STEPS TO ACHIEVE EMPLOYEE WELL BEING

1. Set and maintain professional boundaries with colleagues and co-workers.
2. Balance your work schedule and life demands so no one day or one week is too much.
3. Make time throughout the work day for intermittent self-care breaks (i.e. lunch or afternoon walk; social time with co-workers; listen to relaxing music).
4. Create a healthy work space for yourself.
5. Develop a short list (2-3 items) of top priorities each day.
6. Minimize procrastination and maximize a sense of control.
7. Before committing to a project, assignment or committee position etc., first consider your needs and available resources, and whether it will lead to overextending yourself - a sure way to compromise your self-care.

These are our aspirations and we recognize that they are each an ongoing practice that is best supported with accountability and work culture.

Positivity Pledge

I shall no longer allow negative thoughts or feelings to drain me of my energy. Instead I shall focus on all the good that is in my life. I will think it, feel it and speak it. By doing so I will send out vibes of positive energy into the world and I shall be grateful for all the wonderful things it will attract into my life.

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