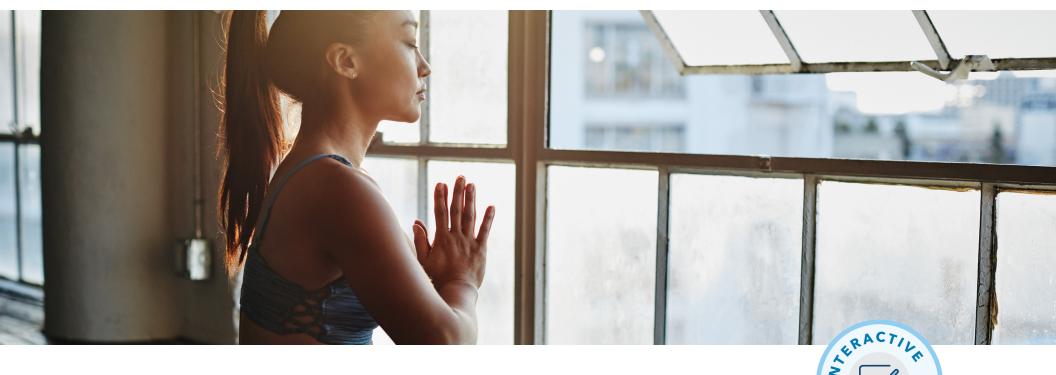
WORKFORCE HEALTH | RESOURCES

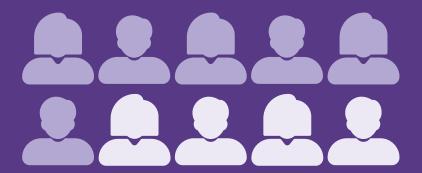


Finding Balance stress management toolkit





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



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 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:



Use data to learn where your organization stands on workforce health. Set goals, schedule events and activities, and develop a communications strategy.

Launch and promote the program to your workforce.

Evaluate your program's success and set future goals.

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

Let's go! >

Assess

Steps	When	What to do	Tools and resources
O Get leadership endorsement.	3 to 6 months before rollout	O Present a business case to your leadership team on the benefits of healthy activities.	Build a case for workforce health shows how to engage leadership with facts and figures.
		O Have your CEO or other leaders demonstrate their commitment to workforce health.	Host a workforce health kickoff event and invite one of your top leaders to speak.
O Gather baseline organization data.	3 to 6 months before rollout	O Survey your employees on their interest in healthy lifestyle activities.	 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: Food in vending machines How walkable your workspace is Whether you're hosting healthy meetings 	Worksite walkability audit tool helps you assess walkability at your workplace. Healthy Meetings Guide 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.

Ready to plan? Let's go! >



2 Plan

Steps	When	What to do	Tools and resources
	3 to 6 months before rollout	O Form a wellness committee to manage your program.	Wellness Committee Toolkit
• Promote your program.	2 to 3 weeks before first email	 Have a leader or your wellness coordinator send out the first promotional email introducing Finding Balance. Include: Program start date Details on the kickoff if you're having one O Print and post promotional materials in kitchen and break rooms. 	 Finding Balance promotional materials in English: Email Flyer Poster Finding Balance promotional materials in Spanish: Email Flyer Poster Employee guide English Spanish Additional engagement: Fight Stress with Health Habits

Ready to engage? Let's go! >



3 Engage

Steps	When	What to do	Tools and resources
• Send emails to your employees.	Week 1	 Send "Week 1: Getting started" email: Help employees rate their overall stress level and identify sources of stress. Suggested subject line: Finding Balance Week 1: Getting Started Use this formula for each week's subject line. Just be sure to update the week number and email topic. 	 "Getting started" email English Spanish Stress management workbook with surveys and quizzes, stress journal, stress action plan, and weekly activities English Spanish
	Week 2	 Send "Your stress journal" email: Help employees spot patterns and identify stress-related behaviors they want to change. 	 "Your stress journal" email English Spanish Additional engagement: 15 minutes to minimize stress
	Week 3	 Send "Making an action plan" email: Have employees set a stress management goal. 	 "Making an action plan" email 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	 Send "Relaxation and stress" email: Introduce employees to relaxation techniques that can help them manage stress. Help them discover the relaxation methods that work for them. 	 "Relaxation and stress" email English Spanish Additional engagement: Breathe in breathe out
	Week 5	 Send "Money and stress" email: Encourage employees to track their spending. Help them see where they can spend less and save more to reduce financial stress. 	 "Money and stress" email English Spanish Additional engagement: Tips for managing financial stress
	Week 6	 Send "Nutrition and stress" email: 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. 	 "Nutrition and stress" email English Spanish Additional engagement: 13 foods that fight stress

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3 Engage (continued)

Steps	When	What to do	Tools and resources
O Send emails to your employees.	Week 7	 Send "Exercise and stress" email: 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. 	 "Exercise and stress" email English Spanish Additional engagement: Find a workout you love
	Week 8	 Send "Rate your progress" email: Ask employees to evaluate their progress and look back on what they learned from the program. 	 "Rate your progress" email English Spanish If you work with an Employee Assistance Program vendor, refer employees to them for additional support after they've completed the program.

Ready to measure? Let's go! >



4 Measure

Steps	When	What to do	Tools and resources
O Evaluate your program.	Week 9	O Survey program participants and capture results.	 Create your own postprogram survey with SurveyMonkey or Google.
O Plan future programs.		O Consider another program, such as a walking or sleep program, while employees are motivated.	 Walking for Workforce Health Toolkit Rest and Revive sleep management toolkit Other programs

Ontact your Kaiser Permanente representative for more information.



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