> **WORKFORCE HEALTH | RESOURCES**

Finding Balance stress management toolkit

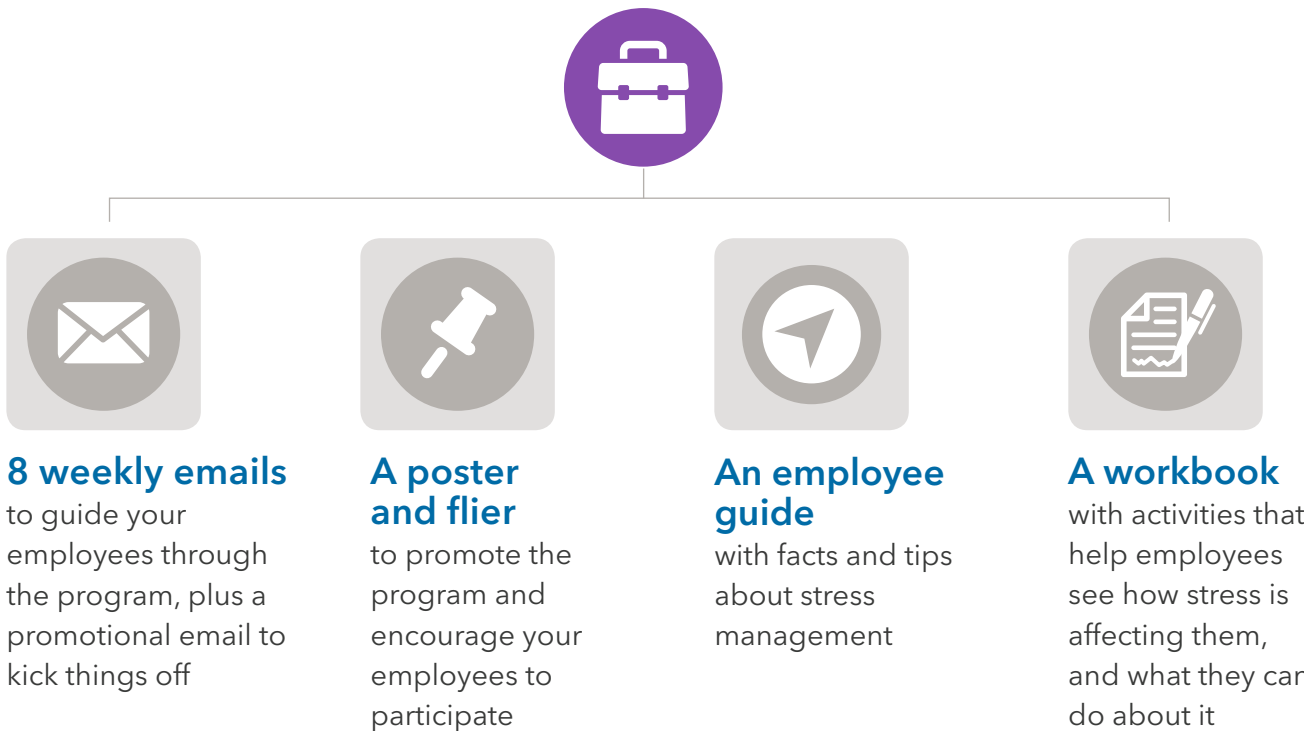INTERACTIVE ACTION GUIDE

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Stress

in the workplace is a serious problem:

80% of employees are stressed on the job*

42% have left a job due to stress†

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

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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:

All of these tools and resources are available in both English and Spanish.

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? ❯

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✓ 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:

1 Assess **+** **2** Plan **+** **3** Engage **+** **4** Measure

Not your first workforce health program? Skip ahead to the "Plan" section on page 6.

Use data to learn where your organization stands on workforce health.

Set goals, schedule events and activities, and develop a communications strategy.

Launch and promote the program to your workforce.

Evaluate your program's success and set future goals.

Let's go! >

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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.	• **Build a case for workforce health** shows how to engage leadership with facts and figures.
		○ Have your CEO or other leaders demonstrate their commitment to workforce health.	**TIP** Host a workforce health kickoff event and invite one of your top leaders to speak.
○ Gather baseline organization data.	3 to 6 months before rollout	○ Survey your employees on their interest in healthy lifestyle activities.	• 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: • food in vending machines • how walkable your workspace is • whether you're hosting healthy meetings	• **Worksite walkability audit tool** helps you assess walkability at your workplace. • *Healthy Meetings Guide* **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.

Ready to plan? Let's go! ❯

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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.	• *Wellness Committee Toolkit*

	2 to 3 weeks before first email	○ Have a leader or your wellness coordinator send out the first promotional email introducing *Finding Balance*. Include:
		• program start date
		• details on the kickoff if you're having one
			• *Finding Balance* promotional materials in English:
			  ○ email
			  ○ flier
			  ○ poster
			• *Finding Balance* promotional materials in Spanish:
			  ○ email
			  ○ flier
			  ○ poster
			• Employee guide
			  ○ English
			  ○ Spanish

		○ Print and post promotional materials in kitchen and break rooms.	

Ready to engage? Let's go! ⊙

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③ Engage

Steps	When	What to do	Tools and resources

○ Send emails to your employees.	Week 1	○ Send **"Week 1: Getting started"** email:
		• Help employees rate their overall stress level and identify sources of stress.
		• **Suggested subject line:** Finding Balance Week 1: Getting Started
		
		TIP Use this formula for each week's subject line. Just be sure to update the week number and email topic.
			• "Getting started" email
			  ○ **English**
			  ○ **Spanish**
			
			• Stress management workbook with surveys and quizzes, stress journal, stress action plan, and weekly activities
			  ○ **English**
			  ○ **Spanish**

	Week 2	○ Send **"Your stress journal"** email:
		• Help employees spot patterns and identify stress-related behaviors they want to change.
			• "Your stress journal" email
			  ○ **English**
			  ○ **Spanish**
			
			• Additional engagement: **15 minutes to minimize stress**

	Week 3	○ Send **"Making an action plan"** email:
		• Have employees set a stress management goal.
			• "Making an action plan" email
			  ○ **English**
			  ○ **Spanish**
			
			• 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	○ Send **"Relaxation and stress"** email:
		• Introduce employees to relaxation techniques that can help them manage stress.
		• Help them discover the relaxation methods that work for them.
			• "Relaxation and stress" email
			  ○ **English**
			  ○ **Spanish**

	Week 5	○ Send **"Money and stress"** email:
		• Encourage employees to track their spending.
		• Help them see where they can spend less and save more to reduce financial stress.
			• "Money and stress" email
			  ○ **English**
			  ○ **Spanish**
			• Additional engagement: **Tips for managing financial stress**

	Week 6	○ Send **"Nutrition and stress"** email:
		• Help 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.
			• "Nutrition and stress" email
			  ○ **English**
			  ○ **Spanish**
			• 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	○ Send **"Exercise and stress"** email:
		• 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.
			• "Exercise and stress" email
			  ○ **English**
			  ○ **Spanish**
			
			• Additional engagement:
			Find a workout you love

	Week 8	○ Send **"Rate your progress"** email:
		• Ask employees to evaluate their progress and look back on what they learned from the program.
			• "Rate your progress" email
			  ○ **English**
			  ○ **Spanish**
			
			TIP If you work with an Employee Assistance Program vendor, refer employees to them for additional support after they've completed the program.

Ready to measure? Let's go! ❯

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④ Measure

Steps	When	What to do	Tools and resources
○ Evaluate your program.	Week 9	○ Survey program participants and capture results.	• 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.	• *Walking for Workforce Health Toolkit* • *Rest and Revive* sleep management toolkit • **Other programs**

⊙ Contact your Kaiser Permanente representative for more information.

kp.org/workforcehealth

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