IN THIS ISSUE...

As some return to in-person work and social life, we take a look at how to transition while focusing on your physical and emotional wellbeing. From using your calendar to plan out wellness breaks to learning how to visualize your social battery, there are so many things we can do to make our transitions just a bit easier...
**wellbeing tech tool:**

**CALENDAR BLOCKING**

Your calendar is not just for work meetings and doctor’s appointments anymore. Try using your calendar to block out time for social lunches, personal days off, and even short wellness breaks throughout your day. Scheduling your day to include this time for yourself will help set a new routine that allows you to prioritize your wellbeing. You can encourage your coworkers to do the same and invite them on a mid-afternoon walk or coffee run to empower a healthy and balanced work day.

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**august**

**OFFICE HOLIDAYS**

- International Forgiveness Day 01
- National Chocolate Chip Cookie Day 04
- Lazy Day 10
- Left Hander’s Day 13
- Relaxation Day 15
- National Tell A Joke Day 18
- Senior Citizen’s Day 21
- Women’s Equality Day 26
- National Eat Outside Day 31

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**WELLNESS AT WORK**

**shifting your focus**

Many of us have settled comfortably into our Zoom routines and the thought of returning to the office may have you feeling nervous. You are not alone in this. To help settle those return-to-the-office nerves, try shifting your focus from the things that worry you to the things you enjoy about working in the office. For example, you may enjoy lunchtime outings with coworkers and can look forward to fostering more personal connections face to face rather than through virtual meetings. Or, maybe you will be able to have a more clear distinction between home and work, no longer blurring the boundaries between your workspace and living space. Spend time writing down a few things that you are looking forward to and revisit this list to shift your focus away from worry and towards the good.
You woke up without an alarm, your sourdough was perfected, and you never wore pants. Well, for some of us, it’s time to put on our pants and make our way back to the office. It can be challenging to think about finding balance once again with commuting, working in an office, and trying to squeeze in social activities.

Whether or not you’re returning to the office in a hybrid or full-time setting, consider viewing it as a transfiguration—a complete change into something better. Here are a few practical ways to help you transfigure the next chapter and create a new daily balance for your life:

1. SET BOUNDARIES

Setting boundaries can help you manage your physical energy to avoid burnout. Boundaries are the limits we set with others and ourselves which indicate what we find acceptable or not. When we set a boundary, we recognize the need for a healthy separation between ourselves and others. You can uphold very rigid boundaries—no, I cannot make that meeting at 3pm because I want to pick up my child from school and spend time with them, but you can also have more forgiving boundaries.

The goal is to be aware of what your boundaries are and how you can achieve a healthy balance. Consider boundary setting as a way to preserve your social battery.* How many meetings in a day is realistic? How many social events in a weekend feel like too much?

*More on this on page 4.

2. COMMUNICATE WITH INTENTION

Setting boundaries and expressing your needs might take conversation and effort. This is not just limited to having a chat with your manager about what your preferences are but also communicating with those in your life that will also be impacted by your return to places outside of the house. Talking to your partner, kids, pets, and especially yourself about how to move into this next phase can be a great way to start this process.

3. PRACTICE RECHARGING

We’re much more valuable to ourselves and others when we’re recharged, rested, and relaxed. As you transition into a new environment, take with you the practices that help you maintain self-care. Studies show that our bodies tell us when we need something like rest. If you know your energy dips at a certain time every day, block off a few minutes for a quick meditation or walk to get that much-needed reset when you’re back in the office.
YOUR SOCIAL BATTERY

Over the last year and a half, we have readjusted our social lives to virtual game nights and video calls to create connection. Returning to in-person events means more face to face interactions. While you may feel the need to say yes to every social event, it’s important to check in with yourself before responding. Try using this visual tool to gauge your “social battery.” This can help guide you to make decisions that will leave you feeling recharged instead of drained.

0%-24%
- Relax
- Meditate
- Go to sleep
- Cancel plans
- Write in a journal

24%-49%
- Do yoga
- Go for a walk
- Watch a movie
- Talk to a friend
- Plan out the next day

50%-74%
+ Exercise
+ Play with your pet
+ Run weekly errands
+ Go on a coffee date
+ Cook a meal at home

75%-100%
+ Volunteer
+ Go to a concert
+ Host a game night
+ Pick up a new hobby
+ Have dinner with friends

YOUR OFFICE STARTER KIT

- A pair of headphones
- An insulated bag to keep food fresh
- A coffee mug with a sealable lid
- A desk plant to make your space feel more inviting
- Healthy snacks like nuts or a fresh piece of fruit
- A water bottle to stay hydrated throughout the day