



# Live Well, Stress Less

Celebrating Mental Health Awareness Month

May 1-31, 2022

Choose and complete activities on the list provided or come up with your own.

## STRESS MANAGEMENT

1. **Write down three things** you are grateful for.
2. **Plant** a new flower/fruit/vegetable.
3. **Write a letter** to yourself reflecting on your favorite qualities about yourself.
4. Engage in a new moderate-to-high intensity **exercise**.
5. Make a **playlist** of your favorite songs and listen to it on the way to work.
6. **Read** a fiction novel for at least 30 minutes.
7. **Break a larger project** into smaller, manageable tasks.
8. Create and implement a relaxing **bedtime routine**.
9. Complete a breathing or **meditation exercise**.
10. **Choose and fill in your own activity**.

## WORKPLACE RELATIONSHIPS

1. Practice **active listening** when conversing with a colleague.
2. Start your meeting with a fun, **non-work-related question**.
3. Ask for **constructive feedback** on your work from a colleague.
4. Ask a colleague to go on a **walk with you during lunch**.
5. **Compliment, praise, and show appreciation** for a colleague's work when you notice something done above and beyond.
6. Share one extra, more **personal comment** about yourself during a work conversation.
7. **Write a thank you note/email** for a colleague who helped you with a task.
8. **Go on a coffee break** or get lunch with a colleague you don't interact with often.
9. Respect your colleagues' time by **showing up on time** to meetings.
10. **Choose and fill in your own activity**.

## CONFRONTING BURNOUT

1. **Try to limit overload** by using a prioritization tool and identifying what's urgent and what's important.
2. **Discuss specific concerns** with your manager to find a healthy balance.
3. **Highlight your many successes** and the value you bring to the organization to your manager/teams.
4. **Write down your career goals** and future plans.
5. Set clear expectations and **communicate regularly** with your team.
6. **Turn off your email notifications** when the workday is over.
7. **Take a mindful minute** before a meeting.
8. **Step outside** for a couple of minutes during the workday to get fresh air.
9. Have a **daily "check-in"** with yourself and reflect on your needs.
10. **Choose and fill in your own activity**.

## WORK-LIFE BALANCE

1. Try not to send emails **before 7 a.m. or after 7 p.m.**
2. Do not schedule any **Friday meetings**.
3. **"Schedule" your emails** to be sent during working hours.
4. Assign **tough high-concentration tasks** to the time of day you are most productive.
5. Work **only** from your workplace.
6. Clean out and **organize your work space**.
7. **Step out of the office** for your lunch break and don't do anything work-related.
8. Plan a **one-day staycation** for a Saturday or Sunday.
9. Make a **"to-do" list** and take care of important tasks first.
10. **Choose and fill in your own activity**.