

## Building Healthy Habits in the Workplace

### Upcoming Online Seminars

12/1/22 – Self-care strategies for emotional wellbeing

1/1/23 – Change is constant

2/1/23 – Challenging negative thoughts

To watch these online seminars, log in to your program's web or mobile platform and click on the 'Monthly Feature' tile or use the 'What's on Your Mind?' search tool.

Most Americans work an eight-hour day, and some work even longer. When you spend most of your waking hours at work, it becomes vital to your wellbeing to practice healthy workplace habits.

Busy workdays can make it difficult to eat healthy or find time for exercise. However, implementing a few of these simple changes to your workplace habits can lead you to feel more energized over time.

#### Pay attention to your posture.

Your posture makes a difference on the quality of your day. Having a less-than-ideal posture affects your mood and reduces your lung functioning, which can lead to less oxygenated blood to the brain, GI issues and neck pain. Try stretching every few hours, wearing a posture corrector or changing what type of chair you use. This can not only help reduce aches and pains, but also help you feel more alert when working.

#### Pack your own lunch.

Fast food can seem like a quick and yummy way to refuel during a busy workday. But, this will leave you feeling more lethargic in the long-run. Packing a healthy lunch with diverse food groups will improve your overall wellbeing and help you sustain energy throughout the day without crashing.

#### Add positivity to your workspace.

When you're feeling stressed by a work project or tired from the day, a little boost of positivity can help. Decorate your workspace with positive affirmations, use positive images where you can see them and practice reframing negative thoughts.

**Avoid workplace drama.** Much like positivity boosts your emotions, negativity can harm them. Getting caught up in workplace gossip or interacting with unfriendly coworkers can adversely impact your mental health. While this might be unavoidable at times, try to limit negative situations

while staying focused on being productive.

#### Implement short breaks.

Sometimes it's hard to step away from your work and decompress, but your body needs breaks to recharge. Try standing every 30 minutes, even if you're in the same area. Walk around, step outside or practice a quick meditation to calm your mind and return to your work invigorated.

**Reflect on your day.** Finally, try making a habit of reflecting on your day. What went well? What could you do better tomorrow? Try writing a list of your successes. This can help motivate you from day to day as well as show progress over time.

Successful professionals often attribute such success to healthy habits. While totally changing your routine might be difficult, even implementing one of these tips a day can make a difference in your mood and productivity.

### The Holiday Toolkit

Extra events on the calendar and items to check off your To Do list can make the holidays seem more about stress than celebrations.

For resources, tools and tips to help you relax and enjoy the holidays, visit [eaptoolkit.com/holiday](http://eaptoolkit.com/holiday) today.

## Holiday Self-care

The holiday season is often a time of connection, joy and giving. But amidst festivities, sometimes you forget to take care of yourself. By practicing self-compassion and allowing yourself a few moments to breathe, you can transform the holidays from a sometimes tiring, stressful time, to one filled with more laughter, hope and love. Use some of the holiday-themed self-care practices below to relax and recharge.

- **Get cozy.** Naps by the fireplace, warm blankets and scented candles are all relaxing ways to enjoy the holiday season. In between events and activities, be sure to take a few moments for yourself to get cozy and release feelings of warmth and happiness.
- **Bake seasonal treats.** Baking is an excellent way to channel stress into a productive and fun activity. Whether you prefer making holiday cookies or casseroles, or cooking a whole feast for your loved ones, baking can unleash your creativity and reduce stress. The comforting smells and familiar routine of baking can induce feelings of calm and nostalgia, and consuming food you love can improve your mood.
- **Have a holiday movie night.** Sometimes, the best way to decompress at the end of a long day is to get lost in an exciting movie. Get in the spirit of the season by picking a holiday-themed flick. You can watch with loved ones or even put a movie on while doing chores to help make them more fun.
- **Find a holiday hobby.** Participating in a favorite holiday hobby can help make the season more fun when you feel bogged down with obligations. Ice skating, caroling, charity work and decorating are just a few examples of activities you can enjoy to stay active, meet new people and elevate your spirits.
- **Buy yourself a gift.** Finally, the holidays are a season of gift-giving, and this means treating yourself to a gift too. Celebrate yourself with a small gift and acknowledge that you deserve kindness as much as everyone else.

Don't let holidays become the holiday. By making self-care a priority, you might find you have more energy to enjoy all the fun activities the season has to offer.