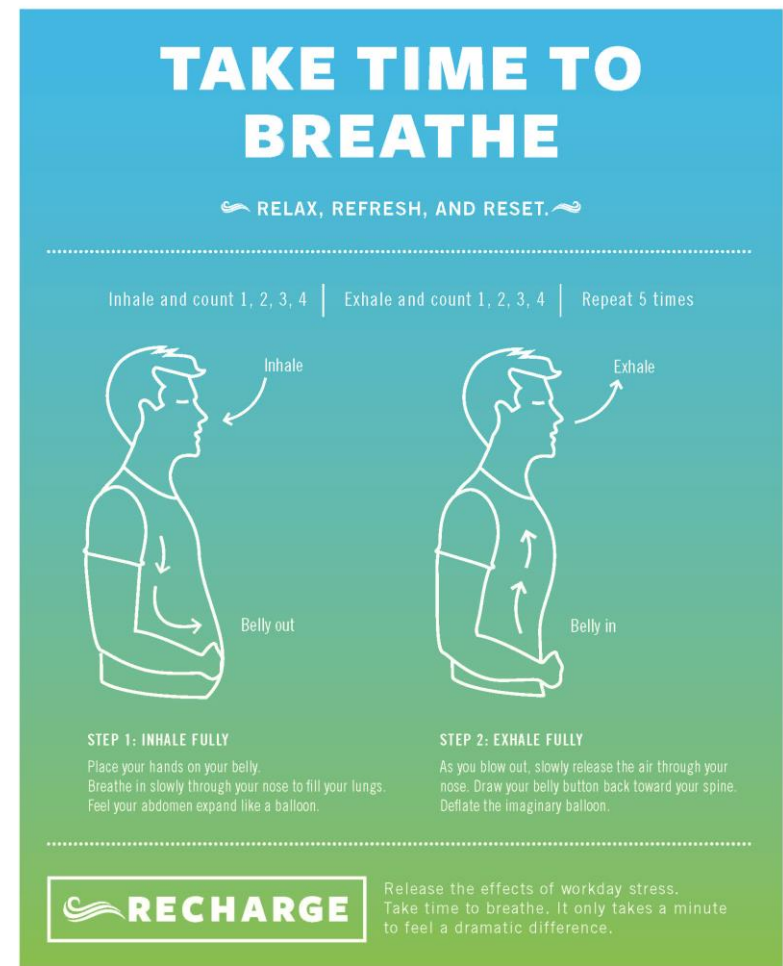
1. Utilize all shared areas
2. Check posting regulations
3. Rotate material throughout the year



# Raise Awareness: Visual Reminders

WELL-BEING@WORK

## Take Time To Breathe Poster



**TAKE TIME TO BREATHE**

RELAX, REFRESH, AND RESET.

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times

**Inhale**  
Belly out

**Exhale**  
Belly in

**STEP 1: INHALE FULLY**  
Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.

**STEP 2: EXHALE FULLY**  
As you blow out, slowly release the air through your nose. Draw your belly button back toward your spine. Deflate the imaginary balloon.

**RECHARGE**

Release the effects of workday stress. Take time to breathe. It only takes a minute to feel a dramatic difference.

Learn more at [sfhss.org/well-being](https://sfhss.org/well-being)

Better Every Day. SAN FRANCISCO  
HEALTH SERVICE SYSTEM

# Raise Awareness: Visual Reminders

WELL-BEING@WORK

**TAKE TIME TO STRETCH**

RELAX, REFRESH, AND RESET.

Hold each stretch 20-30 seconds | Remember to breathe | Repeat up to 3 times daily

**CHEST OPENER**  
Lift your arms into a Y position palms facing the front. Lower the arms and bend both elbows into a W position. Keep your arms in this position and push your shoulders back.

**FIGURE 8 WRIST STRETCH**  
Extend your arm and clutch your hand in a fist. Slowly move your wrist in circular motion drawing a figure 8. Repeat on the other side.

**HIP OPENER**  
While sitting upright with hips and knees at a 90-degree angle, cross one leg over the other. Lean forward while keeping your back straight and hold. Repeat on the other side.

**RECHARGE**  
Release the effects of workday stress. Take time to stretch. It only takes a minute to feel a dramatic difference.

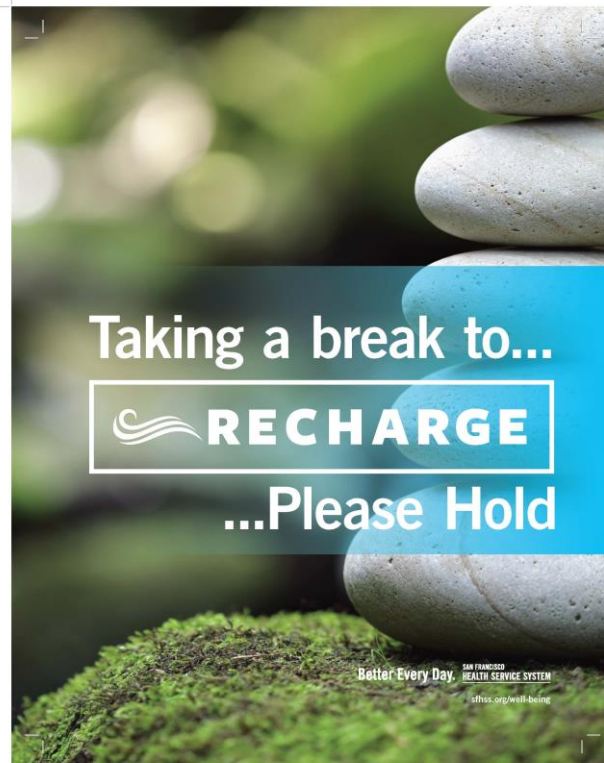
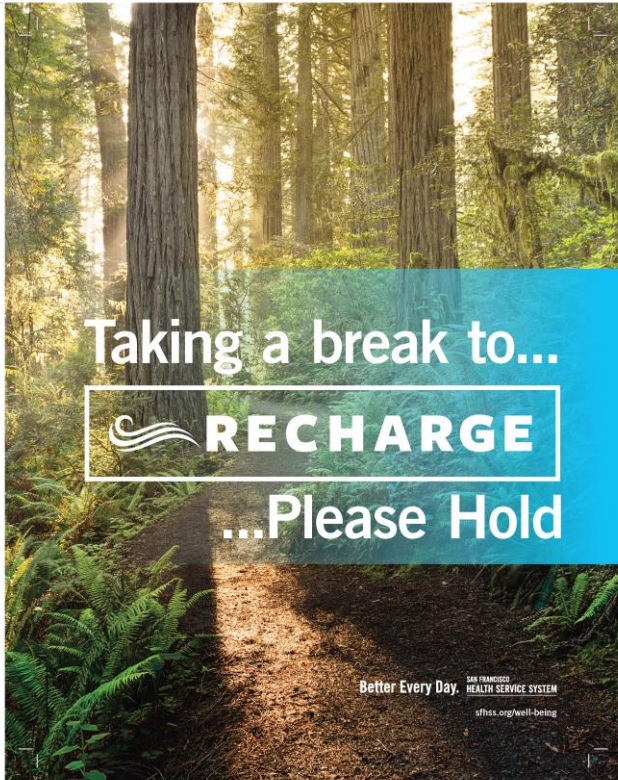
## Take Time To Stretch Poster

Learn more at [sfhss.org/well-being](https://sfhss.org/well-being)

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HEALTH SERVICE SYSTEM

# Raise Awareness: Visual Reminders

WELL-BEING@WORK



## Take A Break Reminders

# Raise Awareness: Visual Reminders

WELL-BEING@WORK

65% OF CITY EMPLOYEES SAY THEY WANT TO  
COPE BETTER WITH STRESS.\*

\*City and County of San Francisco, 2015 Employee Well-being Assessment results



## EAP We're Here For You Poster

SAN FRANCISCO  
**HEALTH SERVICE SYSTEM**  
Better Every Day.

EMPLOYEE ASSISTANCE PROGRAM

**SAN FRANCISCO**  
**HEALTH SERVICE SYSTEM**

# Raise Awareness: Promote Stress Reduction

## WELL-BEING@WORK

### Deep Breathing Guide

#### TAKE A MINUTE TO BREATHE

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times

##### BREATHING EXERCISES

###### 4-COUNT BELLY BREATH

Sit down somewhere comfortable and close your eyes:

- Roll your shoulders back and open your chest.
- Bring your ears above your shoulders.
- Lengthen your neck.
- Place one hand on your belly and one on your chest.
- Feel the belly rise on the inhale and fall with the exhale.
- Inhale and count 1, 2, 3, 4.
- Exhale and count 1, 2, 3, 4.
- Repeat at least 5 times.

You can also follow along with the breathe video:  
<http://sfhss.org/well-being/recharge/breathing-resources.html#video>



Step 1: Inhale fully

Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.



Step 2: Exhale fully

As you blow out, slowly release the air through your nose. Draw your belly button back toward your spine. Deflate the imaginary balloon.

###### COUNT YOUR BREATHS

Try counting each exhale. Counting can help in two ways:

First, it occupies your mind, so stressful thoughts have less space. Second, you can learn how many deep breaths it takes to make you feel relaxed or calm (you might be surprised at how few it takes!).

###### STAND AND BREATHE DEEPLY

Try your belly breath while standing:

Place your feet shoulder width apart.

Soften your knees. Roll your shoulders back and open your chest.

Bring your ears above your shoulders. Lengthen your neck.

Begin your 4-Count Belly Breath.

Consider starting your stretching practice with a standing breath.

###### REPEAT A PHRASE WHILE YOU BREATHE

Find a quote or create a phrase for key moments, such as:

- When you need to calm down.
- When you need to focus.
- When you need to be reminded of what is important.
- When you take a minute to breathe, inhale completely through your nose. As you exhale state your quote/phrase.
- Depending on where you are, you may say your quote out loud or just to yourself.

###### LET GO OF EXPECTATION

Sit down and close your eyes:

- Inhale – give yourself permission to try something new.
- Exhale – let go of any expectations for how you will feel.
- Inhale – listen to your body.
- Exhale – let go of any judgments.
- Inhale – ask yourself to open your mind.
- Exhale – let go of expectations.
- Repeat.

###### POST A REMINDER

Print the Take a Minute to Breathe handout and post it somewhere to remind you to breathe each day:  
[http://sfhss.org/well-being/downloads/Recharge\\_Breathe\\_2016.pdf](http://sfhss.org/well-being/downloads/Recharge_Breathe_2016.pdf)

IT ONLY TAKES A MINUTE  
TO FEEL A DRAMATIC DIFFERENCE.

TAKE TIME DURING YOUR  
DAY TO BREATHE.



Better Every Day. SAN FRANCISCO  
HEALTH SERVICE SYSTEM

[sfhss.org/well-being](http://sfhss.org/well-being)



# Raise Awareness: Promote Stress Reduction

WELL-BEING@WORK

## TAKE A MINUTE TO STRETCH

Hold each stretch 20-30 seconds | Remember to breathe | Repeat up to 3 times daily



### 1. CHEST OPENER

Lift your arms into a Y position palms facing the front. Lower the arms and bend both elbows into a W position. Keep your arms in this position and push your shoulders back.



### 2. NECK

Drop your ear to your shoulder and hold. Repeat on the other side.



### 3. WRIST AND FINGER

Extend your arm out and bend your wrist, with palm and fingers pointing down. Use your other hand to put pressure on the back of your hand until you feel a stretch. Then flip your hand up so your fingers are pointing up and repeat the same exercise. Repeat on the other hand.



### 4. SHOULDER ROLL

Sit up straight so your ears and shoulders are aligned. Slowly roll your shoulders backwards in a circular motion. Focus on opening the chest.



### 5. FIGURE 8 WRIST STRETCH

Extend your arm and clutch your hand in a fist. Slowly move your wrist in circular motion drawing a figure 8. Repeat on the other side.



### 6. HIP OPENER

While sitting upright with hips and knees at a 90-degree angle, cross one leg over the other. Lean forward while keeping your back straight and hold. Repeat on the other side.



### 7. SEATED TWIST

Place your left hand on your seat behind you and your right hand on the outside of your left thigh. Gently turn your shoulders and head to your left until you feel a stretch. Repeat on the other side.



### 8. HIP FLEXOR

Take a step forward in a lunge position. While keeping your back straight, push your hips forward until you feel the stretch in the front of your hip. Repeat on the other side.

IT ONLY TAKES A MINUTE TO FEEL A DRAMATIC DIFFERENCE.

TAKE TIME DURING YOUR DAY TO STRETCH.



## Stretching Guide

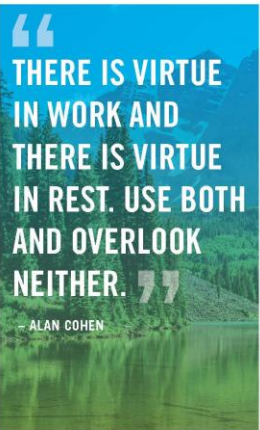
Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

[sfhss.org/well-being](https://sfhss.org/well-being)

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

# Raise Awareness: Promote Stress Reduction

WELL-BEING@WORK



## BENEFITS OF BREATHING

- DECREASE ANXIETY AND DEPRESSION
- INCREASE FOCUS
- DECREASE TOXINS
- IMPROVE SLEEP

Proper breathing can not only help you live longer, it can also help put you in a better mood and keep you performing at your best.

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times



STEP 1: INHALE FULLY

STEP 2: EXHALE FULLY

Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.

As you blow out, slowly release the air through your nose. Draw your belly button back toward your spine. Deflate the imaginary balloon.

RELAX  
REFRESH  
RESET

RECHARGE

RECHARGE  
Pocket Guide

## BENEFITS OF STRETCHING

- GREATER FLEXIBILITY
- INCREASE CIRCULATION
- REDUCE RISK OF INJURY
- INCREASE EXERCISE PERFORMANCE

Take time during your workday to stretch. It only takes a minute to feel a dramatic difference. Stretching exercises are a great way to reduce tension and relieve stress.

Hold each stretch 20-30 seconds | Remember to breathe | Repeat up to 3 times daily



### CHEST OPENER

Lift your arms into a Y position palms facing the front. Lower the arms and bend both elbows into a W position. Keep your arms in this position and push your shoulders back.



### NECK

Drop your ear to your shoulder and hold. Repeat on the other side.



### WRIST AND FINGER

Extend your arm out and bend your wrist, with palm and fingers pointing down. Use your other hand to put pressure on the back of your hand until you feel a stretch. Then flip your hand up so your fingers are pointing up and repeat the same exercise. Repeat on the other hand.



### SHOULDER ROLL

Sit straight so your ears and shoulders are aligned. Slowly roll your shoulders backwards in a circular motion. Focus on opening the chest.



### FIGURE 8

Extend your arm and clutch your hand in a fist. Slowly move your wrist in circular motion drawing a figure 8. Repeat on the other side.



### HIP OPENER

While sitting upright with hips and knees at a 90-degree angle, cross one leg over the other. Lean forward while keeping your back straight and hold. Repeat on the other side.



### SEATED TWIST

Place your left hand on your seat behind you and your right hand on the outside of your left thigh. Gently turn your shoulders and head to your left until you feel a stretch. Repeat on the other side.



### HIP FLEXOR

Take a step forward in a lunge position. While keeping your back straight, push your hips forward until you feel the stretch in the front of your hip. Repeat on the other side.

TAKE A  
MINUTE  
TO FEEL  
BETTER

Find more resources at  
sfhss.org/well-being

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# Talk to Your Group:

# WELL-BEING@WORK

## TAKE A MINUTE TO BREATHE

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times

### BREATHING EXERCISES

#### 4-COUNT BELLY BREATH

- Sit cross-legged comfortably and close your eyes.
- Roll your shoulders back and open your chest.
- Bring your arms above your shoulders.
- Lengthen your neck.
- Place one hand on your belly and one on your chest.
- Fast the belly rise on the inhale and fall with the exhale.
- Inhale and count 1, 2, 3, 4.
- Exhale and count 1, 2, 3, 4.
- Repeat at least 5 times.



Step 1: Inhale Fully

Step 2: Exhale Fully

Place your hands on your belly. Breathe in slowly through your nose to your belly. Feel your abdomen expand like a balloon.

As you breathe, slowly release the air through your nose. Draw your belly back. Lower your arms. Deflate the respiratory balloon.

You can also follow along with the breathe video: <https://bit.ly/sfhsorgwell-being/breathetargetbreathing-exercises-10min>

#### COUNT YOUR BREATHS

Try counting your breaths. Counting can help in two ways. First, it changes your mind, so stressful thoughts have less space. Second, you can learn how many deep breaths it takes to make you feel relaxed or calm (one might be constant at low back stress).

#### STAND AND BREATHE DEEPLY

Place your feet shoulder-width apart. Soften your knees. Roll your shoulders back and open your chest. Bring your arms above your shoulders. Lengthen your neck. Repeat your 4-Count Belly Breath.

Consider starting your stretching practice with a standing breath.

#### REPEAT A PHRASE WHILE YOU BREATHE

- Find a phrase:
- When...
  - When...
  - When...
  - When...
  - When...
  - When...
  - When...
  - When...

#### LET GO OF EXPECTATION

- Inhale - give yourself permission to try something new.
- Inhale - let go of any expectations for how you will feel.
- Inhale - listen to your body.
- Inhale - let go of any judgments.
- Inhale - ask yourself to open your mind.
- Inhale - let go of expectations.
- Repeat.

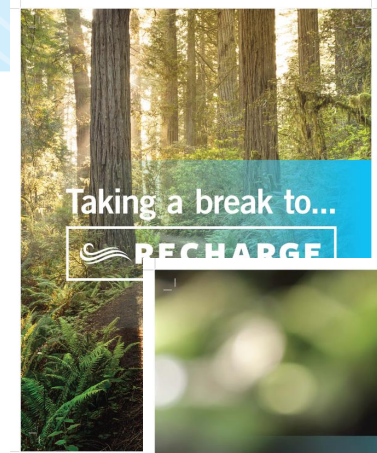
#### POST A REMINDER

Post the video a reminder to breathe, handout, and post it somewhere to remind you to breathe each day. <https://bit.ly/sfhsorgwell-being/reminders-10min>

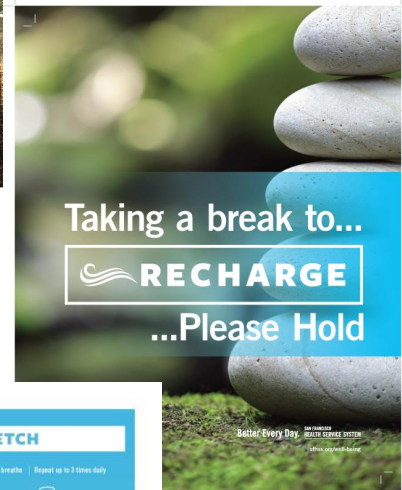


## DISCUSS:

# How would you use these tools?



Taking a break to...  
**RECHARGE**



Taking a break to...  
**RECHARGE**  
...Please Hold

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Better

## TAKE TIME TO STRETCH

RELAX, REFRESH, AND RESET.

Hold each stretch 20-30 seconds | Remember to breathe | Repeat up to 3 times daily

**CHEST OPENER**  
Lift your arms into a T position, palms facing the front. Lower the arms and bend your elbows into a W position. Keep your arms in this position and push your shoulders back.

**FIGURE 4 WRIST STRETCH**  
Extend your arm and stretch your hand in a fist. Slowly move your wrist in circular motion, drawing a figure 4. Repeat on the other side. Keep your back straight and hold.

**HIP OPENER**  
While sitting upright with legs and knees at a 90-degree angle, cross one leg over the other. Lean forward while keeping your back straight and hold. Repeat on the other side.

**RECHARGE** Release the effects of workday stress. Take time to stretch. It only takes a minute to feel a dramatic difference.

Learn more at [sfhs.org/well-being](https://sfhs.org/well-being) Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

### BENEFITS OF BREATHING

- DECREASE ANXIETY AND DEPRESSION
- INCREASE FOCUS
- DECREASE TOXINS
- IMPROVE SLEEP

Breathe breathing can not only help you live longer, it can also help you do a better job and keep you performing at your best.

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times

**STEP 1: INHALE FULLY**  
Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.

**STEP 2: EXHALE FULLY**  
As you blow out, slowly release the air through your nose. Draw your belly back toward your spine. Deflate the respiratory balloon.

**RECHARGE**

## RELAX REFRESH RESET

**RECHARGE**

### STRETCH

Repeat up to 3 times daily

**1. WRIST AND FINGER**  
Lift your arms and bend your wrist, with arms and fingers pointing down. Use one hand to put pressure on the web of your hand with your other hand. Then flip your hand up so your fingers are pointing up and repeat the same sequence. Repeat on the other hand.

### TAKE TIME TO STRETCH

Hold each stretch 20-30 seconds | Remember to breathe | Repeat up to 3 times daily

**STRETCH...**

- WHEN YOU WAKE UP TO RELIEVE STIFFNESS
- ON A BREAKING NEWS TO RELEASE TENSION
- ON AN AFTERNOON BREAK TO ENERGIZE
- BEFORE YOU GO TO BED TO RELAX

**CHEST OPENER**  
Lift your arms into a T position, palms facing the front. Lower the arms and bend your elbows into a W position. Keep your arms in this position and push your shoulders back.

**HIP OPENER**  
While sitting upright with legs and knees at a 90-degree angle, cross one leg over the other. Lean forward while keeping your back straight and hold. Repeat on the other side.

### TAKE TIME TO BREATHE

Inhale and count 1, 2, 3, 4 | Exhale and count 1, 2, 3, 4 | Repeat 5 times

**STEP 1: INHALE FULLY**  
Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.

**STEP 2: EXHALE FULLY**  
As you blow out, slowly release the air through your nose. Draw your belly back toward your spine. Deflate the respiratory balloon.

**BREATHE...**

- WHEN STRESSED TO CALM DOWN
- BEFORE AN IMPORTANT TASK TO PREVENT PROBLEMS
- WHEN YOU NEED A MOMENT FOR YOURSELF TO RECHARGE
- WHEN YOU WAKE UP TO RECHARGE

**RECHARGE** Learn more at [sfhs.org/well-being](https://sfhs.org/well-being) Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

### BENEFITS OF STRETCHING

- GREATER FLEXIBILITY
- INCREASE CIRCULATION
- REDUCE RISK OF INJURY
- IMPROVE EXERCISE PERFORMANCE

Take time during your workday to stretch. It only takes a minute to feel a dramatic difference. Consider stretching as a part of your daily routine and allow stress to melt away.

Hold each stretch 20-30 seconds | Remember to breathe | Repeat up to 3 times daily

**CHEST OPENER**  
Lift your arms into a T position, palms facing the front. Lower the arms and bend your elbows into a W position. Keep your arms in this position and push your shoulders back.

**NECK**  
Lift your head and your shoulders back. Repeat on the other side.

**WRIST AND FINGER**  
Lift your arms and bend your wrist, with arms and fingers pointing down. Use one hand to put pressure on the web of your hand with your other hand. Then flip your hand up so your fingers are pointing up and repeat the same sequence. Repeat on the other hand.

**SHOULDER ROLL**  
Sit or stand with your arms and shoulders relaxed. Slowly roll your shoulders backward in a circular motion. Focus on opening the chest.

**FIGURE 4**  
Extend your arm and stretch your hand in a fist. Slowly move your wrist in circular motion, drawing a figure 4. Repeat on the other side.

**HIP OPENER**  
While sitting upright with legs and knees at a 90-degree angle, cross one leg over the other. Lean forward while keeping your back straight and hold. Repeat on the other side.

**SEATED TWIST**  
Place your feet flat on your feet behind you and your right hand on the outside of your left thigh. Bend your knees and turn your torso to the right. Repeat on the other side.

**HIP FLEXOR**  
Step one foot forward in a lunge position. While keeping your back straight, push your hips forward with your hands. Hold for 30 seconds. Repeat on the other side.

**7-SEALED TWIST**  
Place your feet back on your feet behind you and your right hand on the outside of your left thigh. Bend your knees and turn your torso to the right. Repeat on the other side.

**8- HIP FLEXOR**  
Take a lunge forward in a lunge position. While keeping your back straight, push your hips forward with your hands. Hold for 30 seconds. Repeat on the other side.

**TAKE TIME TO BREATHE TO FEEL A DRAMATIC DIFFERENCE.**

**TAKE TIME DURING YOUR DAY TO STRETCH.**

**RECHARGE** Learn more at [sfhs.org/well-being](https://sfhs.org/well-being) Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

## TAKE A MINUTE TO FEEL BETTER

Learn more at [sfhs.org/well-being](https://sfhs.org/well-being) Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

### BENEFITS OF BREATHING

- DECREASE ANXIETY AND DEPRESSION
- INCREASE FOCUS
- DECREASE TOXINS
- IMPROVE SLEEP

Breathe breathing can not only help you live longer, it can also help you do a better job and keep you performing at your best.

**RECHARGE** Learn more at [sfhs.org/well-being](https://sfhs.org/well-being) Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

- Promote resources
- Encourage activities at or nearby your workplace
- Highlight environmental supports (refer to wellness inventory)



# Raise Awareness: Web Resources

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SFHSS Well-Being Stress Management Resources:

<http://sfhss.org/well-being/stress-management>

Employee Assistance Program (EAP)

<http://sfhss.org/eap>

Resources from our health plan partners:

<http://sfhss.org/Using-Your-Benefits/using-your-benefits-employees/mental-health-emp>



# Raise Awareness: Citywide Activities

**WELL-BEING@WORK**

Group Exercise Classes:

<http://sfhss.org/events>

Wellness Center Events:

<http://sfhss.org/well-being/wellness-center>

Employee Assistance Program (EAP):

<https://www.sfhss.org/eap>

SF Recreation & Parks:

<https://sfrecpark.org/>

SF Public Library:

<https://sfpl.org/index.php>



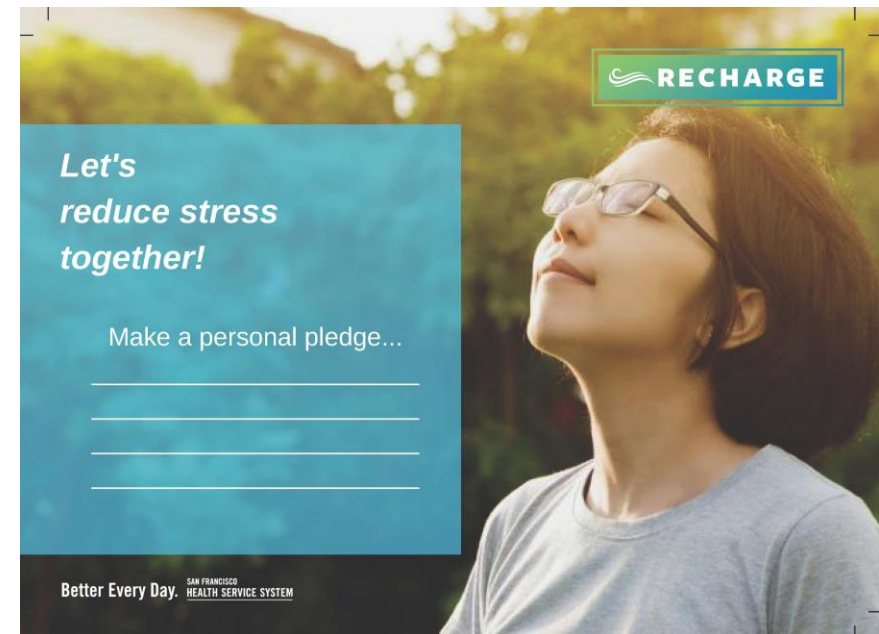
# RECHARGE Pledge Day

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Have everyone sign a community pledge!

*Pledge is made available at an all-staff meeting.*

*Be sure that Managers and Supervisors sign first and discuss this in advance.*



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# Celebrate Progress:

*Recognize employees and leaders that help to  
promote healthy choices*



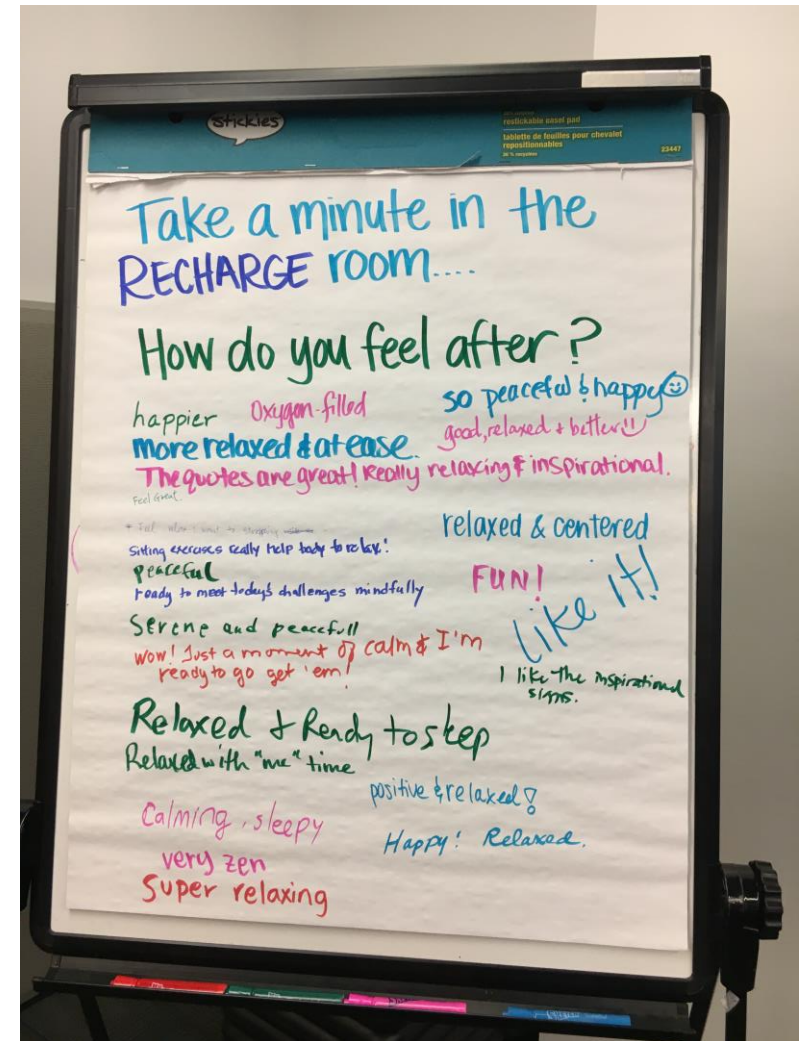
# RECHARGE: Share Stories

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## Ask Employees to Share (Anonymously)

Post one of these questions on a whiteboard or large piece of paper for employees to answer.

- How does stretching and or breathing benefit you?
- How do you feel after a RECHARGE break?
- What stretching and breathing exercises helped you manage stress?
- What is your favorite stretch?
- When is the best time for you to RECHARGE?



# Celebrate & Recognize

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Provide recognition prizes for those who support the promotional efforts for stress management at the workplace:



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# Next Steps

# Update Well-Being Annual Plan

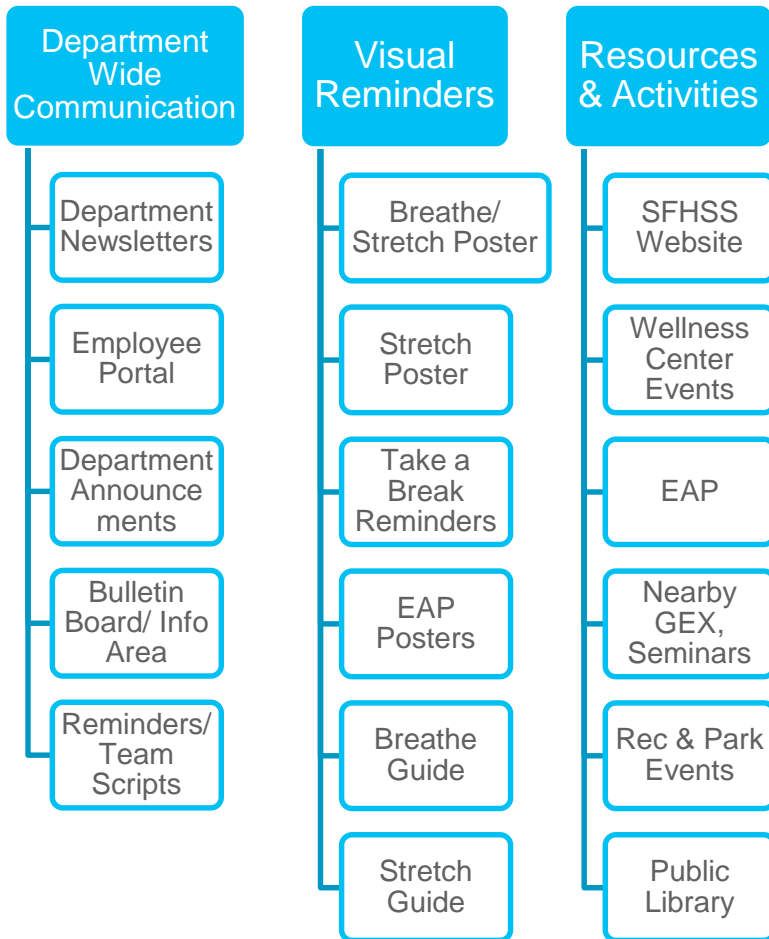
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Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
Raise Awareness	June	<b>Best Practice-</b> <b>Promote City-Wide Challenge:</b> Posters, deskdrops and email templates to be provided by SFHSS	Keep America Active Challenge
Raise Awareness	November	<b>Best Practice-</b> <b>Promote City-Wide Challenge:</b> Posters, deskdrops and email templates to be provided by SFHSS	RECHARGE Challenge
Raise Awareness	2020	<b>Best Practice-</b> <b>Promote City-Wide Challenge:</b> Posters, deskdrops and email templates to be provided by SFHSS	Colorful Choices Challenge
Raise Awareness	October/November	<b>Best Practice-</b> <b>Promote City-Wide Challenge:</b> Posters, deskdrops and email templates to be provided by SFHSS	Flu Prevention Campaign
Raise Awareness		<b>Promote:</b> Select a month to highlight this resource	<a href="#">Date(s), Identify Nearby resource/activity</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #1</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #2</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #3</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #4</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #5</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #6</a>
Raise Awareness		<b>Schedule and Implement at least 7 Communication Efforts:</b> Choose tool during June Raise Awareness training, identify a month to promote this tool	<a href="#">Date, Identify department-wide communication #7</a>
Raise Awareness		<b>Department Led Activity:</b> Organize community pledge activity	<a href="#">Date, Community pledge activity</a>

# How much is enough?

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## Choose at least 3 Tools:



## Timeline at least 7 Communications:



## What will you do next?

1. Select Raise Awareness resources TODAY
  - ✓ Choose at least 3 resources to promote topic
  - ✓ Identify resources to promote from wellness inventory
2. Develop a timeline for Raise Awareness communications
  - ✓ Outline at least 7 department wide communications
  - ✓ Host a pledge day
3. Request activities and incentives as needed
  - ✓ No activity requests for October

