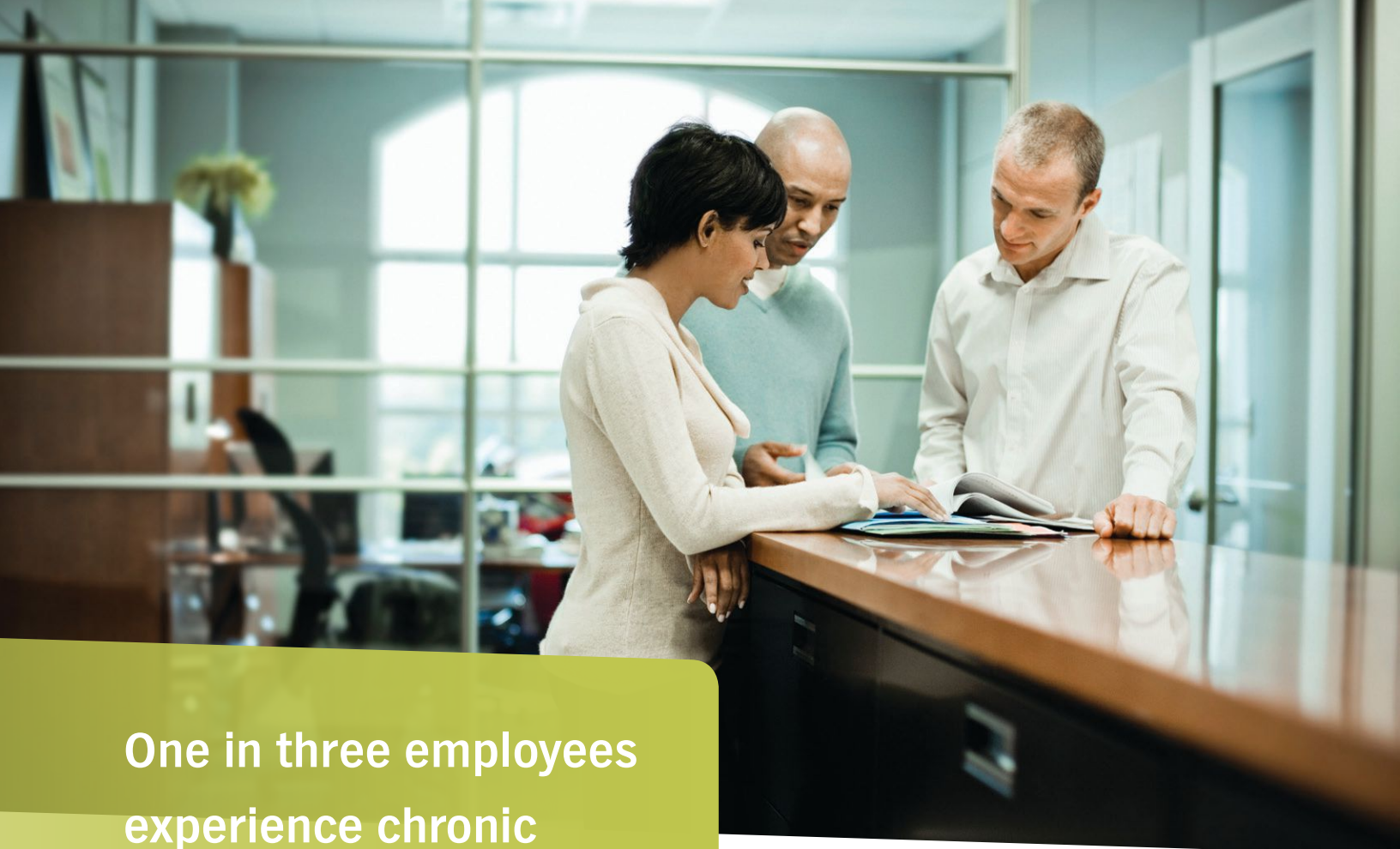


# The Emotional Health Kit

Tools for promoting a healthier state of mind



**One in three employees experience chronic stress related to work.**

### **Helping prevent the #1 workforce risk issue.<sup>1</sup>**

Emotional stress and depression have become prevalent issues in today's workplaces. In fact, 78 percent of employers list stress as the top workforce risk factor.<sup>1</sup> One in three employees experience chronic stress related to work<sup>1</sup> — and that leads to a loss of up to \$300 billion a year for America's businesses.<sup>2</sup>

The problems of stress go beyond mental wellness to affect workers physically. Approximately 43% of US adults suffer adverse health affects from stress, including reduced immunity to illness, increased risk of diabetes and weight gain.<sup>3</sup> And depression results in about 400 million lost workdays per year.<sup>4</sup>

These are very real and very significant issues. And you can help address them by supporting emotional well-being in the workplace. Your Emotional Health Kit has been created to help. And appropriately, it's designed to add very little stress to your life or the lives of your employees.

Sources:

1 2013/2014 Staying@Work Report — U.S. Executive Summary Towers Watson/National Business Group on Health.

2 2010 — Fact Sheet — By the Numbers — American Psychological Association.

3 American Psychological Association.

4 UMDC (University of Michigan Depression Center) A study of Depression in the Workplace, Conducted by Public Opinion Strategies, 2004.

# What's in your Emotional Health Kit?

This kit contains links to materials you can simply download and distribute. It also includes a detailed guide for creating a **Take a Break** challenge in your workplace, with educational tools for promoting emotional health.

## A few points to remember:

- **Keep it simple.** All of the tools in this kit are meant to help you and require very little time for you to manage.
- **Spread it out.** Don't distribute every email and flyer to employees at once. Stagger your messaging over several weeks or a month. You might even want to declare an “Emotional Health Month” at your company.
- **Keep it fun.** Employees really want to enjoy being healthy. So present this program as a positive, helpful experience, not a mandatory requirement. Because this program is meant to help, not overwhelm.

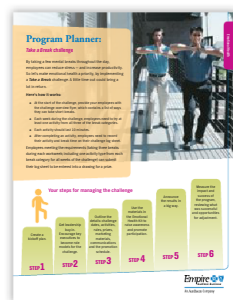
# Start your company's *Take a Break* challenge.

Taking a time-out — whether it's a five-minute break or a walk at lunchtime — isn't down-time. It's just the opposite: these short breaks can help re-energize your employees, reducing stress and increasing creativity, productivity and morale. In fact, even a brief diversion from a task can dramatically improve one's ability to focus on that task for prolonged periods.<sup>5</sup>

That's what the *Take a Break* challenge is all about. By implementing it, you could help improve the emotional health of your workforce — and their productivity, too.

## step 1

Download the **program planner** to learn how to set up and manage the challenge.



## step 2

Set a date for your challenge. Before that date, hang this **poster** in your workplace or email it to your employees to promote the upcoming challenge.

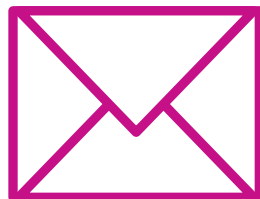




**TIP:** Stagger your communications to employees throughout the challenge to keep emotional health top of mind.

## step 3

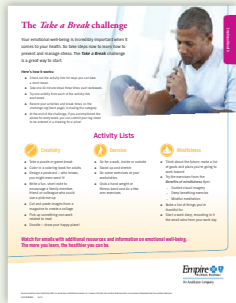
Plan your communications; mark your calendar to send one **challenge email** per week. We suggest running the challenge over four weeks. Click the envelope to get all the copy you'll need, along with attachments to send to employees.



Click on the thumbnails to download each item individually.

# Download for a healthier future!

These flyers and posters are yours to share with your employees during the **Take a Break** challenge, or any time at all.



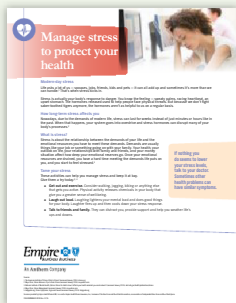
## Take a Break challenge overview

Provides instructions for taking part in the *Take a Break* challenge. Includes an activity lists and log sheet.



## Stress effects

This informative poster shows how stress can affect both emotional and physical well-being.



## Manage stress to protect your health

Important tips for taming stress, with an overview of how stress can affect you.



## Understanding depression

A review of one of the most common mental diseases, with information on its causes, symptoms and treatments.



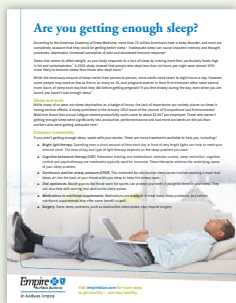
## Take a break

Focuses on the importance of downtime, with advice for taking small mental breaks throughout the day.



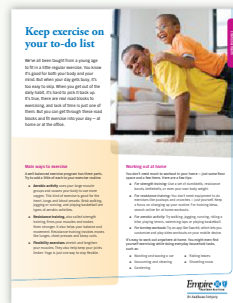
## The benefits of mindfulness

Includes a review of the warning signs of stress and how to combat it, with guided meditation and visual imagery.



## Are you getting enough sleep?

A review of the importance of sleep, and tips and treatments for people who aren't getting enough of it.



## Physical fitness is emotional fitness

Tips for staying physically active on the job and off, with a review of the importance of exercise for emotional well-being.

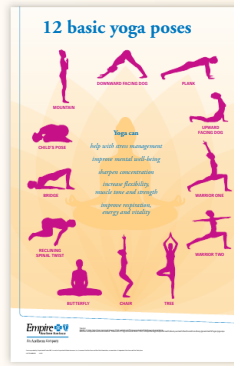


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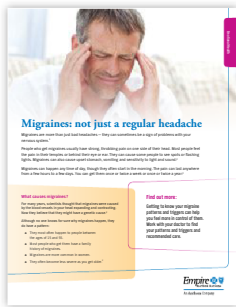
### 10 changes to get more exercise every day

A poster with quick tips for maximizing movement.



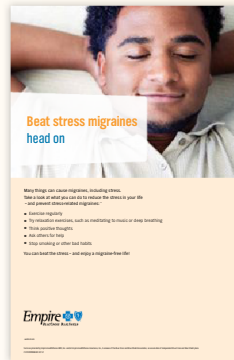
### Yoga poses

A poster showing simple yoga poses that just about anyone can do, anywhere.



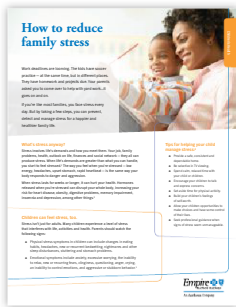
### Migraines: not just a regular headache

A review of migraines' causes and treatments.



### Migraine management

A poster with a quick review of what to do to beat stress migraines.



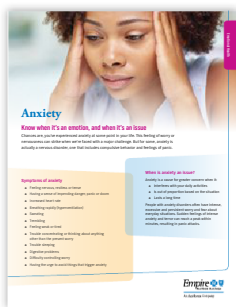
### How to reduce family stress

Tips for helping families maintain an emotionally stable household, with guidelines for quick stress relief.



### Counseling awareness

Advice for finding the right counselor, including what you can expect during counseling.



### Anxiety disorders

Includes information on anxiety and panic attacks and how to get help.



### LiveHealth Online

Employees can talk face-to-face with a doctor today, tonight, anytime and anywhere, through their smartphone, tablet or computer. They can even connect with a licensed psychologist or therapist.

# Special Offers at Empire



Empire provides a number of discounts that can help improve your employees' emotional well-being. Remind your employees about all the extras they're entitled to as Empire members.

#### DISCOUNTS ON:

- Stress management programs
- Weight management programs
- Gym memberships, fitness equipment and coaching
- Fitness trackers
- And more

# Empire's educational support system: extra tools for promoting total well-being

## Apps to motivate and manage a healthy lifestyle



### MyFitnessPal

MyFitnessPal is an awesome tool for weight management and overall health. It includes the largest food database of all apps, and a built-in bar code scanner to locate individual food items' nutrition facts. It can be used as a food diary and exercise tracker, too.

[myfitnesspal.com](http://myfitnesspal.com)



### Runkeeper

An app for setting goals, tracking progress and accessing all you need to keep running. You can even earn rewards from active lifestyle brands and hook up to a music service to help keep your pace.

[runkeeper.com](http://runkeeper.com)



### MapMyWalk

Map your walking route, track your activity, log your food and share your achievements with friends with this free app. Includes maps of more than 70 million walking routes, or create your own.

[MapMyWalk.com](http://MapMyWalk.com)



### Zenoki

Zenoki's apps include the meditation series Complete Relaxation (and a free version, Complete Relaxation Lite), the Serenity Meditation timer and Focus: Chakra Meditation.

[zenoki.com](http://zenoki.com)



### Headspace

Headspace calls itself a "gym membership for the mind." The app's free 10-day program can teach you the basics of meditation in 10 minutes a day. Subscribe for a fee, and you can get guided and unguided exercises and hundreds of hours of original content.

[headspace.com](http://headspace.com)



### Balanced

An app that will not only help you reach your goals, it will help you prioritize your life so you can achieve balance. How it works: List the activities you want to do more of, set a target for how frequently you want to do them, and the app will help you prioritize your life.

[balancedapp.com](http://balancedapp.com)



## Time Well Spent

A rich collection of resources from Empire that includes tips and tools on building a culture of wellness, guides for implementing wellness plans, educational resources you can provide to your employees and much more.

[TimeWellSpent.empireblue.com](http://TimeWellSpent.empireblue.com)



### Employer Webinar Archive

While on Time Well Spent, check out the *Wellness on the Run* **employer webinar presentations** on Stress Management, including “When They’re Down And Out: Strategies To Help Employees Work Through Stress And Depression,” “The Price of Lost Sleep,” and “Stress Less.”

Also keep a lookout for upcoming, **new webinar presentations**.

### Tools and support for your employees

#### The Weight Center



This helpful resource connects employees to information on topics like fitness tips, healthy eating tips and ways to take care of your emotional health and well-being to feel your very best. To access the center, employees need to visit [empireblue.com/theweightcenter](http://empireblue.com/theweightcenter) and either register or log in to their Empire account.

#### Pedal to Health



Bicycling — even for a short ride — can help to improve total health. It can help lower one’s risk of heart disease and stroke, manage weight and reduce stress. Encourage your employees to check out Pedal to Health. This website is ideal for riders of all levels, featuring everything from guidance for getting started to tips for pros. Employees answer a few questions to get personalized information on how to buy the right bicycle and helmet, find nearby bike paths and much more.

[empireblue.com/pedaltohealth/ebs](http://empireblue.com/pedaltohealth/ebs)

**You want them to be well. Help them work toward that.**

A healthy workforce is important to you. It's important to us, too. That's why Empire works with companies like yours to instill a culture of wellness in the workplace. This Emotional Health Kit is one way we're carrying this through. Use it, and your whole company can make a move toward emotional wellness, now, and in the years to come.



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