

> WORKFORCE HEALTH | RESOURCES



Finding Balance stress management toolkit





..... **6 in 10**

employees



identify work as a significant
source of stress.

The Harris Poll on behalf of APA, August-September 2019.

Welcome to your *Finding Balance* toolkit

Stress in America is on the rise – and the leading causes of stress are money and work. Workplace stress is estimated to cost employers up to \$600 billion a year due to reduced productivity, health problems, and absenteeism.* But with this easy-to-use toolkit, you can help your employees start on the path to a less stressed life. Here's what's included:



8 weekly emails
to guide your employees through the program, plus a promotional email to kick things off



A poster and flyer
to promote the program and encourage your employees to participate



An employee guide
with facts and tips about stress management



A workbook
with activities that help employees see how stress is affecting them, and what they can do about it

COVID-19 disclaimer:
Kaiser Permanente supports the health of you and your employees. However, due to the pandemic, some of the tips and tools provided in this kit may not align with COVID-19 worksite safety guidelines. For CDC-recommended safety guidelines for COVID-19 prevention, please visit [cdc.gov](https://www.cdc.gov) or contact your Kaiser Permanente representative.



All of these tools and resources are available in both English and Spanish.

Ready to get started?



✓ Take the first step

Maximize your program’s impact with this hands-on action guide. It’s designed for flexibility to fit your organization’s needs – and improve engagement by helping employees find healthy ways to manage stress. Simply check off the boxes as you go through the four steps of a successful program:



Not your first workforce health program? Skip ahead to the “Plan” section on page 6.

Let’s go! >

① Assess

Steps	When	What to do	Tools and resources
○ Get leadership endorsement.	3 to 6 months before rollout	○ Present a business case to your leadership team on the benefits of healthy activities.	<ul style="list-style-type: none"> • Build a case for workforce health shows how to engage leadership with facts and figures.
		○ Have your CEO or other leaders demonstrate their commitment to workforce health.	<div style="border: 1px solid orange; padding: 5px;"> <p>TIP Host a workforce health kickoff event and invite one of your top leaders to speak.</p> </div>
○ Gather baseline organization data.	3 to 6 months before rollout	○ Survey your employees on their interest in healthy lifestyle activities.	<ul style="list-style-type: none"> • Create your own free surveys with SurveyMonkey or Google. • For more ideas, see our employee health interest survey.
		○ Assess your work environment to see what you're already doing to support healthy behaviors. Look at: <ul style="list-style-type: none"> • Food in vending machines • How walkable your workspace is • Whether you're hosting healthy meetings 	<ul style="list-style-type: none"> • Worksite walkability audit tool helps you assess walkability at your workplace. • Healthy Meetings Guide <div style="border: 1px solid orange; padding: 5px;"> <p>TIP Working with an Employee Assistance Program vendor? Loop them in now while you're gathering information so they can help make your workforce health program a success.</p> </div>

Ready to plan? Let's go! >

② Plan

Steps	When	What to do	Tools and resources
○ Promote your program.	3 to 6 months before rollout	○ Form a wellness committee to manage your program.	<ul style="list-style-type: none"> • Wellness Committee Toolkit
	2 to 3 weeks before first email	○ Have a leader or your wellness coordinator send out the first promotional email introducing <i>Finding Balance</i> . Include: <ul style="list-style-type: none"> • Program start date • Details on the kickoff if you're having one 	<ul style="list-style-type: none"> • <i>Finding Balance</i> promotional materials in English: <ul style="list-style-type: none"> ○ Email ○ Flyer ○ Poster • <i>Finding Balance</i> promotional materials in Spanish: <ul style="list-style-type: none"> ○ Email ○ Flyer ○ Poster • Employee guide <ul style="list-style-type: none"> ○ English ○ Spanish • Additional engagement: Fight Stress with Health Habits
		○ Print and post promotional materials in kitchen and break rooms.	

Ready to engage? Let's go! 

③ Engage

Steps	When	What to do	Tools and resources
○ Send emails to your employees.	Week 1	<ul style="list-style-type: none"> ○ Send “Week 1: Getting started” email: <ul style="list-style-type: none"> • Help employees rate their overall stress level and identify sources of stress. • Suggested subject line: Finding Balance Week 1: Getting Started <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p>TIP Use this formula for each week’s subject line. Just be sure to update the week number and email topic.</p> </div>	<ul style="list-style-type: none"> • “Getting started” email <ul style="list-style-type: none"> ○ English ○ Spanish • Stress management workbook with surveys and quizzes, stress journal, stress action plan, and weekly activities <ul style="list-style-type: none"> ○ English ○ Spanish
	Week 2	<ul style="list-style-type: none"> ○ Send “Your stress journal” email: <ul style="list-style-type: none"> • Help employees spot patterns and identify stress-related behaviors they want to change. 	<ul style="list-style-type: none"> • “Your stress journal” email <ul style="list-style-type: none"> ○ English ○ Spanish • Additional engagement: 15 minutes to minimize stress
	Week 3	<ul style="list-style-type: none"> ○ Send “Making an action plan” email: <ul style="list-style-type: none"> • Have employees set a stress management goal. 	<ul style="list-style-type: none"> • “Making an action plan” email <ul style="list-style-type: none"> ○ English ○ Spanish • Additional engagement: The power of writing down your goals

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③ Engage *(continued)*

Steps	When	What to do	Tools and resources
○ Send emails to your employees.	Week 4	<ul style="list-style-type: none"> ○ Send “Relaxation and stress” email: <ul style="list-style-type: none"> • Introduce employees to relaxation techniques that can help them manage stress. • Help them discover the relaxation methods that work for them. 	<ul style="list-style-type: none"> • “Relaxation and stress” email <ul style="list-style-type: none"> ◦ English ◦ Spanish • Additional engagement: Breathe in ... breathe out
	Week 5	<ul style="list-style-type: none"> ○ Send “Money and stress” email: <ul style="list-style-type: none"> • Encourage employees to track their spending. • Help them see where they can spend less and save more to reduce financial stress. 	<ul style="list-style-type: none"> • “Money and stress” email <ul style="list-style-type: none"> ◦ English ◦ Spanish • Additional engagement: Tips for managing financial stress
	Week 6	<ul style="list-style-type: none"> ○ Send “Nutrition and stress” email: <ul style="list-style-type: none"> • Help inspire employees to discover the connection between what they eat and how they feel. • Help them learn about emotional eating and discover different ways to cope. 	<ul style="list-style-type: none"> • “Nutrition and stress” email <ul style="list-style-type: none"> ◦ English ◦ Spanish • Additional engagement: 13 foods that fight stress

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③ Engage (continued)

Steps	When	What to do	Tools and resources
○ Send emails to your employees.	Week 7	<ul style="list-style-type: none"> ○ Send “Exercise and stress” email: <ul style="list-style-type: none"> • Highlight exercise as an effective strategy for coping with stress. • Encourage employees to be more active, and see if it helps them keep stress under control. 	<ul style="list-style-type: none"> • “Exercise and stress” email <ul style="list-style-type: none"> ◦ English ◦ Spanish • Additional engagement: Find a workout you love
	Week 8	<ul style="list-style-type: none"> ○ Send “Rate your progress” email: <ul style="list-style-type: none"> • Ask employees to evaluate their progress and look back on what they learned from the program. 	<ul style="list-style-type: none"> • “Rate your progress” email <ul style="list-style-type: none"> ◦ English ◦ Spanish <div style="border: 1px solid #f0e68c; padding: 5px; margin-top: 10px;"> <p>TIP If you work with an Employee Assistance Program vendor, refer employees to them for additional support after they’ve completed the program.</p> </div>

Ready to measure? Let’s go! 

④ Measure

Steps	When	What to do	Tools and resources
○ Evaluate your program.	Week 9	○ Survey program participants and capture results.	<ul style="list-style-type: none"> • Create your own postprogram survey with SurveyMonkey or Google.
○ Plan future programs.		○ Consider another program, such as a walking or sleep program, while employees are motivated.	<ul style="list-style-type: none"> • Walking for Workforce Health Toolkit • Rest and Revive sleep management toolkit • Other programs

➤ Contact your Kaiser Permanente representative for more information.

* McCraty, *CONTENTMENT*, The American Institute of Stress, stress.org, Winter 2019-2020.