

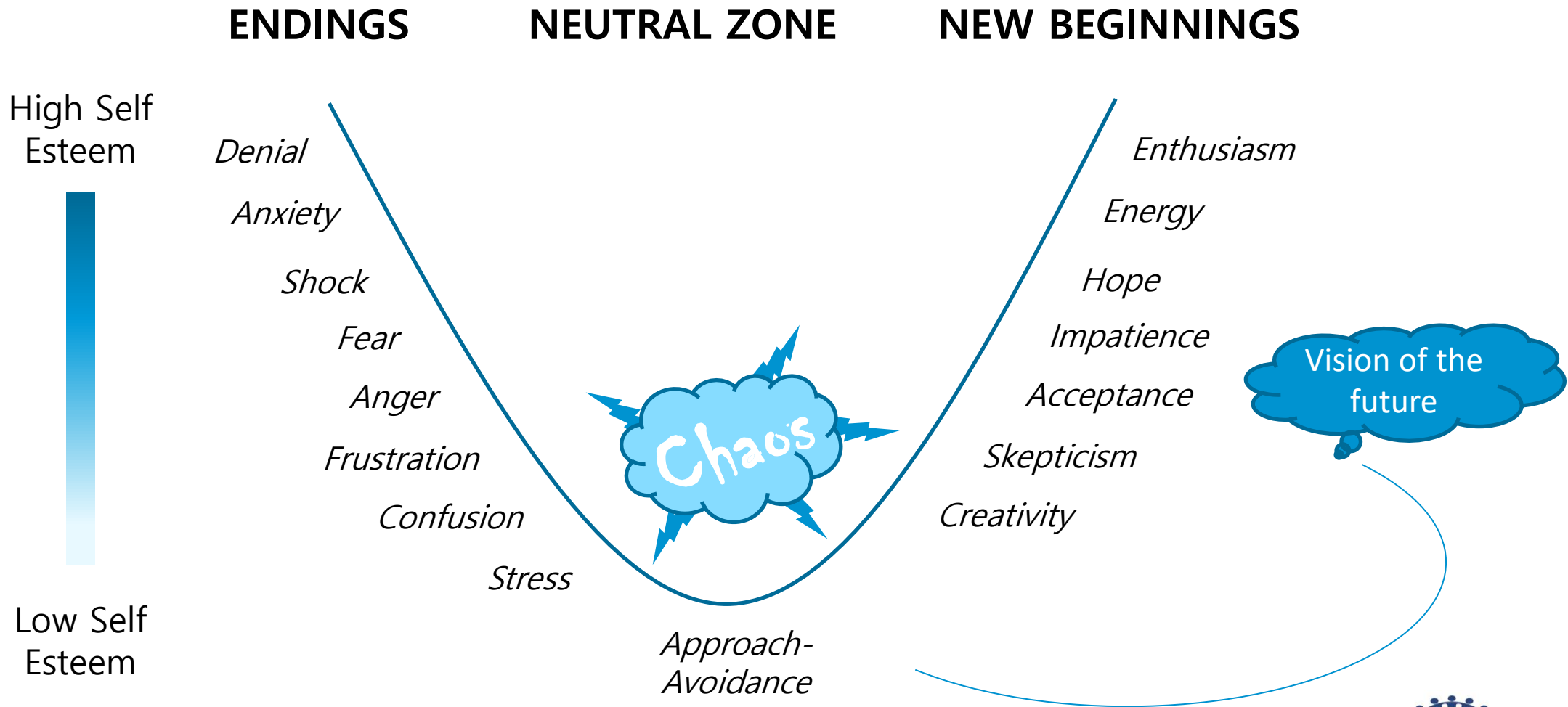
What's Important Now

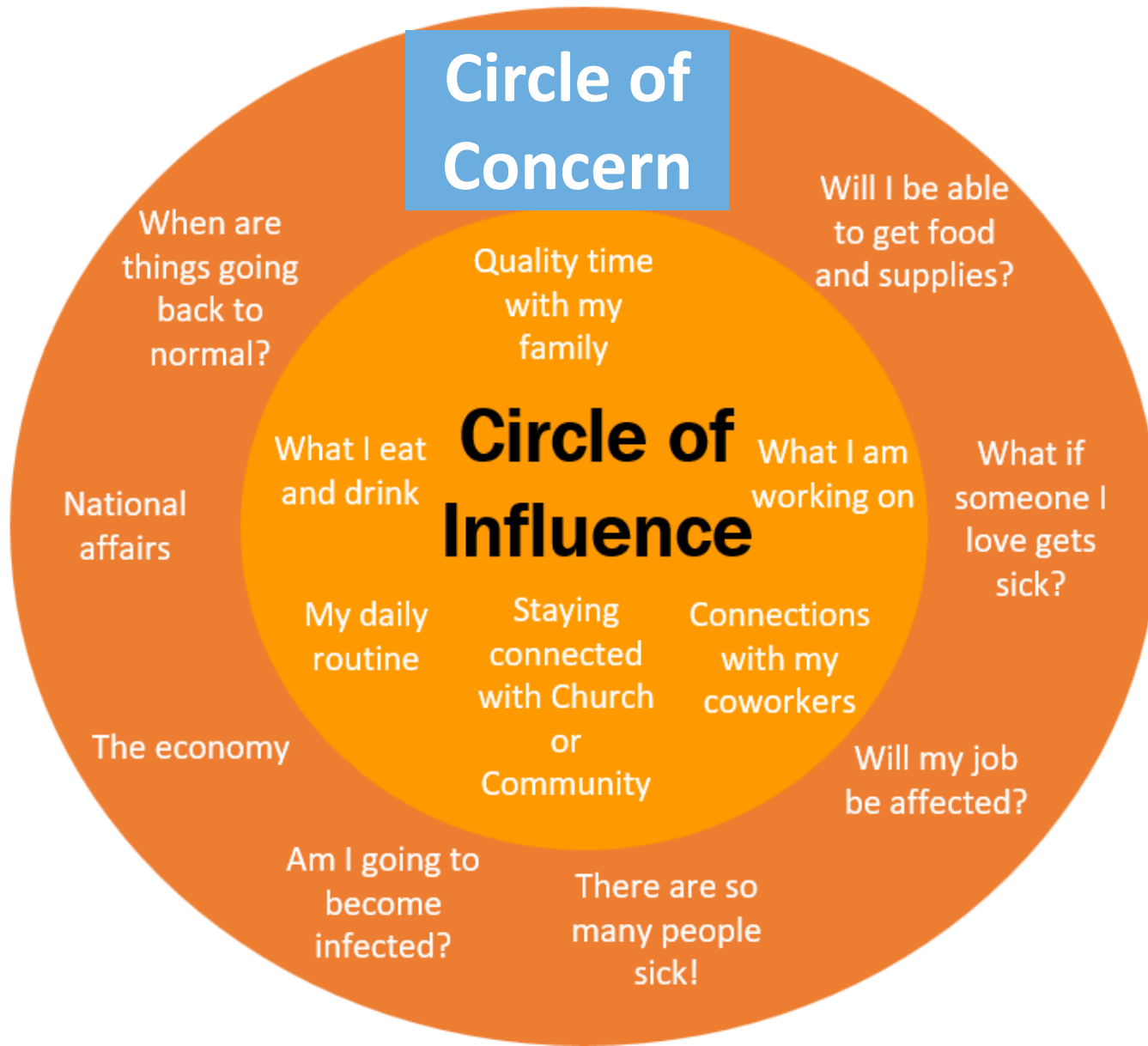
Leadership Collaborative Meeting

Questions

- How are you taking care of yourselves?
- How are you handling fearful employees?
- What's important now?







Thank you for your time and for sharing!

We welcome your feedback: 800-968-8143 or

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W.I.N. (What's Important Now) Recap

Session 1, April 24, 2020

Introduction:

- ✓ We are not alone in all of this
- ✓ Sessions aren't recorded to allow for transparency and vulnerability
- ✓ In these times, it can be helpful to consider your challenges, gifts, and how to use those as you move forward. These sessions are a way for us to all share with each other what we have learned, what has worked for us, what we are fearful of, and the challenges we face.

How are you taking care of yourselves?

- ✓ Routine is very important. Pre-COVID most of us had set routines. It is helpful to set up a new routine to foster a sense of normalcy
- ✓ Be careful about the amount of COVID-related news that is consumed to reduce anxiety and stress
- ✓ Hike a trail, take a drive to get out the house – still social distancing but a way to refresh
- ✓ Doing something completely different from the routine, changing it up. Stop by a strawberry stand, take an alternate route home, go for a quick walk
- ✓ Open communication, how you are feeling also others to express how they feel, personal and professional
- ✓ Introvert versus extrovert needs. Even introverts are missing human connection right now. Many are now introvert but not by choice
- ✓ Take a day off of work just for yourself, even if you have nothing planned. Just the break from work gives a chance to replenish and recharge
- ✓ Check in with your spiritual health, make private time to find that balance
- ✓ *What would work for you and fill your soul with joy?*

How are you handling fearful employees?

- ✓ Review of [Stephen Covey's 7 Habits of Highly Effective People](#), circle of influence & circle of concern. Focusing on what you can control (circle of influence) can be empowering. Leaders can help employees do this as well. (See graphic)
- ✓ Review of the change curve to better understand common reactions to change. Developing a solid plan on how to get back to normal will help get through the stress and confusion--sort of a light at the end of the tunnel. (See graphic)
- ✓ There are many fears around what's going to happen to our company/association, what will happen to our jobs
- ✓ Helping employees learn to plan for the worst, hope for the best, try not to get lost in the what-ifs
- ✓ The act of helping employees shift focus is very helpful in itself. Helping to offer resources and temper their fear can go a long way. Seeing that you are trying to help them and trying to plan ahead is reassuring to them.

- ✓ Build or plan for services that can be offered in a virtual format
- ✓ Planning gives initiative and a sense of purpose
- ✓ Offering resources that are available including benefits and EAP
- ✓ Listening to and acknowledging employees can be very validating and helpful
- ✓ Very humbling experience to not be able to help
- ✓ Validation and listening, we will figure it out, do it together
- ✓ Reminder of risk management services: First Sun EAP customers can call First Sun with any concerns around substance use or personality changes. There is no pressure to take action and make a formal workplace referral, sometimes just a consult with a risk manager is very helpful. There have been increases in suicidal ideation, domestic violence and depression.

What's Important now?

- ✓ How to manage people being at home
- ✓ Problems are probably starting to show at this point, with this extended quarantine as reality is setting in and people are realizing we may be in this for the long haul
- ✓ Call First Sun with any questions or concerns around employees
- ✓ School closed but business opening back up, anxieties may be increasing
- ✓ Concerns around layoffs, furloughs, how do we do that now as everything is virtual?
- ✓ Make sure people feel safe coming back to work, make them feel safe so they can be engaged
- ✓ People first, business second—say it often, mean it, and back it up with your actions
- ✓ HR might not know what the Executive staff are thinking and possibly planning which can be challenging
- ✓ Survey what employees need to be successful right now, try to give that when possible.

Self-Care Tips During COVID-19

Exercise

Exercising increases energy levels, improves happiness and doesn't have to take place in a gym. Take a virtual workout class at home or spend some time outdoors walking or biking.

Eat Healthy

The foods we choose to nourish our bodies and the way we enjoy them can have a tremendous impact on our mental and physical health. Be purposeful when restocking on groceries and pick up foods that boost your mood such as oatmeal, nuts, and even dark chocolate.

Sleep

Sleep plays a major role in our overall health, improving emotional regulation and management of anxiety. It's important to get 7 to 9 hours of sleep, especially during times of stress.

Learn and Explore

Try to limit your exposure to the news and social media a couple of hours before bed. Research shows people engaged in learning feel more confidence, hope and purpose. Keep your mind active by taking virtual tours of museums, reading, trying new recipes, or solving puzzles.

Structure and Routines

Having regular times for eating, going to bed and rising in the morning, exercising, and working or studying can help maintain a sense of normalcy.

Practice Mindfulness

Take breaks throughout the day, first thing in the morning or before bed to slow down and be present. The practice of pausing, breathing, and just "being" is essential to our well-being and mental health because it helps us reduce stress, worry less and it enhances feelings of resiliency.

Talk with a Friend

Our connections with others help us cope with the ups and downs in life. Keep in contact with friends, family and co-workers through phone and video.

Practice Gratitude

Take time each day to notice things in your life for which you feel grateful. Share those thoughts with others in your home, to brighten their day. Or keep a running list of positive things in your journal. Science proves that practicing gratitude makes you feel happier, in any situation.

Have Self-Compassion

Understand that all of us are struggling with doing things we haven't done before. When you make a mistake, forget something important or lose your patience, remind yourself that you're doing your best. Try to learn from your mistake and move on.

Get comfortable with Not Knowing

With things changing so quickly in our communities, work, homes and families, we all experience confusion. Being confused can feel vulnerable and humbling. Try getting comfortable with the idea that you simply don't know how to manage some situations, and that's OK. It's also OK to reach out for help.