Building Success – Wellness (and Impact)

In this handout

1. Understand what wellness is and why it is important
2. Know Tips for wellness
3. Find resources to support wellness

This handout goes with the online presentation.

Actively pursuing wellness is key to success and impact.

What is Wellness and why it is important

"Happiness," "wellness," "well-being", the terms get used interchangeably but distinctions are emerging: wellness connotes a state of overall health, while happiness is a more perceptual concept – how people feel about and experience their daily lives. (from the 2018 Global Wellness Summit)

What are the dimensions of wellness? What's missing from the list

> **Emotional**
> **Environmental**
> **Intellectual**
> **occupational**
> _____ [1]
> **Social**
> **Spiritual**

Word options: Physical, success

Wellness is about _____ [2]

Why do we bother with wellness?

Wellness is about " ...a healthy and fulfilling life. Wellness is more than being free from illness, it is a dynamic process of change and growth." – UC Davis

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[1] Missing word - Physical
[2] Missing word - balance

Tips for Wellness

Wellness (and Happiness) – Attitude counts

"The pessimist sees difficulty in every opportunity. The optimist sees the opportunity in every difficulty." **Winston Churchill**

Seek Balance

1. **Does our external world predict our happiness?**

   90% of our long term happiness is not predicted by the outside world but predicted by how our brain processes the outside world

2. **75% of job success is predicted by …**

   our optimism, our social support and the ability to see stress as a challenge instead of a threat.

Wellness tips

Seven tips - Fill in the missing words[3]

	Words choices
1. Visualize a Productive _____	
2. Focus on your _____-Impact Projects/Tasks	1. Day
3. Plan Ahead for the _____ of 3* (See note below)	2. Email
4. Clear Your Mind of Tasks and have _____ Lists	3. Energy
5. Review your _____ + (See note below)	4. Highest
6. Move Beyond _____ overwhelm	5. Hot
7. Amp Up Your _____ Levels	6. Rule
	7. To Do

*e.g., what 3 things will you achieve today
+ Are you balanced? Mind | Body | Spirit | Career | Finances | Relationships | Fun | Environment

Learn more at Habits for Balance & Productivity Fact Sheet (**Appendix 1**)

Fact: Positive thinking makes you healthier and happier.

Here's three tips from the Be Positive Fact sheet (Appendix 2) (There are 3 more in the fact sheet)

1. Start by being aware and realizing the impact of positivity on yourself and others.
2. Realize you have a choice.
3. Collect positive colleagues.

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[3] Word choices 1) Day, 2) Highest; 3) Rule, 4) To do, 5) Hot 6) email 7) Energy

Activity. Have any of these tips "leapt out" at you? Note them down.

See Appendices 1 and 2 for more detail on the tips.

	Wellness Tips	What will you do?
☐	1. Visualize a Productive Day	
☐	2. Focus on your Highest-Impact Projects/Tasks	
☐	3. Plan Ahead for a Rule of 3	
☐	4. Clear Your Mind of Tasks and have To Do Lists	
☐	5. Review Your Hot Spots (Seek balance)	
☐	6. Move Beyond Email overwhelm	
☐	7. Amp Up Your Energy Levels	
	Positivity Tips	**What will you do?**
☐	**1.** Start by being aware and realizing the impact of positivity on yourself and others.	
☐	2. Realize you have a choice.	
☐	3. Collect positive colleagues.	

Remember the tips?

3. Resources

<u>UC ANR Learning & Development</u>

<u>Be Positive</u> Fact sheet

<u>The happiness advantage</u> Video (Ted Talk)

<u>Habits for Balance & Productivity</u> Fact Sheet

(Appendix 1) Habits for Balance & Productivity[4]

Habits for Balance & Productivity

University of California
Agriculture and Natural Resources

Visualize a Productive Day

If at the end of each day you had an extra 30 minutes to yourself, how would you spend that time? *Start each day with this vision and schedule accordingly!*

Focus on you Highest-Impact Projects/Tasks

1) Make a list of all work responsibilities by project area. Refer to it weekly or prioritize. Refer to it before making a new commitment (do you really have the time or need?).
2) Now with this list in hand, ask yourself: If you could do just ONE PROJECT on that list all day, every day, what item would you do that would allow you to accomplish the most?
3) Finally, ask yourself: If you could do only TWO MORE PROJECTS on your list all day, what second and third tasks would let you accomplish the most in the same amount of time?
4) Now, what tasks are your passions and strengths? Which do you like to do the most?

Focus your efforts on the highest impact projects. Play to your passions and strengths!

Plan Ahead for a Rule of 3

At the beginning of each day mentally fast-forward to the end of the day and ask:

When the day is over, what three things will I want to have accomplished?

Fast-forward to the end of the week and ask yourself:

When the week is over, what three things will I want to have accomplished?

Clear Your Mind of Tasks and To Do Lists

Create a real folder system for each project and add thoughts as they happen. Put the next task on a note on the front. Put the due date. Sort daily or weekly by priority.	Keep it on your phone in a note or reminder app.	Create a note file for everything (books to read, Amazon shopping list, suggested TED talks, ideas).	Put white boards up in obvious places (like the weekly meal plan on the fridge).
Put your list in your Google calendar that your spouse or partner can see (so they can help).	Carry around a notepad or journal.	Put tasks in your written calendar on the days you will do them.	Add drop dead due dates to each task.
Remove any "should" items from your lists. Focus on the "needs" and "wants".	Create a "follow up" system for emails.	Put paper next to the bed for late-night thoughts with a light up pen.	Don't add things to your list that you are not going to actually do.

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[4] Developed by the California 4-H Healthy Living Advisory Team. 2018.

Review Your Hot Spots

What tasks did you accomplish this week in each of these areas? Are you balanced?

Mind | Body | Spirit | Career | Finances | Relationships | Fun | Environment

Shift your priorities the following week as needed to strive for balance.

Move Beyond Email Overwhelm

- Other people should not be in control of your time and attention.
- Set specific times to check email so you can focus on your work.
- Turn off the notifications to minimize distractions.
- Do not keep old emails in your in-box. Create archive and project folders.
- Take the time to unsubscribe or auto-junk.
- Do not start a conversation email chain. Call instead.
- Prioritize: 1) Need to do. 2) Want to do. 3) Should do.

Amp Up Your Energy Levels

- Practice optimism & gratitude
- Exercise & move
- Schedule mental rest time (Meditate/pray/calm music)
- Eat & Drink well
- Sleep
- Get outside
- Take a break/vacation

Additional Resources

The Productivity Project by Chris Bailey

Overwhelmed: Work, Love, and Play When No One Has the Time by Brigid Shulte

The How of Happiness: A New Approach to Getting the Life You Want by Sonja Lyubomirsky

The Happy Secret to Better Work by Shawn Achor:
https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work

Multitasking Is a Myth, and to Attempt It Comes at a Neurobiological Cost By Daniel Levitin: https://www.youtube.com/watch?v=iM4u-7Z5URk

Help Yourself – Be Positive5

Why be Positive?

Did you know that being positive in the workplace actually helps you? The reverse is also true - being negative harms you.

The Golden Rule (treat others the way you wish to be treated), Karma, and "What goes around, comes around" are all real.

> **Being positive – not only helps you – it helps your workmates.**

What you can do

1. Start by being aware and realizing the impact of positivity on yourself and others.

Recognize that being positive helps those around you. Conversely, negativity hurts you and others. Being negative can start innocently – a small complaint with a colleague – and soon you are feeding off of each other and end up in a veritable feeding frenzy of negative energy.

Guess what? You actually just hurt yourself and your colleague.

2. You have a choice.

Recognize that you have a choice. You really do. Choose not to listen to or to join in conversations that diminish and criticize others. Language matters. What we say has an impact. If you are negative, it not only harms the person being talked about and the person you're speaking with, but it also hurts you.

3. You probably can't control the situation, but…..

Things might go wrong and you might be unhappy – so while you might not have control over all the outcomes, you can control how you choose to react.

4. Collect positive colleagues. You are the average of the people with whom you relate.

Whether we like it or not, we are greatly influenced by those closest to us, who affect how we think and behave. Demonstrate positivity for others and surround yourself with positive, supportive people who want you to succeed. However, still be open to positive feedback!

5. Look for solutions - be constructive

Endless complaining perpetuates problems, wasting people's time and energy. Why not look for solutions? Positive discussions empower people and leave them a little better off.

6. Practice – start now

It's amazing what a few positive words can do. Practice being the person people enjoy being around because you will actually uplift them. If people are complaining, try: "This doesn't work for me." or "Anything positive to report?" It's nonjudgmental. Sometimes people might not realize they are being negative. Point it out gently; if you say nothing, your silence conveys permission to continue.

> **Fact: Positive thinking makes you healthier and happier.**

[5] Developed by Mark Bell, and Malendia Maccree based on articles by Forbes and Mayo Clinic staff, Aimee Groth (Business insider) Julie Fuimano (Monster.com) UC ANR 2018 Editing by Kathryn Stein

"The pessimist sees the difficulty in every opportunity. "The optimist sees the opportunity in every difficulty"
Winston Churchill.