

# 2023

# Well-being Calendar

## Employee Guide

Encourage your employees to engage in healthy behaviors year-round



# Create a happy, healthy workforce



Engage your employees with our well-being tips and information to help them reach True Health

Use this 12-month calendar to encourage your employees to engage in healthy behaviors year-round. Follow our suggested monthly topics or choose the ones that are relevant to your program strategy. Share one tip sheet each month via email, intranet, or print and post in high-traffic areas.

- |                                       |  |
|---------------------------------------|--|
| <b>1</b> January<br>Work-life balance | <b>7</b> July<br>Back health                       |
| <b>2</b> February<br>Blood pressure   | <b>8</b> August<br>Diversity, equity and inclusion |
| <b>3</b> March<br>Preventive care     | <b>9</b> September<br>Immune support               |
| <b>4</b> April<br>Physical activity   | <b>10</b> October<br>Time management               |
| <b>5</b> May<br>Stress                | <b>11</b> November<br>Sleep                        |
| <b>6</b> June<br>Safety               | <b>12</b> December<br>Social connection            |





# Find balance

## Keep work stress from taking over your life

### Accept that it won't be perfect

First things first - and this one is important, so pay attention - accept that your work-life balance won't always be perfect. Give yourself grace as you figure out what balance looks like for you and how you can get closer to achieving it in your personal and work life.

### Prioritize self-care

Make a decision to set aside time for physical activity. Plan for healthy meals and quality time with friends and family. Make those things non-negotiable in your schedule. Remember, self-care isn't a luxury - it's a necessity.

### Be more efficient at work

Focus on one task at a time and keep working on it until it's complete - don't try to multitask. Close your email and turn off your phone when possible, to minimize distractions.

### Establish healthy boundaries

Spend time creating a list of things that would make you more productive and less stressed. Prioritize the items that are most important (or within your control to change) and set up a conversation with your supervisor or team. Approach the conversation from a place of problem solving. You may be able to work together to identify solutions.

### Set your working hours

Setting boundaries also means setting and communicating fixed work hours. This is especially important when you're working remotely from home. It's so easy to work every waking hour when your computer is literally an arm's length away. Having set hours will help you switch off at the end of the day.

### Don't be afraid to unplug

Cutting ties with the outside world from time to time allows you to recover from weekly stress and gives you space for other thoughts and ideas to emerge. Unplugging can mean something simple like practicing meditation on your daily commute, instead of checking work emails.

### Take a vacation and/or staycation

If you have a bank of vacation days, don't let them build up - or roll over - from year to year. You've earned it - so take your time off - even if it's a mental health day where you sleep in and watch movies all day.

### Celebrate your daily wins

At the end of the day, reflect on what you accomplished. Even small successes enhance motivation and creativity.

## Behavioral health support is only a call or click away



Providence members can access virtual and confidential same-day or next-day appointments with licensed behavioral health professionals through our Behavioral Health Concierge program. Call 877-744-9355 or [CLICK HERE](#).





# Take your health to heart

## Keep a lid on your blood pressure

### Understand hypertension

High blood pressure, also called hypertension, is blood pressure (BP) that is higher than normal. Your BP changes throughout the day based on your activities. Having BP measures above normal may result in a diagnosis of hypertension. The higher your BP levels, the more risk you have for other health problems such as heart disease, heart attack, and stroke.

### Know your numbers

Your blood pressure reading consists of two measurements: systolic and diastolic. Systolic refers to the amount of pressure in your arteries while the heart contracts. Diastolic is the amount of pressure when your heart is relaxed. If the measurement reads 120 systolic and 80 diastolic, you would say, "120 over 80," or write, "120/80 mmHg."

### Get an accurate BP reading

Use the following tips when having your blood pressure checked:

- + Do not exercise or use tobacco, alcohol, or caffeine for at least 30 minutes before
- + Empty your bladder
- + Sit in a quiet place without talking
- + Sit upright with your legs uncrossed, feet flat on the floor, and your back and arm supported
- + Remove clothing from the area where the cuff will be placed
- + Feel free to ask for a second reading if the first is high

### Talk with your provider

Talk to your health care team about your blood pressure. Know what it is and what it should be. Ask how you can lower your risk and manage your BP.

### Shake free from salt

Reduce your salt intake. Salt raises your BP, making your heart work harder. Watch for hidden salt (also called sodium) in foods and drinks.

### Make smart moves

Regular exercise lowers BP. Try to get 30 minutes of exercise on most days of the week.

### Break the tobacco habit

Avoid cigarettes, vaping, chewing tobacco, cigars, pipe tobacco and even second-hand smoke. These can make your heart beat faster and raise blood pressure.

### Ask about medication

Your health care provider may recommend medication to help keep your BP under control. Do not stop taking any prescribed medication without talking to your provider first.



## Lower your risk for cardiovascular disease

Find FREE cooking, fitness, and stress management classes at Providence Basecamp: [welcometobasecamp.org](http://welcometobasecamp.org)





# An ounce of prevention

## Start by taking care of you

### Know your benefits

Providence Health Plan makes it easy for you and your dependents to get the preventive care you need, with [most services covered in full](#) by in-network providers. The best approach to staying healthy for life is to prevent illness from ever beginning.

### Schedule your well-care visit

This is a crucial time to connect with your provider to discuss your overall health and well-being and stay up to date with routine screenings and immunizations. Use the [Providence Health Plan Provider Directory](#) for help finding an in-network primary care provider.

### Get care when you need it

Try [ExpressCare Virtual](#) when you don't have the time, desire, or ability to travel to a clinic for treatment of a non-urgent medical issue.

### Find right care at the lowest cost

With more options than ever for convenient, high-quality care, it can be confusing where to go when you're not feeling well. [Click here to learn more](#) about getting the right care at the right time and the right place.

### Make smart moves

Regular exercise and proper nutritional habits help your body feel great and can prevent health problems. Be physically active for at least 30 minutes on most days and aim for plenty of fresh fruits, vegetables and lean proteins.

### Be a flu fighter

Provide immunity to your community by getting your flu shot every year. Flu shots are covered in full when you visit an [in-network provider or pharmacy](#)

### Break the tobacco habit

Take action to stop smoking by making a plan to quit, setting a quit date, thinking about using a nicotine replacement medicine along with counseling or calling Quit for Life at 866-784-8454 or visiting [QuitNow.net](#)

### Wash your hands

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others.

### Sometimes care can't wait

When you need help right away and don't have time to wait for an appointment. ExpressCare clinics are the best option for minor injuries like cuts, burns, pains and sprains. There is no need to make an appointment, simply find the [closest location](#) to you and come right in to get the treatment you need.



Schedule your well-care appointment today

Looking for a provider? Find one at [ProvidenceHealthPlan.com/findaprovider](https://ProvidenceHealthPlan.com/findaprovider)





# Get moving

## Keep your fitness game strong

### Keep your body and brain healthy

Movement relieves stress, improves mood and sleep, gives you energy and can lower your risk of chronic conditions like hypertension, heart disease and dementia. It's never too late to start! Being active can make a big difference in your well-being.

### Do activities you enjoy

Make it easy on yourself to move more. Find activities you enjoy, create a workout playlist and be active during your ideal time of day. Movement shouldn't feel like a chore and if you enjoy it, you're more likely to stick with it.

### Be safe out there

Lower your risk of injury by making sure you have the right apparel, shoes, and gear for your activity. You don't have to spend a fortune – just look for items that are supportive and comfortable.

### Mix it up

Incorporate a variety of activities including cardio, strength training, and flexibility exercises into your routine. Stay motivated and continue to challenge yourself by mixing up the intensity and duration of your workouts.

### Work out together

Make it social! Plan an active date night or get together with a friend. Try bowling, miniature golf or a game of catch. Help your kids move more by creating family active time. Instead of watching TV go for a walk, bike ride, or play hide and seek.

### Give it time and keep it up

Try to be active around the same time every day to build the habit. If you miss a day or plans get derailed – don't dwell – just focus on what you will accomplish tomorrow.

### Save money with discounts

Providence Health Plan members have access to a variety of additional benefits to support you in achieving your physical activity goals.

To get started, log in or register for a [myProvidence](#) account. From there you'll be directed to the following member perks:

- + [LifeBalance](#): Discounts for you and your family on more than 20,000 recreational and other activities
- + [ChooseHealthy](#)®: Save big on wellness products and memberships that will help you succeed on your road to better health
- + [Active&Fit Direct](#)™: Fitness club discount program provides low-cost access to participating fitness centers nationwide



### Team up with a health coach

Our Providence health coaches are here to support your lifestyle goals. Get started at [ProvidenceHealthPlan.com/healthcoach](https://www.ProvidenceHealthPlan.com/healthcoach) or call 888-819-8999.





# Cope with stress

## Focus on what you can control

### Stress is a normal part of life

Everyone experiences stress, and sometimes that stress can feel overwhelming. Anxiety is your body's reaction to stress and can occur even if there is no current threat. You may be at risk for an anxiety disorder if it feels like you can't manage the stress and if the symptoms of your stress:

- + Interfere with everyday life
- + Cause you to avoid doing things
- + Seem to be always present

### Prioritize healthy habits

Focusing on healthy lifestyle behaviors can help manage feelings of stress and anxiousness. Exercise regularly and make sure you are eating well-balanced meals. Stick to a routine, and make sure you are getting enough sleep.

### Identify your triggers

Learning what causes or triggers your stress and what coping techniques work for you can help reduce your anxiety and improve your daily life. It may take trial and error to discover what works best.

### Take time to relax and recharge

Practice yoga, listen to calming music, try mindfulness meditation or deep breathing, or just do a quick body scan to identify areas of tension and relax those muscles. Try an app, like Calm or Headspace, for guidance on these techniques.

### Connect with family and friends

Reach out to your friends or family members who help you cope in a positive way. Go for a neighborhood walk, meet up for coffee, or arrange a video chat with someone you trust.

### Express your feelings

Identify and challenge your negative and unhelpful thoughts. Write in a journal, cry it out, chat with a trusted friend or find a coach or therapist to talk with. It's normal (and human) to have feelings of anger, anxiety, fear and stress, but try not to dwell on your negative thoughts.

### Focus on the present

When feeling overwhelmed, focus on the present moment and small things you can control.

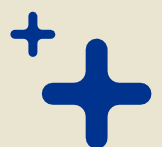
### Recognize when you need more help

You have options when it comes to getting [behavioral health care](#). Take advantage of our expansive network of providers to find someone that meets your needs. Use our unique Behavioral Health Concierge program to get a virtual appointment fast.



## Prioritize your mental well-being

If you or your family are going through a difficult time, Providence can help. Log into your [myProvidence](#) account to access your behavioral health benefits. You can also contact us 24/7 at [800-878-4445](tel:800-878-4445).





# Safety is fundamental

## Eliminate hazards at home

### Safety begins with awareness

Many of us are familiar with workplace safety guidelines, but what can we do to prevent injuries at home? In 2020, about 78% of all preventable injury-related deaths occurred in homes and communities. Once you are familiar with the various home hazards and how to prevent them, you can create an action plan to address any issues and maintain a safe environment at home.

### Protect children and teens

Injuries are a leading cause of death for children and teens in the U.S. Practice safe sleep strategies to reduce suffocation hazards, learn basic swimming and water safety skills, use the correct car seat or booster seat for younger kids and establish rules for teen drivers to stay safe on the road.

### Reduce risk of falls

Talk openly with your healthcare provider about fall risks and prevention. Consider exercise to improve your strength and balance, have your eyes and feet checked, and make your home hazard-free. Keep the floors dry, use sturdy stepstools when reaching for things, and ensure staircases are well-lit, clear of clutter and have the appropriate handrails to help avert falls. Download this [Home Fall Prevention Checklist for Older Adults](#) from the Centers for Disease Control and Prevention to evaluate your risk.

### Design an emergency exit plan

Implementing an emergency plan should be an integral part of your home safety rules and it is crucial to make sure your children and other family members are safe all the time. Learn more with this [Fire Escape Planning worksheet](#) and [video](#) from TVFR and practice, practice, practice!

### Practice good posture

Use ergonomic desks and keyboards to avoid straining your wrists and arms. Sit up straight, keep your shoulders in line with your hips and lift with your legs when you are moving objects. Poor posture can cause strain on your back, neck and shoulders, which can lead to serious injury.

### Prevent fires and burns

Stay with your food when you cook, install and maintain smoke detectors, and keep fire extinguishers in common areas like the kitchen and near other sources of heat. Reduce the risk for respiratory injury and poisoning by installing a carbon monoxide detector and turning off gas stoves before leaving the kitchen.



## Get your own free health advocate

Providence's Care Management team provides personalized attention to help you navigate the health care system. Get started at [ProvidenceHealthPlan.com/members/providence-care-management](https://ProvidenceHealthPlan.com/members/providence-care-management)







# Watch your back

## Tips to keep your spine in line

### Maintain good posture

Whether sitting or standing, keep your body in alignment with your head, shoulders, and hips in a vertical line. Your trunk should be perpendicular to the floor whether sitting or standing. Avoid slouching as it places excessive pressure on the discs of your lower back.

### Use proper lifting technique

When lifting a heavy object, lift using your leg muscles, bending at the knees and hips. Stand close to the object and pivot with your feet and hips, instead of twisting the back.

### Be active

If you're not active or physically fit, you're at an increased risk of experiencing back pain. Keeping your body moving helps to maintain a healthy spine. The best exercise routine for your back and neck is one that includes flexibility, strength and aerobic activity.

### Take periodic breaks

Avoid sustained postures. During episodes of prolonged sitting or standing, periodically take a break, stretch your legs and back. Periodic stretching will help to keep you from tightening up and injuring the spine.

### Use proper phone technique

Avoid cradling the phone between your neck and shoulder. Use a headset if prolonged phone use is required at home or at work which will allow you to maintain a neutral head and neck position.

### Invest in proper footwear

The average person takes approximately 5,000 – 8,000 steps during the course of a normal day. Proper foot and ankle support will reduce stress upon the knees and hips as well as the back.

### Drink plenty of water

Your musculoskeletal tissues require water to function and repair themselves.

### Sleep in a supportive position

If you are prone to back pain, maintaining a proper sleeping position can alleviate or minimize back pain. Sleep on your side with your knees pulled up slightly to your chest. Avoid sleeping on your stomach and place a pillow under your knees if you're a back sleeper or one between your knees if you're a side sleeper.

### Do your checks and balances

See your doctor regularly for check-ups. If you have neck pain or back pain, be sure to get it checked out. Left untreated, some spine conditions can continue to get worse and may have serious health consequences.



Save big on chiropractic, massage and acupuncture

ChooseHealthy® offers discounts on specialty provider services. Check out available discounts at [myProvidence.com](https://myProvidence.com).





# Celebrate diversity

## Get to know those around you

### Create a supportive environment

Welcome ideas that are different than your own. Create an environment where everyone feels welcome, safe, and respected in sharing their ideas, voicing their opinions, and being their authentic self.

### Use inclusive language

Words have the power to make people feel included or excluded. Choose language that is respectful, accurate and relevant for all genders, ages, cultural backgrounds, abilities, and sexual orientations.

### Recognize your bias

Consider what beliefs, opinions, assumptions, or attitudes you hold that may impact how you approach others or situations. When we understand what our unconscious biases are, it's easier to notice when we are acting on them.

### Be willing to learn

Participate in implicit bias or DEI trainings, research topics you are unfamiliar with, and look for opportunities to learn something new. Commit to self-improvement by accepting feedback, listening to the concerns of others, and apologizing for mistakes.

### Practice cultural competency

Get to know more about those around you. Take the time to learn about different cultures, religions, and holidays. Ask others to share some of the customs or practices associated with their culture, if they're comfortable doing so.

### Seek others' perspectives

Ask a variety of people for their input and ideas. Really listen to what they have to say and consider how you might incorporate their suggestions.

### Embrace your unique lens

Understand the diverse perspective you bring. Diversity not only includes culture, race and gender, but also age, socioeconomic status, religion, geography, education, ability, and many other factors.

### Stay open and curious

Encourage yourself to express concerns or questions over change and novel topics. Working through differences of opinion can strengthen relationships, generate new ideas, and expand knowledge.

### Engage in diversity efforts

Join, or start, an [Employee Resource Group](#), participate in diversity-related events, and provide your honest input through employee engagement surveys or other forums to support the diversity efforts of your organization.



### Find a provider that meets your needs

Our provider directory has many search options to help you find the right fit. Find one at [ProvidenceHealthPlan.com/findaprovider](https://www.providencehealthplan.com/findaprovider)





Stay healthy

## Protect yourself against the cold and flu

### Get your annual flu shot

The CDC recommends that most individuals aged six months and older get a flu vaccine each year. Flu shots are especially important for people with chronic conditions, pregnant women, and children. Getting vaccinated protects not only yourself, but all of those around you.

### Practice good hygiene

Wash your hands frequently with warm water and soap for at least 30 seconds and encourage your family members to do the same. Regular handwashing with soap is one of the most effective ways to reduce the chances of catching cold and flu viruses.

### Get adequate sleep

Aim for 7 or more hours of sleep each night. Getting quality sleep on a regular basis strengthens your immune system, helping your body fight off colds, the flu and other infections.

### Stop the spread

Stay home if you feel sick or have symptoms like a fever, congestion sore throat, or cough. Wash your hands frequently, don't share drinks or utensils with others, cover your cough or sneeze, and disinfect high-touch surfaces such as door handles, light switches, and phones.

### Treat your symptoms

If you get sick, drink plenty of fluids and get as much rest as you can. Over-the-counter pain relievers and cold medicine can also help with the discomfort associated with some of the symptoms. If you have a chronic health condition and/or take any prescription medications, check with your doctor or pharmacist to see which over-the-counter medications are safe for you.

### Eat a well-balanced diet

Eat a variety of foods including at least 5 servings of fruits and vegetables a day. A well-balanced diet helps us obtain valuable vitamins and minerals that keep our immune systems working well. Limit alcohol consumption and exposure to cigarette smoke which can suppress the immune system.

### Boost your immune system

Engage in regular exercise and stress management techniques to strengthen your immune system. Aim for 30 minutes a day, 5 days a week of moderate exercise. Brisk walking, bicycling, jogging, swimming and light hiking are great options. Manage stress with deep breathing, yoga, reading, or other self-care activities.



### Get the care you need, when you need it

ExpressCare offers virtual or same-day, in-person treatment when your regular provider isn't available. Learn more at [providencehealthplan.com/care-options](https://providencehealthplan.com/care-options).





# Make your time count

## Set yourself up for success

### Create to-dolists

Make daily, weekly and monthly to-do lists of important tasks and goals. Review your priorities at the beginning of each day and focus on the most important tasks first. Try to organize your work based on urgency by adding what you need to complete by the end of the day at the top of your list and what can wait until the next day toward the bottom.

### Sort your email

Create digital folders in your email to sort all your messages. Sorting your emails avoids clutter in your inbox, helps you find essential emails faster, and helps you keep track of which messages require follow-up.

### Celebrate your daily wins

At the end of the day, reflect on what you accomplished. Even small successes enhance motivation and creativity.

### Organize and prioritize

Keep your calendar organized and current. Be realistic about what you hope to accomplish each day and block out time for each task, so you stay focused. Create both long and short-term goals and add milestones to your calendar to make sure you stay on track.

### Manage your time well

Schedule quiet time at work to accomplish tasks that need extra concentration. Do your most challenging work when your energy is at its highest - save less demanding work for other times.

### Establish healthy boundaries

Begin and end work at a set time each day, avoid checking work emails when you sign off, and leave work supplies in your designated workspace - even if you work from home.

### Spruce up your workspace

Create a comfortable and calm workspace. Reduce clutter and add greenery, natural light, or pictures to support your mood. Once a week or month, take stock of your workspace and remove any items that you no longer need.

### Limit distractions

Limit distractions by keeping your space organized and straightforward. Keep common distractions, like your phone, in your desk or a different room.

### Take breaks

Breaks are an important way to maintain motivation and productivity. During your break, go on a short walk, or get a snack. Make sure you take your break away from your workspace to reset your focus completely.



### Team up with a health coach

Our Providence health coaches are here to support your lifestyle goals. Get started at [ProvidenceHealthPlan.com/healthcoach](https://www.ProvidenceHealthPlan.com/healthcoach) or call 888-819-8999.





# Sleep more soundly

## Get a good nights' rest

### Create a relaxing bedtime routine

A bedtime routine helps your mind and body wind down before going to sleep. Your routine can include whatever makes you feel most relaxed such as a warm shower, reading, meditating, journaling, or listening to a sleep story.

### Keep a consistent sleep schedule

Try to go to sleep and wake up at about the same times every day – even on weekends. Choose a bedtime that allows you to get at least 7 hours of sleep per night. Limit naps to no more than one hour and avoid napping late in the day.

### Put your phone to bed

Unplug at night. Keeping your phone near your bed can disrupt your sleep so make it a habit to keep it out of reach. Use “do not disturb” or nighttime mode to block notifications while you’re trying to sleep.

### Use light to your advantage

Increase exposure to natural sunlight during the day and reduce exposure to light and bright screens 1-2 hours before bedtime. Dim your phone screen or use a red filter app at night to reduce blue light exposure.

### Create a restful environment

Adjust the temperature, lighting, and sound levels to meet your needs. A cool, dark, quiet room lends itself to a good night's rest. If you and your partner have different sleeping preferences, try using blackout drapes, eye masks, ear plugs, portable fans and sound machines to accommodate both of you.

### Limit stimulants and alcohol

Avoid caffeine and alcohol late in the day. Caffeine can make it difficult to fall asleep and alcohol can lead to lighter, restless sleep.

### Calmyour mind

Write down your thoughts or worries before going to bed to get them out of your head. If your to-do list is causing stress, prioritize what you need to do tomorrow and the rest of the week – having a plan in place can help you relax.

### Don't force it

Staring at a clock in your bedroom when you are trying to fall asleep or when you wake in the middle of the night, can increase stress and make it harder to fall asleep. If you can't get to sleep in about 20 minutes, get up and engage in a quiet, restful activity and try again.

### Be physically active

A regular exercise routine can improve your sleep quality, helping you fall asleep faster and more soundly.



## Self-guided programs backed by one-on-one support

[Learn to Live](#) offers highly effective and confidential online programs based on the proven principles of Cognitive Behavioral Therapy. Contact customer service at [800-878-4445](tel:800-878-4445) to get started.





# Connect with others

## Maintain meaningful relationships

### Schedule time with family and friends

Nurture your relationships where there is mutual respect and support. Plan a game night with friends, evening out with your significant other, or dinner with your family. Reach out to a friend or colleague you haven't connected with in a while to catch up.

### Express gratitude

Gratitude helps us feel more positive emotions and build strong relationships. Thank a friend, neighbor, or colleague for their help or good work. Be specific and intentional with expressing your appreciation – you just might make their day!

### Join a fitness community

Surround yourself with the positive vibes of a group fitness class – try out a new local studio or join a virtual community like [Providence Basecamp](#).

### Build connections at work

Socialize with colleagues at lunch or ask them to go for a walk. If you're working remotely, schedule a virtual coffee break or send them a quick message to see how they are doing.

### Eat together as a family

Every meal together counts. Plan meals in advance, delegate prep and cooking tasks and then sit down at the table without distractions to enjoy the meal together. Check out [The Family Dinner Project](#) for more tips.

### Brighten the world around you

One small, thoughtful gesture can make someone else's day. Pay it forward at your local coffee shop or take a minute to direct someone who looks lost.

### Connect with your community

There are many ways to get involved, share your talents and meet a variety of people. Join a community team, help a neighbor or donate the things you no longer use. Consider asking your family, friends or coworkers to join too.

### Find a pet companion

Caring for an animal provides companionship and comfort. Get to know other pet owners by going on daily walks or visiting the dog park. If you're not interested in becoming a pet parent, spend time with a friend's pet or visit a local animal shelter.

### Learn new perspectives

Encourage yourself to express concerns or ask questions over change and novel topics. Working through differences of opinion can strengthen your relationships.



### Get discounts on the things you love to do

LifeBalance provides savings on recreational, cultural and travel-related activities. Learn more at [ProvidenceHealthPlan.com/member-perks/lifebalance](https://ProvidenceHealthPlan.com/member-perks/lifebalance).





When you're healthy, you can feel inspired to do great things for your community and the world at large. We believe healthcare is a human right – everyone has a right to quality healthcare. We're dedicated to the health and care of every member of our community, no matter where they live or who they work for.

**Because everyone's well-being matters.**

Want support for your employee well-being program? Contact your Health Management Consultant or Account Manager. Or email our team at [workplacewellness@providence.com](mailto:workplacewellness@providence.com)

**[ProvidenceHealthPlan.com](https://www.providence.com/healthplan)**