

> WORKFORCE HEALTH | RESOURCES



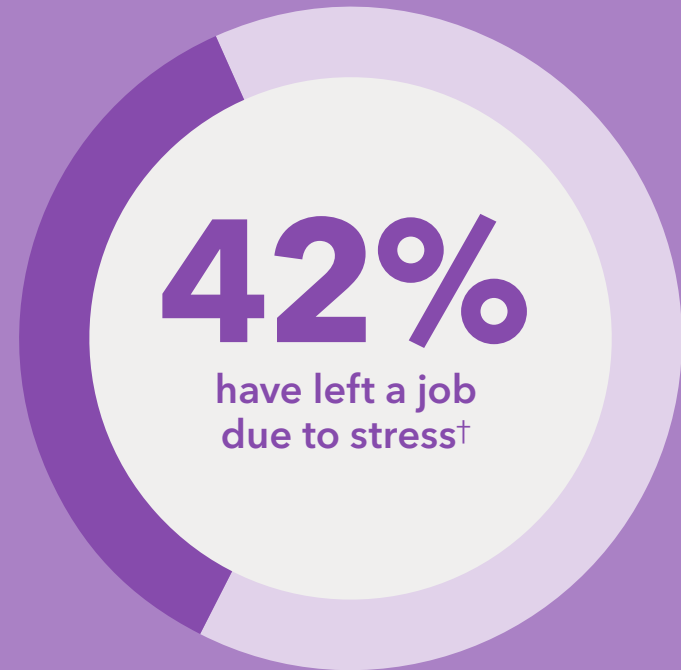
Finding Balance stress management toolkit





Stress

in the workplace is a serious problem:



* Nielsen (formerly Harris Interactive), April 9, 2014.
† Monster.com press release, April 16, 2014.

Welcome to your *Finding Balance* toolkit

Stress in America is on the rise – and the leading causes of stress are money and work. It’s a problem that costs U.S. businesses an estimated \$300 billion each year in absenteeism, reduced productivity, and employee turnover.* 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 flier

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

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.
		○ Get your organization recognized for current healthy activities.	<ul style="list-style-type: none"> • Apply for the American Heart Association's Fit-Friendly Worksites program.
		○ 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 organizational 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: <ul style="list-style-type: none"> ○ promotional email ○ promotional poster ○ employee flier • Employee guide
		○ 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 • Stress management workbook: <ul style="list-style-type: none"> ○ surveys and quizzes ○ stress journal ○ stress action plan ○ weekly activities
	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 • 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 • 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 • 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 • 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"> • 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 • 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 • 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 <div style="border: 1px solid orange; 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.

* "Workplace Stress," The American Institute of Stress, August 29, 2011, stress.org/workplace-stress/, accessed June 29, 2016.

Information may have changed since publication.

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