



# **SUNY Downstate Health Sciences University Residency Program Coordinators' Forum Well-being Toolkit**



**DOWNSTATE**



# RPCF Coordinator Well-being Toolkit

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# Introduction

As healthcare team members, we all share the responsibility for each other's well-being. Well-being encompasses much more than just the physical, psychological, and emotional aspects of our lives. It provides an awareness of our full potential as humans, both inside and outside the health profession. It creates a welcoming and supportive learning environment where everyone in the clinical environment feels cared for and safe to ask for help when needed. We have developed this toolkit to help foster a meaningful, effective, and positive culture that promotes well-being for Program Coordinators and all Graduate Medical Education (GME) community members.

According to the Accreditation Council for Graduate Medical Education (ACGME), Program Coordinators are vital members of the leadership team and critical to the program's success. Addressing and equipping these vital training program members with wellness programs and tools are crucial. It provides strategies for them to thrive in their daily operations of GME programs, their clinical environment, sponsoring institutions, and personal growth.

Key wellness components such as social activities, finding meaning and purpose in work, access to mental health resources, professional development, finance, spiritual wellness, sleep, self-reflection, resources, safe space, and stress and burnout are only a few of the concerns impacting Program Coordinator well-being. Did we mention stress and burnout?

The Residency Program Coordinators' Forum (RPCF) executive members and their collaborators at Downstate aim to provide this comprehensive initiative with a wellness toolkit that Program Coordinators and members of GME can use to support their overall well-being. This toolkit aims to create a healthier, more supportive residency environment in GME by addressing various dimensions of PC wellness and providing practical resources.



# Importance of Coordinators

## Common Program Requirements - Residency ([acgme.org](http://acgme.org))

*Each program requires a lead administrative person, frequently referred to as a program coordinator, administrator, or as otherwise titled by the institution. This person will frequently manage the day-to-day operations of the program and serve as an important liaison and facilitator between the learners, faculty, and other staff members and the ACGME. Individuals serving in this role are recognized as program coordinators by the ACGME.*

*The program coordinator is a key member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management appropriate to the complexity of the program. Program coordinators are expected to develop in-depth knowledge of the ACGME and Program Requirements, including policies and procedures. Program coordinators assist the program director in meeting accreditation requirements, educational programming, and support of residents.*

*Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.*

*The minimum required dedicated time and support specified in II.C.2.a) is inclusive of activities directly related to administration of the accredited program. It is understood that coordinators often have additional responsibilities, beyond those directly related to program administration, including, but not limited to, departmental administrative responsibilities, medical school clerkships, planning lectures that are not solely intended for the accredited program, and mandatory reporting for entities other than the ACGME. Assignment of these other responsibilities will necessitate consideration of allocation of additional support so as not to preclude the coordinator from devoting the time specified above solely to administrative activities that support the accredited program.*

*In addition, it is important to remember that the dedicated time and support requirement for ACGME activities is a minimum, recognizing that, depending on the unique needs of the program, additional support may be warranted. The need to ensure adequate resources, including adequate support and dedicated time for the program coordinator, is also addressed in Institutional Requirement II.B.4. The amount of support and dedicated time needed for individual programs will vary based on a number of factors and may exceed the minimum specified in the applicable specialty/subspecialty-specific Program Requirements. It is expected that the Sponsoring Institution, in partnership with its accredited programs, will ensure support for program coordinators to fulfill their program responsibilities effectively.*

# Importance of Coordinator Well-being

We value and prioritize the well-being of Program Coordinators because it is central to addressing burnout in the healthcare and medical education community and *embracing what we can do to help ourselves*. As Program Coordinators, it is imperative to understand and prioritize wellness, which is crucial to maintaining a high level of resilience, job performance, satisfaction, and overall quality of life.

Its importance comprises several elements, which will help to provide a comprehensive understanding of wellness, its dimensions, and its necessity in the context of GME. Factors that make wellness important for our job functions include:

**Enhances Resilience:**

- Help coordinators build resilience, enabling them to cope with the stresses and challenges inherent in their roles.

**Improves Job Performance:**

- Enhance focus, productivity, and efficiency, improving job performance.

**Fosters a Positive Work Environment:**

- Creates a supportive and positive work environment, increasing collaboration, communication, and overall job satisfaction.

**Reduces Burnout:**

- Prevent burnout by ensuring coordinators take time for self-care, stress management, and work-life balance.

**Supports Professional Growth:**

- Fosters continuous learning and development, helping coordinators achieve their career goals and aspirations

Wellness is vital to successfully manage the demands of the various Program Coordinator job functions. When incorporated into our daily routine, it creates an environment that promotes self-care and support. According to ACGME, the sponsoring institution, in partnership with its accredited programs, is expected to ensure support for Program Coordinators to fulfill their program responsibilities effectively.

# How to use this Toolkit

This toolkit is intended to assist Program Coordinators in considering various options and resources they must incorporate to foster well-being in their own lives and those of others in their environment. Program Coordinators play an integral role in their residency programs; however, few interventions address their well-being.

Understanding the importance of Program Coordinator wellness and why it matters is helpful. After addressing this need, we think about how we, as healthcare leaders, can create a culture that supports it. The ideas are organized into six (6) practical sections that can guide you with specific tools and strategies to create and improve Program Coordinator well-being:

<b>Understanding Wellness</b>	<b>Assessment Tools</b>
<b>Wellness Programs and Initiatives</b>	<b>Creating a Supportive Environment</b>
<b>Resources and Tools</b>	<b>Implementation Strategies</b>

You will find a collection of well-being resources as you progress through this toolkit. We also provided tips from our Employee Assistance Program (EAP) at Downstate Health Sciences University, health experts, and medical communities on creating and embracing wellness as part of your life. Your entry point could be any of the sections and/or pages, depending on your needs. At the end of the toolkit, you will find implementation strategies for wellness programs in residency programs and policies to create a supportive environment for Program Coordinators to identify and practice meaningful strategies to improve health and well-being outcomes personally and in GME.



# Understanding Wellness

Wellness is a holistic approach to health that encompasses various well-being dimensions, including physical, emotional, social, intellectual, spiritual, environmental, financial, environmental, and occupational wellness. It is not just the absence of illness but a dynamic change and growth process that promotes a fulfilling and balanced life. It is also an active process through which individuals become aware of and make choices toward a more successful existence. It is a multifaceted and ever-evolving journey involving making conscious decisions to achieve optimal health and well-being.

Understanding wellness is fundamental to achieving a balanced, fulfilling life while navigating demanding and multifaceted roles. Program Coordinators can enhance their overall well-being, resilience, job performance, and satisfaction by embracing the various dimensions of wellness and integrating them into daily routines:

**Enhances Physical Health:**

<b>Disease Prevention:</b>	Regular exercise, a balanced diet, and adequate sleep can prevent chronic diseases and boost the immune system.
<b>Increased Energy:</b>	Physical wellness practices increase energy levels, making handling daily tasks and responsibilities easier.
<b>Longevity:</b>	Healthy lifestyle choices contribute to a longer and healthier life.

**Boosts Emotional and Mental Health:**

<b>Stress Management:</b>	Practices like mindfulness, meditation, and relaxation helps manage stress and reduce anxiety.
<b>Emotional Stability:</b>	Understanding and managing emotions increases emotional resilience and stability.

# Understanding Wellness

<b>Mental Clarity:</b>	Improves cognitive functions, focus, and decision-making abilities.
<b>Promotes Social Connections:</b>	
<b>Support Networks:</b>	Build and maintain healthy relationships to support personal and professional challenges.
<b>Sense of Belonging:</b>	Engage in social activities to foster community and belonging.
<b>Enhanced Communication:</b>	Effective communication skills improve relationships and teamwork.
<b>Encourages Personal Development:</b>	
<b>Self-awareness:</b>	Understanding one's strengths, weaknesses, and values promote personal growth and self-improvement.
<b>Goal Setting:</b>	Encourages setting and achieving personal and professional goals.
<b>Life Balance:</b>	Helps balance work, family, and personal interests.
<b>Improves Quality of Life:</b>	
<b>Fulfillment:</b>	Engaging in activities that align with personal values and interests lead to a more fulfilling life.
<b>Adaptability:</b>	It makes adapting to changes easier and helps people overcome challenges.
<b>Healthy Habits:</b>	Developing healthy habits contributes to long-term well-being and reduces the risk of burnout

# Assessment Tools

Although much of the current literature has focused on clinical staff well-being and interventions, the well-being of the Program Coordinator matters and is as important as that of any other training program member. In this toolkit section, we will discuss the Assessment Tools you can use to understand your current state of wellness, your strengths and weaknesses, and areas for improvement. In addition, these tools can also be used to assess the underperformance of an intervention or action taken in well-being:

## Wellness Assessment Tools

**The Wellness Wheel** is a holistic tool that can help you identify which areas in your life are going well and which may not and need more attention. Identifying these areas can help you strengthen your sense of identity.



**The Wellness Wheel is divided into eight domains:**

- **Emotional Wellness:** Coping effectively with life and creating satisfying relationships.
- **Spiritual Wellness:** Expanding our sense of purpose and meaning in life.
- **Intellectual Wellness:** Recognizing creative abilities and finding ways to expand knowledge and skills.
- **Physical Wellness:** Recognizing the need for physical activity, diet, sleep, and nutrition.
- **Environmental Wellness:** Good health by occupying pleasant, stimulating environments that support well-being.
- **Financial Wellness:** Satisfaction with current and future financial situations.
- **Occupational Wellness:** Personal satisfaction and enrichment derived from one's work.
- **Social Wellness:** Developing a sense of connection, belonging, and a well-developed support system.

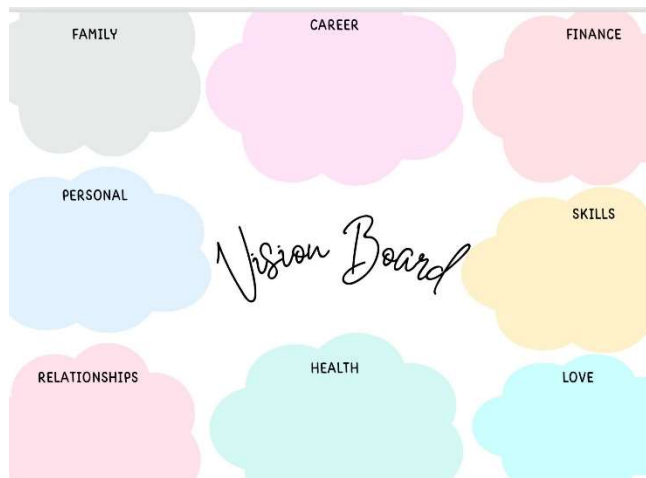
**Process:**

1. Assign each area a number from 1 to 10 based on how well this area is going in your life, with 1 being the least successful and 10 being the most successful.
2. What is going well in each area? Why did you assign the number you did?
3. What would you like to improve in this area?
4. Choose 1 or 2 areas to focus on with a coach (or on your own). You don't have to choose the areas that are least successful. Choose the ones you want to improve the most or the ones that will help strengthen your sense of identity.
5. Set a plan to transform those areas of your life that are currently underperforming into ones that are thriving.
6. Identify how you can progress each aspect of your self-care and complete the activities defined in step.
7. Write it down in a plan. This will connect you with your plan and provide a visual reminder.

# Assessment Tools

**Fun Project:** Build a Self-Care Vision Board; it can provide a positive and practical way to personalize the list of items under each dimension. It consists of four easy steps:

1. Brainstorm self-care activities.
2. Collect positive images for the vision board.
3. Collect positive words and phrases for the vision board.
4. Build the vision board.



For more information on the wellness wheel, visit  
<https://www.headspace.com/mindfulness/wellness-wheel/>



Source: <https://www.pexels.com/search/wellness%20wheel/>

Additional Tips for Practicing Self-Care:

Source: [https://cwc.wvu.edu/files/2022-02/self\\_care\\_irl\\_worksheet.pdf](https://cwc.wvu.edu/files/2022-02/self_care_irl_worksheet.pdf)

# Assessment Tools

Program Coordinators wear many hats, providing administrative needs to program directors, residents, and faculty. They often provide emotional and social support for residents and are the backbone of their training programs. According to the authors of a report published in the 2018 October issue of *American Family Physician*, they emphasize that skillfully executing the duties and responsibilities of a Residency Program Coordinator may be rewarding. Still, the role can also become the perfect breeding ground for stress and burnout. Frequent changes in residency program requirements and still evolving restrictions in resident duty hours have only made the Program Coordinator's job more challenging.

**Consider examining these assessment tools to cope with and manage stress and burnout:**

## **Stress Assessment Tool:**

Stress is a normal reaction to everyday pressures but can become unhealthy when it upsets your day-to-day functioning. Stress involves changes affecting nearly every body system, influencing how people feel and behave (APA).

Our ability to handle the demands upon us is key to our experience of stress. If several difficulties arise at once, stress can quickly ramp up. That report due date, managing your residents' timesheet, and preparing for graduation may be a little too much. Once we have experienced stress, we must act quickly to address it.

The Social Readjustment Rating Scale (SRRS)—more commonly known as the Holmes and Rahe Stress Scale—is a self-assessment tool for measuring total stress. It can also help you respond effectively to stress. A copy of that test is included on the next page.

## **Process:**

The SRRS uses a 43-item survey to gauge your stress level. Items include changes in health, family, job or finances to even death. Each item carries a weighted point and each respondent is asked to evaluate these items occurrence in their lives over the past year or two by marking the corresponding assigned mean.



## The Holmes-Rahe Life Stress Inventory

### The Social Readjustment Rating Scale

**INSTRUCTIONS:** Mark down the point value of each of these life events that has happened to you during the previous year. Total these associated points.

LIFE EVENT	MEAN VALUE
1. Death of spouse	100
2. Divorce	73
3. Marital Separation from mate	65
4. Detention in jail or other institution	63
5. Death of a close family member	63
6. Major personal injury or illness	53
7. Marriage	50
8. Being fired at work	47
9. Marital reconciliation with mate	45
10. Retirement from work	45
11. Major change in the health or behavior of a family member	44
12. Pregnancy	40
13. Sexual Difficulties	39
14. Gaining a new family member (i.e. ... birth, adoption, older adult moving in, etc.)	39
15. Major business readjustment	39
16. Major change in financial state (i.e. ... a lot worse or better off than usual)	38
17. Death of a close friend	37
18. Changing to a different line of work	36
19. Major change in the number of arguments w/spouse (i.e. ... either a lot more or a lot less than usual regarding child rearing, personal habits, etc.)	35
20. Taking on a mortgage (for home, business, etc. ... )	31
21. Foreclosure on a mortgage or loan	30
22. Major change in responsibilities at work (i.e. promotion, demotion, etc.)	29
23. Son or daughter leaving home (marriage, attending college, joined mil.)	29
24. In-law troubles	29
25. Outstanding personal achievement	28
26. Spouse beginning or ceasing work outside the home	26
27. Beginning or ceasing formal schooling	26
28. Major change in living condition (new home, remodeling, deterioration of neighborhood or home etc.)	25
29. Revision of personal habits (dress manners, associations, quitting smoking)	24
30. Troubles with the boss	23
31. Major changes in working hours or conditions	20
32. Changes in residence	20
33. Changing to a new school	20
34. Major change in usual type and/or amount of recreation	19
35. Major change in church activity (i.e. ... a lot more or less than usual)	19
36. Major change in social activities (clubs, movies, visiting, etc.)	18
37. Taking on a loan (car, tv, freezer, etc.)	17
38. Major change in sleeping habits (a lot more or a lot less than usual)	16
39. Major change in number of family get-togethers ("")	15
40. Major change in eating habits (a lot more or less food intake, or very different meal hours or surroundings)	15
41. Vacation	13
42. Major holidays	12
43. Minor violations of the law (traffic tickets, jaywalking, disturbing the peace, etc.)	11

**Now, add up all the points you have to find your score**

**TOTAL**

150pts or less means a relatively low amount of life change and a low susceptibility to stress-induced health breakdown.  
 150 to 300 pts implies about a 50% chance of a major health breakdown in the next 2 years.  
 300pts or more raises the odds to about 80%, according to the Holmes-Rahe statistical prediction model.

# Assessment Tools

## Steps to addressing stress:

- Tract your stressors
- Develop healthy responses to them
- Establish boundaries
- Take time to recharge
- Learn to relax
- Talk to your supervisor
- Get support (friends and family as well as professionals if you need to)

## Burnout Assessment Tool:

The Mayo Clinic describes burnout as physical and mental exhaustion, often associated with a loss of identity and the sense that we are not accomplishing anything. The job of a Program Coordinator is a daunting one. Often, our time and effort are being pulled in every direction, which can leave us feeling exhausted and burnt out. Conducting a simple yet effective burnout assessment can aid you in identifying burnout and force you to act to resolve these feelings.

## Process:

Rate yourself on each question using numbers one through four, with one being never, two sometimes, three often, and four always. Then, total your points from all four questions.

1. How often are you tired and lacking the energy to go to work in the morning?
2. How often do you feel physically drained, like your batteries are dead?
3. How often is your thinking process sluggish or your concentration impaired?
4. How often do you feel emotionally detached from co-workers (or customers) and unable to be sensitive to their needs?

**A score of less than 9, indicates that you are not suffering from burnout.**

**A score between a 10 and 12, predicts that you are on the verge of burnout.**

**A score between a 13 and a 16, you are suffering full-on burnout.**

More than a third of adults are fatigued most or all of the time, while diagnoses of burnout are at an all-time high. Research shows that the top six reasons for burnout are:

- Excessive workloads.
- Insufficient autonomy.
- Inadequate rewards.
- Breakdown of community.
- Mismatch of values.
- Unfairness.

# Assessment Tools

Lastly, how we speak to ourselves is also very important when dealing with the effects of burnout. If we have unrealistically high expectations of what we feel we should achieve and if we judge our work very harshly, then we are much more likely to burnout. Many people have an "inner critic": a strongly negative internal voice. Perfectionism can often lead to burnout, so give yourself grace.

The first step to overcoming extreme exhaustion and burnout is to understand our core stressors and identify which are in our control and which are not. Use the aforementioned, prepare a plan to address them, and improve your emotional well-being. Another key factor to identify and understand is our preferences so that we can be wise and mindful about how much time we spend outside of our comfort zone and know when we should return for recovery. Remember, the more informed you are about your well-being, the better you can control it to keep you healthy.

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***"You may not control all the events  
that happen to you, but you can decide  
not to be reduced by them"***

***Maya Angelou***

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# Wellness Programs and Initiatives



# Physical Wellness

As GME professionals, we often face long hours, high stress, and demanding workloads. The demanding nature of the Program Coordinator's job function can lead to physical ailments like musculoskeletal problems, fatigue, and sleep disorders. Ensuring physical wellness sets the foundation for a sustainable and healthy career, reducing the risk of chronic diseases and long-term health issues. Regular physical activity and healthy habits help mitigate these risks and prevent health issues.

Physical activity is closely linked to mental well-being. Regular exercise can reduce anxiety and depression and improve overall mood, which is essential in the high-pressure environment of GME. Physical health directly impacts cognitive function, energy levels, and overall performance. Healthy habits ensure that Program Coordinators can perform their duties effectively and make sound decisions.

Maintaining physical wellness helps manage stress and prevent burnout and is crucial for the Program Coordinator's well-being. For yoga lovers, you may want to treat yourself to a beginner yoga class, [31 Yoga Poses for Beginners](#), or perhaps two classes, **Yoga For Complete Beginners - 20 Minute Home Yoga Workout!** Commit to physical wellness and adopt a healthier lifestyle as part of your day.





# Physical Wellness

Creating a physical wellness tailored to your specific needs can help you maintain a balanced and healthy lifestyle. **Consider adopting any of these tools or strategies:**

## Exercise

- Strength Training: Dumbbells, resistance bands, kettlebells, bodyweight exercises.
- Cardio: Jump rope, treadmill, exercise bike, running shoes.
- Flexibility: Yoga mat, foam roller, stretching straps.
- Fitness Apps: Apps for guided workouts, tracking progress, and setting goals.

## Nutrition

- Balanced Diet: Emphasis on fruits, vegetables, lean proteins, whole grains, and healthy fats.
- Hydration: Reusable water bottle, hydration tracker apps.
- Meal Planning: Meal prep containers, recipe books, grocery lists.
- Supplements: Vitamins and minerals based on dietary needs (consult a healthcare provider).

## Sleep

- Quality Sleep: Comfortable mattress and pillows, blackout curtains, white noise machine.
- Sleep Routine: Regular sleep schedule, relaxation techniques (meditation, reading), avoiding screens before bed.

## Mental Health

- Stress Management: Meditation apps, breathing exercises, journaling.
- Mindfulness: Mindfulness apps, guided imagery, progressive muscle relaxation.
- Support Systems: Access to therapists, counselors, support groups.

## Miscellaneous

- Ergonomics: Proper desk setup, ergonomic chair, standing desk.
- Recreation: Hobbies and activities that promote physical activity (hiking, dancing, swimming).





# Emotional Wellness

As Program Coordinators, our feelings can affect our everyday work and mental health. Emotional and mental wellness is a crucial aspect of overall well-being, focusing on understanding, managing, and expressing emotions healthily and constructively. It also includes successfully handling life's stresses and adapting to change and difficult times by maintaining a positive mental state, effectively coping with stress, and fostering meaningful relationships, both professionally and personally.



The RPCF and the EAP at Downstate Health Sciences University promote and celebrate the emotional and mental well-being of all Program Coordinators and other personnel during their struggle at different times of their lives. You can examine these tools on the following few pages, adapted from the National Institutes of Health (NIH), to improve your emotional and mental wellness for yourself, your families, and your community.

# Emotional Wellness

## YOUR HEALTHIEST SELF

### Emotional Wellness Checklist

Emotional wellness is the ability to successfully handle life's stresses and adapt to change and difficult times. Here are tips for improving your emotional health:



#### **BUILD RESILIENCE**

People who are emotionally well, experts say, have fewer negative emotions and are able to bounce back from difficulties faster. This quality is called resilience. Learning healthy ways to cope and how to draw from resources in your community can help you build resilience.

#### **To build resilience:**

- ☐ Develop healthy physical habits.
- ☐ Take time for yourself each day.
- ☐ Look at problems from different angles. Learn from your mistakes.
- ☐ Practice gratitude.
- ☐ Explore your beliefs about the meaning and purpose of life.
- ☐ Tap into social connections and community.



#### **REDUCE STRESS**

Everyone feels stressed from time to time. Stress can give you a rush of energy when it's needed most. But if stress lasts a long time—a condition known as chronic stress—those "high alert" changes become harmful rather than helpful. Learning healthy ways to cope with stress can also boost your resilience.

#### **To help manage your stress:**

- ☐ Get enough sleep.
- ☐ Exercise regularly.
- ☐ Build a social support network.
- ☐ Set priorities.
- ☐ Show compassion for yourself.
- ☐ Try relaxation methods.
- ☐ Seek help.



#### **GET QUALITY SLEEP**

To fit in everything we want to do in our day, we often sacrifice sleep. But sleep affects both mental and physical health. It's vital to your well-being. When you're tired, you can't function at your best. Sleep helps you think more clearly, have quicker reflexes and focus better. Take steps to make sure you regularly get a good night's sleep.

#### **To get better quality sleep:**

- ☐ Go to bed and get up each day at the same time.
- ☐ Sleep in a dark, quiet place.
- ☐ Exercise daily.
- ☐ Limit the use of electronics.
- ☐ Relax before bedtime.
- ☐ Avoid alcohol before bedtime and stimulants like caffeine or nicotine.
- ☐ Consult a health care professional if you have ongoing sleep problems.

# Emotional Wellness

## YOUR HEALTHIEST SELF | EMOTIONAL WELLNESS CHECKLIST

continued



### BE MINDFUL

The concept of mindfulness is simple. This ancient practice is about being completely aware of what's happening in the present—of all that's going on inside and all that's happening around you. It means not living your life on “autopilot.” Becoming a more mindful person requires commitment and practice. Here are some tips to help you get started.

#### To be more mindful:

- ☐ Take some deep breaths in through your nose to a count of 4, hold for 1 second and then exhale through the mouth to a count of 5. Repeat often.
- ☐ Enjoy a stroll, notice the sights around you.
- ☐ Practice mindful eating. Be aware of each bite and when you're full.
- ☐ Be aware of your body. Do a mental scan, bring your attention to how each part feels.
- ☐ Find mindfulness resources, including online programs.



### COPE WITH LOSS

When someone you love dies, your world changes. There is no right or wrong way to mourn. Although the death of a loved one can feel overwhelming, most people can make it through the grieving process with the support of family and friends. Learn healthy ways to help you through difficult times.

#### To help cope with loss:

- ☐ Take care of yourself.
- ☐ Talk to a caring friend.
- ☐ Try not to make any major changes right away.
- ☐ Join a grief support group.
- ☐ Consider professional support.
- ☐ Talk to your doctor if you're having trouble with everyday activities.
- ☐ Be patient. Mourning takes time.



### STRENGTHEN SOCIAL CONNECTIONS

Social connections might help protect health and lengthen life. Scientists are finding that our links to others can have powerful effects on our health—both emotionally and physically. Whether with romantic partners, family, friends, neighbors, or others, social connections can influence our biology and well-being.

#### To build healthy support systems:

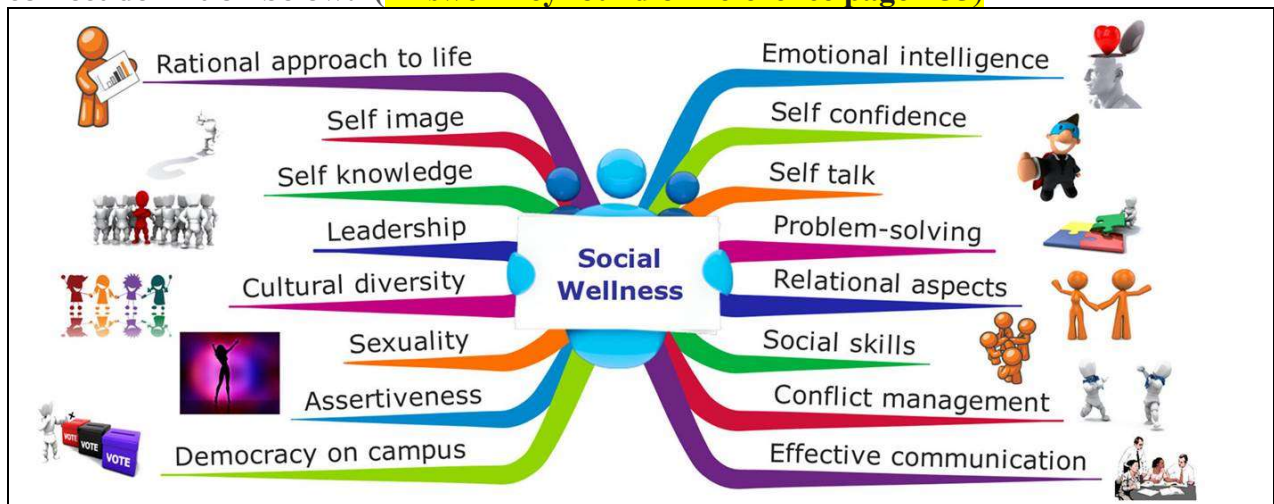
- ☐ Build strong relationships with your kids.
- ☐ Get active and share good habits with family and friends.
- ☐ If you're a family caregiver, ask for help from others.
- ☐ Join a group focused on a favorite hobby, such as reading, hiking, or painting.
- ☐ Take a class to learn something new.
- ☐ Volunteer for things you care about in your community, like a community garden, school, library, or place of worship.
- ☐ Travel to different places and meet new people.



# Social Wellness

This page offers practical strategies and an activity to strengthen Social Wellness, encourage teamwork, and promote a sense of belonging within the GME community and our personal lives.

Test your social wellness skills. Match the social wellness activity in the diagram with the correct definition below: (**Answer Key found on reference page - 55**)



Engage in positive, uplifting interactions that foster mutual growth, and support

Our personal view, or mental image of how we see ourselves

The understanding of one's inner self, including thoughts, emotions, behaviors, and motivations

Clear, purpose-driven leadership is essential in promoting inclusion, belonging, and social wellness

Value and respect diverse backgrounds, and cultures

A state of physical, emotional, mental, and social well-being in relation to sexuality

Communicate with others in a direct manner without intentionally hurting anyone's feelings

Implement inclusive practices that ensure everyone feels welcomed and included

Recognizing and managing emotions effectively can prevent emotional disorders such as anxiety or stress

Value yourself and feel worthy of your imperfections and what others may think

Self-talk affects your mental health and how you face others and yourself each day

Proactively address and resolve conflicts in a constructive and respectful manner

Make an effort to keep in touch with support perspectives, coordinators, colleagues, friends and family

Becoming engaged with other people in the community

Stay calm and composed during conflicts to facilitate effective resolutions

Be aware of and appropriately use both verbal and non-verbal communication such as body language, facial expression, and tone of voice

# Social Wellness

A supportive social network allows Program Coordinators to develop assertive skills and become comfortable with who they are in social situations. Surrounding yourself with a positive social network increases your self-esteem and creates boundaries that encourage communication, trust, and conflict management. Having good social wellness is essential to building emotional resilience.

Social Wellness is an integral aspect of overall well-being that focuses on building and maintaining healthy relationships, fostering a sense of community, and engaging in meaningful social interactions. For GME Program Coordinators, cultivating social wellness is essential to creating a supportive, collaborative network and work environment, reducing stress and feelings of isolation while enhancing job satisfaction.

**Some key elements to achieving social wellness also include:**

<b>Healthy Relationships</b>	<b>Effective Communication</b>
<b>Community Involvement</b>	<b>Conflict Resolution</b>
<b>Social Skills</b>	<b>Work-life Balance</b>
<b>Networking</b>	<b>Positive Social Behavior</b>
<b>Cultural Competence</b>	

By focusing on the components of social wellness, Program Coordinators can build a strong support network, improve communication and conflict resolution skills, and maintain a healthy work-life balance.

# Occupational Wellness

Occupational Wellness is the balance between work and relaxation. It's not just about mental health and financial gratification but also about finding personal fulfillment. When you're doing what you love, in a career that's your true calling, and you are content with the rewards and relaxation plans, that's when you've genuinely achieved occupational wellness. This state is deeply personal and involves finding your unique balance and what works best for you.

As Program Coordinators, you are the key players in this journey to your occupational wellness, and your active participation is not just meaningful but crucial!

This toolkit provides you with the tools and guidance you need, but remember, it's ***your responsibility*** to engage and make the most of the information provided. You are in control of your occupational wellness journey.

**Here are some strategies you can use to improve work-life balance:**

<b>Assess Your Current Situation:</b>	Reflect on your current job satisfaction, stress levels, work-life balance, and overall well-being. This self-assessment is a powerful tool that empowers you to identify areas that may need improvement or adjustment.
<b>Set Personal Goals:</b>	Establish clear goals for your career growth, job satisfaction, and well-being. Define what success means to you in terms of your professional and personal life. These individual goals are not just aspirations but the roadmap to your success.
<b>Prioritize Work-Life Balance:</b>	Maintaining a healthy balance between work and personal life is not a luxury; it's a necessity. Set boundaries, manage your time effectively, and prioritize activities that contribute to your well-being outside work. This balance is crucial for your overall well-being and productivity, which we value and support.



# Occupational Wellness

<b>Develop Healthy Habits:</b>	Cultivate habits that support your physical and mental health, such as regular exercise, healthy eating, adequate sleep, and stress management techniques such as mindfulness or relaxation exercises.
<b>Seek Professional Development:</b>	Take the initiative to enhance your skills and knowledge through continuous learning and professional development opportunities. This could include attending workshops, pursuing certifications, or taking on new challenges at work.
<b>Build Positive Relationships:</b>	Foster positive relationships with colleagues, supervisors, and peers. Cultivate a supportive network and seek mentorship or guidance when needed.
<b>Communicate Effectively:</b>	Practice open and honest communication with your Program Director and program members. Constructively share concerns, ideas, and feedback to foster a collaborative and respectful work environment.
<b>Manage Stress Effectively:</b>	Develop strategies to cope with work-related stressors. This may involve prioritizing tasks, setting realistic goals, delegating when possible, and taking breaks to recharge.
<b>Seeks Support When Needed:</b>	It's important to remember that you're not alone. If you're experiencing significant stress or challenges at work, don't hesitate to seek support from Human Resources or counseling services. Addressing issues early can prevent them from escalating, and we're here to support you through these challenges.
<b>Celebrate Successes:</b>	Acknowledge and celebrate your achievements, milestones, and personal growth in achieving Occupational Wellness. Recognize your effort and dedication to improving your well-being at work.

By taking these proactive steps, you can contribute to your occupational wellness and create a positive and fulfilling work experience that aligns with your personal and professional goals.

# Intellectual Wellness



As a vital liaison and facilitator between residents, faculty, and other academic medical education members, Program Coordinators' Intellectual Wellness encourages us to engage in creative and mentally stimulating activities, and it requires lifelong learning and curiosity. As defined by the University of California, Davis, intellectual wellness can be developed through academics, personal and professional development, cultural

involvement, community involvement, and personal hobbies that expand one's knowledge and skills while allowing one to share them.

## **Foster your Intellectual Wellness at Work or Home by:**

- ☉ Engaging in professional development and research opportunities
- ☉ Being open-minded.
- ☉ Listening. When you participate in active listening you are able to fully comprehend the information that is being given to you.
- ☉ Check out a seminar or conference (**the RPCF Annual Retreat is an excellent choice**).
- ☉ Picking up a hobby. Hobbies are great ways to increase your skill set. They can also be fun!
- ☉ Traveling if you can! The best way to gain knowledge as well as an appreciation for another culture is to experience it yourself.
- ☉ Taking a class.
- ☉ Reading for pleasure.
- ☉ Learning another language.
- ☉ Developing of good study skills and time management.
- ☉ Ability to challenge yourself to see all sides of an issue.
- ☉ Becoming a critical thinker.
- ☉ Developing of your own ideas, views, and opinions.
- ☉ Exposing yourself to new ideas, people, and beliefs that are different from your own
- ☉ Becoming aware of who you are and your value

# Intellectual Wellness

## **To Improve Intellectual Wellness Study Skills**

- Review materials within 24 hours of meetings/seminars to keep it fresh in your memory if you are facilitating or presenting
- Take notes of ideas at meetings/seminars as you focus on what is being presented
- Study in a quiet environment that will not distract you
- Color coding helps trigger memory - keep one topic per color
- Find innovative ways to study that work for you

## **To Improve Intellectual Wellness Time Management**

- Make a "To-Do" list that allows you to cross off completed tasks as you go.
- Prioritize tasks in order of importance and tackle the most important first
- Learn to say no to social activities sometimes - remember what is important to get done
- Cut work hours. Money is important, but working too much can cut into your study time
- Multi-task within your limits

## **To Improve Intellectual Wellness Critical Thinking**

- Be actively engaged in conversations - think about what is happening
- Ask questions to yourself or others as you reflect
- Challenge the norm, don't take an answer for what it is without agreeing upon it yourself
- Find patterns and connections to examples that relate to your life
- Keep your brain active, thinking, and questioning.

## **To Remove Intellectual Wellness Objectivity**

- Learn there is more than one way to do something
- There isn't always a "right" answer, but sometimes multiple
- Stay open-minded to new ideas, insights, thoughts, expressions, and values
- Expose yourself to the difference

# Spiritual Wellness

Spirituality is *unique to everyone* and may or may not involve religion. As presented by the Spiritual Wellness Department at SUNY Downstate, spiritual well-being or wellness is defined as expanding a sense of purpose and meaning in life, including one's morals and ethics. It may not be something you think much of, but its impact on your life is unavoidable. The basis of spirituality is discovering a sense of meaningfulness in your life and coming to know that you have a purpose to fulfill.

Many factors play a part in defining spirituality - religious faith, beliefs, values, ethics, principles, and morals. Some people gain spirituality by growing in their personal relationships with others or through being at peace with nature. Spirituality allows us to find the inner calm and peace needed to get through whatever life brings, no matter what one's beliefs are or where they may be on their spiritual journey.

## **The Power of Spiritual Wellness:**

**Connecting to your inner and outer worlds to support you in living your values and purposes in all that you do.**

**Connecting to something greater than yourself and having a set of values, principles, morals, and beliefs that provide a sense of purpose and meaning to life, then using those principles to guide your actions.**

The human spirit is the most neglected aspect of ourselves. Just as we exercise to condition our bodies, a healthy spirit is nurtured by purposeful practice. The spirit is the aspect of ourselves that can carry us through anything. If we take care of our spirit, we can experience a sense of peace and purpose even when life deals us a severe blow. A strong spirit helps us to survive and thrive with grace, even in the face of difficulty.

# Spiritual Wellness

## 5-Minute Exercise

Take a moment to assess your spiritual wellness by asking yourself the following questions.

**What gives my life meaning and purpose?**

**What gives me hope?**

**How do I get through tough times? Where do I find comfort?**

**Am I tolerant of other people's views about life issues?**

**Do I make attempts to expand my awareness of different ethnic, racial, and religious groups?**

**Do I make time for relaxation in my day?**

**Do my values guide my decisions and actions?**

## Practicing Spiritual Wellness

When striving to develop and practice your own spiritual wellness, it is best to find the technique and approach that works for you; there is no “one size fits all” approach.

**Your journey to spiritual wellness may involve the following:**

**Practicing meditation or yoga**

**Praying or taking part in organized religion**

**Spending quiet time alone pondering the meaning of life**

**Building awareness through journaling**

**Serving your community, spending time in nature, appreciating music and the arts**

# Spiritual Wellness

Numerous studies have successfully examined the impact of spirituality on employee well-being, revealing the benefits of incorporating spiritual practices and perspectives in the workplace. For example, research has shown that spiritual well-being positively correlates with psychological well-being, reduced stress, and enhanced job satisfaction.

One study found that employees who engage in regular spiritual practices, such as meditation or prayer, report better physical and mental health and greater work engagement and satisfaction. Another study discovered that organizations which foster a spiritual culture have lower levels of employee burnout, higher levels of commitment, and improved overall performance.

According to *The Role of Spirituality in Employee Wellbeing and Workplace Culture*, spiritual well-being is a sense of connection to something greater than oneself, a pursuit of meaning, and a quest for wholeness. It encompasses a range of practices and experiences that promote inner peace, self-awareness, and personal growth.

These findings solidify not only the benefits of spiritual well-being but also the significance of spirituality in supporting Program Coordinator well-being and contributing to a positive workplace culture.

An infographic with a light beige background. On the left, there is a green circular graphic with a white geometric pattern. On the right, there is a vertical orange bar. The text is arranged in two columns. The left column has a large heading 'Breath:' followed by '60 second break', a paragraph 'Our mind may be thinking one thing while our body is doing something else.', and a paragraph 'By concentrating on our breathing, "In" and "Out", we bring body & mind back together, & recover ourselves.' The right column has a paragraph 'Mindful breathing helps us to be calm, relaxed, & peaceful.'

**Breath:** 60 second break

Our mind may be thinking one thing while our body is doing something else.

By concentrating on our breathing, "In" and "Out", we bring body & mind back together, & recover ourselves.

Mindful breathing helps us to be calm, relaxed, & peaceful.



# Financial Wellness

Financial Wellness is important to a Program Coordinator's overall personal well-being. According to the U.S. Consumer Financial Protection Bureau, it is a state where you can comfortably satisfy your current financial obligations while feeling secure in your financial future, allowing you to enjoy life.

Many financial experts agree that financial health includes four key components: spend, save, borrow, and plan. It is crucial that you actively work on improving the health of each one of the components to gain financial wellness. However, there's no one-size-fits-all when it comes to being financially well. Data shows that personal finances are a leading cause of stress for many people when there is uncertainty around finances.

You're not alone if you have or are currently experiencing financial stress. Many resources and professionals are available to help, including our EAP office at Downstate, which provides support for financial counseling and budgeting assistance. Getting to where you are financially well takes time, but it's never too late to start.

## **Consider questions to ask yourself about financial well-being:**

Do I track my spending or keep to a budget each month?

Do I "pay myself first" by setting some money aside for savings whenever I get a paycheck?

Do I read articles, watch videos, or talk to people I trust to boost my understanding of personal finance?

Do I use a credit card responsibly and try to live within my means?

Being financially healthy means you can meet your current and ongoing financial obligations, feel secure in your financial future, and make choices that allow you to enjoy life. In other words, financial freedom contributes to your overall health and wellness. Check these monthly budget apps by Forbes - **[Best Budgeting Apps Of September 2024 – Forbes Advisor](#)** and by Ramsey Solutions - **[A Proven Plan for Financial Success - Ramsey \(ramseysolutions.com\)](#)**

# Financial Wellness



Use this **budget** tool to see how much you make and spend each month.

- 1 List your income
- 2 List your expenses
- 3 Subtract your total spending from total income to build your budget

Month of \_\_\_\_\_

Type of income	Amount gained
Job	
Government program	
Disability benefits	
Financial support	
Other income	
<b>Total income this month</b>	<b>0.00</b>

Type of spending	Amount spent
Housing (rent or mortgage)	
Utilities (gas, water, electricity, sewage)	
Groceries + other supplies	
Health expenses	
Transportation	
Education + childcare	
Cell phone	
Internet + cable	
Service animals + Pets	
Debt payments	
Other spending	
<b>Total spending this month</b>	<b>0.00</b>

## Build your budget

0.00	— 0.00	= 0.00
_____	_____	_____
Total income this month	Total spending this month	

If your income is more than your expenses, you have money left to save or spend.

If your expenses are more than your income, look at your budget to find expenses to cut.

[https://files.consumerfinance.gov/f/documents/cfpb\\_well-being\\_monthly-budget.pdf](https://files.consumerfinance.gov/f/documents/cfpb_well-being_monthly-budget.pdf)

# Environmental Wellness

How does the environment impact Program Coordinator well-being, and why is it important? It matters because everyone deserves to work and live in an environment that is healthy and safe. What surrounds you daily in your work, home, and community as well as the resources available can affect your physical and mental health along with your well-being.

Did you know that most employers in the United States have a legal obligation to provide their employees with basic information about hazardous materials they work with? This is known as the "Right to Know" principle and is part of federal and state law. The Occupational Safety and Health Administration (OSHA) enforces these regulations and safety standards in most private and public sector employers. 'Right to Know' can be a valuable tool to identify workplace health and safety hazards. By taking small steps you can make your environment safer, and limit your exposure to harmful substances which will keep you healthier.

## Environmental Wellness is important because it can:

**Reduce the risk of disease:** Environmental pollutants can cause health problems like respiratory diseases, heart disease, and some types of cancer.

**Improve quality and length of life:** Spending time in nature is good for mental health.

**Increase biodiversity and habitat protection:** Taking care of the planet's climate and ecosystems helps societies function and harms our well-being less directly.

## Here are some examples of environmental well-being:

**Conserving energy:** Turning off lights when not in use

**Recycling:** Recycling paper, cans, and glass

**Spending time in nature:** Enjoying and appreciating time outdoors in natural settings

**Avoiding pollution:** Not polluting the air, water, or earth

**Creating supportive environments:** Creating home and work environments that are supportive and nurturing

# Creating a Supportive Environment



A supportive work environment is fundamental to fostering a culture of wellness. This involves creating a workplace where Program Coordinators and all employees feel safe, respected, and valued. Policies and practices should promote inclusivity, work-life balance, and employee autonomy.

## **Fostering a Culture of Wellness in a Residency Program**

A culture of wellness encompasses a holistic approach to the Program Coordinator's well-being, addressing various aspects such as mental health support, work-life balance, stress management, and a supportive work environment. The foundation of a wellness culture lies in recognizing that Program Coordinator well-being is intrinsically linked to program success. When Program Coordinators feel valued and supported, they are more likely to be engaged, productive, and loyal to the training program.

Creating a wellness culture requires a commitment from all program levels, starting with leadership. Leaders must prioritize well-being initiatives and lead by example, demonstrating their commitment to health and wellness. This commitment sets the tone for the rest of the program personnel, encouraging them to embrace and participate in wellness programs.

# Creating a Supportive Environment

## Policies to Create Work-Life Balance

- 1. Develop a culture that values work-life balance:** Start by promoting the importance of work-life balance throughout all levels of the program. Encourage program leaders to lead by example and prioritize their own well-being. Create an open dialogue amongst program employees so everyone feels supported in maintaining a healthy balance.
- 2. Constantly re-evaluate or review workload expectations:** High levels of stress can quickly lead to burnout if Program Coordinators are expected to constantly work overtime or take on unrealistic workloads. The ACGME FTE requirements are listed in each specialties' common program requirement. You should review this every year and ask for support if your program is not in compliance. Make sure that workload expectations are realistic and manageable.
- 3. Set appropriate boundaries:** It's important for you as a Program Coordinator to set appropriate boundaries for both program leadership and trainees. Boundaries can be thought of as stop signs in your life. Where you put your stop signs and what you consider "crossing the line" will vary based on your beliefs, values, cultural customs, and family traditions.
- 4. Take breaks throughout the day:** taking breaks throughout the day allows for the relief of tension and reduction of stress. Take walks, have lunch outside when it's nice, exercise during your lunch break.
- 5. Take advantage of flexible scheduling options:** If remote work is available; you should make use of it to better manage your personal commitments outside of work. This can reduce stress and improve overall job satisfaction.
- 6. Participate in wellness programs/activities:** Get involved in your program's wellness activities as well as those of the RPCF. Monthly, RPCF will hold well-being activities which ranges from mental health resources to financial strategies to fun and entertainment. These activities can help employees both physically and mentally, and they contribute to a healthier company culture.

# Creating a Supportive Environment

## Safe Spaces for Open Communication

One of the joys of being a Program Coordinator is the connections we make with our directors and trainees. As social beings, *we have an innate desire to connect and engage with others*, forging bonds and sharing experiences that enrich our lives. These connections are often established in many spaces: physical, virtual (thanks, Zoom!), or emotional. Our goal should be to create incredibly welcoming, inclusive, and supportive spaces, serving as nurturing grounds for shared growth and understanding.

### Safe spaces:

- Set clear ground rules of what is acceptable and unacceptable behavior for all
- No hurtful speech.
- Respect privacy and personal boundaries.
- Be mindful of the use of language – Use emphatic phrases for meaningful conversations.
- Use empathy and introspection.
- Allow others to share their experiences.
- Recognize and acknowledge everyone's unique experience.
- Take accountability for mistakes.

### Strategies for Reducing Stigmas Around Mental Healthcare:

- Education: By becoming educated and in turn raising awareness about mental health and challenging stereotypes we can break the status quo.
- Empathy: Encourage! Understand! Compassionate! This will allow persons to feel heard and understood and enable them to seek help.
- Language: Use respectful and non-judgmental language when discussing issues of mental health with others.
- Systematic change: Work with local organizations and politicians to address mental health issues in your community.

Creating a culture of wellness is a strategic investment that yields significant returns for the Program Coordinator's well-being and the program's success.



# Resources and Tools

Take advantage of the well-being resources, starting right here at Downstate. The Employee Assistance Program (EAP) office provides wellness initiatives, counseling, insightful reads, and more to Program Coordinators and employees to enhance their well-being, nurture their personal growth, and create a more balanced workplace. Explore their monthly edition of the *Frontline Newsletter*.



Office of  
Employee Relations  
Work-Life Services

1-800-822-0244  
[www.oer.ny.gov/eap](http://www.oer.ny.gov/eap)

# FrontLine Employee

Wellness, Productivity, and You!

July 2024

## Parental Conflicts ... Helping Kids Not Suffer



Follow these practices to reduce potentially harmful effects on kids when adult arguments happen:

- 1) Avoid personal attacks by focusing on the issues and avoiding personal insults or name-calling.
- 2) When disagreements are heated, strive for a calm and respectful tone.
- 3) Choose a private place and time to discuss sensitive issues.
- 4) DO: Demonstrate healthy ways of resolving conflicts (active listening, compromise, negotiating).
- 5) DO: Apologize and make amends—show it's normal to end on a good note after a conflict.
- 6) Offer reassurance that a conflict does not mean the household is unstable or children aren't loved.

Tip: After a conflict, review these tips. You'll acquire greater ability to manage heated discussions in healthier ways.

## A Partner with Alcohol Use Disorder



Seek support and guidance if you are living with a partner affected by an alcohol use disorder. As you focus on the substance user's behavior, a downward spiral of your health may begin, including neglect of your own physical, emotional, and mental health needs. Other areas of your life may then suffer. Neglecting self-care can lead to burnout, resentment, and a decline in overall well-being, making it tougher to intervene. Successful recovery of a substance use disorder often begins with the non-addicted partner's awareness and determination to stop this downward cycle. A qualified professional or EAP can explain how, offer resources, and help you get your sanity back.

## Stress Tips from the Field: Make Stress Management Routine



Life naturally includes various forms of stress, whether from challenges, responsibilities, or unexpected events, but you don't have to feel stress before practicing stress management. Regular stress management practices can help you maintain a calmer state of mind, help prevent stress from building up, and allow you to handle challenges with greater ease. And stress management goes further. Effective stress management can enhance connections with family, friends, and colleagues. How? Reduced stress fosters greater patience, empathy, and presence in your interactions, promoting more harmonious and supportive relationships. Why? An improved emotional state fosters deeper connections, enhances communication, and helps resolve conflicts more amicably!

## Xylazine – Worsening the Fentanyl Crisis



A drug called xylazine, which is an animal tranquilizer, has been found mixed with the illicit opioid fentanyl in drug busts throughout North America. The Drug Enforcement Administration wants the public to be aware of this deadly mixture because it may undermine the effectiveness of life-saving opioid medication given to reverse an opioid overdose. Principally, this is Narcan®, a nasal spray available over the counter in places like drug stores, convenience stores, and online. Xylazine is not an opioid; hence drugs like Narcan® may not be effective, and it may undermine the overdose treatment. The message is don't give up on administering the intervention until emergency help arrives. Follow instructions of first responders.

Source: <https://www.fda.gov/drugs/monitoring-adverse-effects-us-market/2023/08/23/fda-warns-about-xylazine-mixed-with-fentanyl-in-drug-busts>

Information in FrontLine Employee is for general informational purposes only and is not intended to replace the counsel or advice of a qualified health or legal professional. For further help, questions, or referral to community resources for specific problems or personal concerns, contact a qualified professional. Add "http://" to source links to follow. Link titles are always case sensitive. The views and opinions expressed herein are solely attributable to DFA publishing. None of the views or opinions expressed in this publication reflect the views or opinions of the NYS EAP or the NYS Office of Employee Relations.

# Resources and Tools

These are some suggested resources and tools to help improve and/or maintain your well-being:

<p><b>SUNY Downstate EAP</b></p>	<p><b>Magda Alliancin, EdD, CEAP</b> Employee Assistance Program Manager, NYS EAP Wellness Ambassador (718) 270-1489 magda.alliancin@downstate.edu</p>
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## NYC WELL

Call 888-NYC-WELL (888-692-9355)  
Text WELL to 65173 (This text service is available in English, Spanish and Simplified Chinese.)  
Call 711 (Relay service for deaf or hard of hearing)  
Services available 24/7/365

- Confidential mental health support and counseling
- All services are free for all individuals
- Interpreters are available in more than 200 languages

## New York Psychotherapy and Counseling Center

2857 Linden Blvd., East New York, NY 11208  
Monday to Friday, 8 a.m. to 10 p.m.  
Saturday and Sunday, 8 a.m. to 6 p.m.  
  
102 Pilling St., Bushwick, NY 11207  
Monday to Friday, 9 a.m. to 9:30 p.m.  
Saturday and Sunday, 8 a.m. to 6 p.m.  
718-602-1000, ext. 133

- Accepts most Medicaid
- Counseling available in English and Spanish
- Services for individuals ages 3 and older
- No waitlist. Walk-ins are welcomed but appointments are preferred.

For a faster appointment, call Selina Lebron at 718-704-3622 and mention the Brooklyn Neighborhood Health Action Center.

## We Run Brownsville

444 Thomas Boyland St., Suite 301,  
Brooklyn, NY 11212  
For more information, call Dionne Grayman at 347-709-3786  
  
To join, email community@werunbrownsville.org.

- All services are free for all individuals
- Brownsville women of color running group
- Restorative justice and healing eight-week walk to run program
- Provides support for personal growth, centering responsibility and accountability, and cultivates capacity building

## HealHaus

1082 Fulton St., Brooklyn, NY 11238  
347-413-7774  
To register, email info@healhaus.com.

- Wellness studio providing diverse holistic healing
- Offers donation-based services on the weekend, including yoga and meditation classes, acupuncture, healing circles, and one-on-one counseling sessions

	<p><b>ABOUT US:</b> The Neighborhood Health Action Centers provide health and wellness services in Brownsville, as part of New York City's effort to promote health equity.</p>	<p><b>LOCATION:</b> Brownsville Neighborhood Health Action Center 259 Bristol St., Brooklyn, NY 11212 718-312-6131</p>
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# Resources and Tools

	<p><b>The Self-Care Wheel:</b></p> <p>The Self-Care Wheel is similar to the Wellness Wheel and provides a structure for identifying and nourishing areas where you are either failing, surviving, or thriving.</p>
	<p><b>Headspace:</b></p> <p>Headspace is a top-rated, subscription-based app that provides a mental well-being program for individuals and teams along with support for mindfulness meditations.</p> <p>Find it in the <a href="#">App Store</a> or <a href="#">Google Play</a></p>
	<p><b>Anxiety Solution: Calmer You:</b></p> <p>This subscription-based app, based on <i>The Anxiety Solution</i> by Chloe Brotheridge, provides an anxiety toolkit, covering practices to help you focus on self-care, overcome anxiety and worry, practice mindfulness, and improve your sleep.</p> <p>Find it in the <a href="#">App Store</a>.</p>
	<p><b>Grateful:</b></p> <p>Grateful offers tools to help you manage anxiety, stress, and work through worries. Use the tools included to calm your mind and balance your body.</p> <p>Find it in the <a href="#">App Store</a>.</p>

# Resources and Tools

## At Work, at Home Wellness Activities:

### Group Empowerment Exercise

It's important to pour into and have others pour into you to improve and sustain each other's well-being.

#### Directions:

1. Divide persons into groups
2. Distribute this document to everyone
3. List the names of the persons in your group
4. Write something positive about each person listed
5. Read the statement written to each person out loud, directly speaking to each individual

Name	Some Positive Contribution This Person Has Made

Name \_\_\_\_\_

Date \_\_\_\_\_

## Emoji Emotions

*The word emoji combines two Japanese words:  
e (picture) and moji (character).*

Emojis are commonly used to add expression and emotion to electronic communications.

Look at the emojis below. In the space provided, write the emotion that you see and describe a time when you have felt this emotion.



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Emotion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bonus: When you've completed this exercise, compare your answers with a friend.  
Do you interpret these emoji expressions in the same way?



# Resources and Tools

## Well-being Books:

<b>Best for people battling trauma</b>	The Body Keeps the Score
<b>Best for anxieties</b>	Hope and Help for Your Nerves: End Anxiety Now
<b>Best for recovery from addiction</b>	The Unexpected Joy of Being Sober
<b>Best for women survivors of relationship abuse:</b>	Healing the Trauma of Abuse: A Women's Workbook
<b>Best for understanding a therapist's perspective</b>	Maybe You Should Talk to Someone
<b>Best for battling burnout</b>	Burnout: The Secret to Unlocking the Stress Cycle
<b>Best for healing from emotional pain</b>	Emotional First Aid
<b>Best for understanding family trauma</b>	It Didn't Start with You: How Inherited Family Trauma Shapes Who We Are and How to End the Cycle
<b>Best for navigating relationships</b>	Attached: The New Science of Adult Attachment and How It Can Help You Find—and Keep—Love
<b>Best for highly sensitive people</b>	The Highly Sensitive Person: How to Thrive When the World Overwhelms You
<b>Best for practicing self-love</b>	Loving Bravely
<b>Best for finding order in life</b>	7 Habits of Highly Effective People



# Resources and Tools

## Online Well-being Websites:

<b>ACGME AWARE Well-Being Resources</b>	<a href="https://dl.acgme.org/pages/well-being">https://dl.acgme.org/pages/well-being</a>
<b>SUNY Downstate EAP</b>	<a href="https://www.downstate.edu/about/our-administration/employee-assistance-program/services.html">https://www.downstate.edu/about/our-administration/employee-assistance-program/services.html</a>
<b>Managing Stress and Anxiety</b>	<a href="https://omh.ny.gov/omhweb/resources/publications/stress-and-anxiety-info.pdf">https://omh.ny.gov/omhweb/resources/publications/stress-and-anxiety-info.pdf</a>
<b>Self-Care at Work</b>	<a href="https://omh.ny.gov/omhweb/resources/publications/self-care-at-work-infographic.pdf">https://omh.ny.gov/omhweb/resources/publications/self-care-at-work-infographic.pdf</a>
<b>Stress Management for Students</b>	<a href="https://www.preventsuicideny.org/wp-content/uploads/2023/02/student-stress-management-tips.pdf">https://www.preventsuicideny.org/wp-content/uploads/2023/02/student-stress-management-tips.pdf</a>
<b>Resiliency Tips for New Yorkers</b>	<a href="https://omh.ny.gov/omhweb/booklets/resiliency_tips_nyers.pdf">https://omh.ny.gov/omhweb/booklets/resiliency_tips_nyers.pdf</a>
<b>The Mental Effects of Racism</b>	<a href="https://omh.ny.gov/omhweb/cultural_competence/the_mental_health_effects_of_racism.pdf">https://omh.ny.gov/omhweb/cultural_competence/the_mental_health_effects_of_racism.pdf</a>
<b>Social Media Coping Tips</b>	<a href="https://www.flickr.com/photos/nysomh/albums/72177720305009017/">https://www.flickr.com/photos/nysomh/albums/72177720305009017/</a>
<b>Ted Talks on Well-being</b>	<a href="https://www.ted.com/playlists/245/talks_for_when_you_feel_totall">https://www.ted.com/playlists/245/talks_for_when_you_feel_totall</a>
<b>Wellness Website</b>	<a href="https://www.verywellmind.com/">https://www.verywellmind.com/</a>
<b>WellNYS Everyday</b>	<a href="https://oer.ny.gov/wellnys-everyday">https://oer.ny.gov/wellnys-everyday</a>
<b>Access NY Counselling Services</b>	<a href="https://access.nyc.gov/programs/nyc-well/">https://access.nyc.gov/programs/nyc-well/</a>
<b>Connect to Care through NYC Well</b>	<a href="https://mentalhealth.cityofnewyork.us/nyc-well">https://mentalhealth.cityofnewyork.us/nyc-well</a>

# Resources and Tools



## Health & Wellbeing Assessment Form

\_\_\_\_\_

Date

\_\_\_\_\_

Name (Last, First, MI)      Date of Birth

### Priorities for Health and Wellness

Please rank from 1 to 8 in order of importance with 1 being the highest & 8 being the lowest.

- |                                  |  |
|----------------------------------|--|
| _____ Blood pressure management  | _____ Pre-diabetes / Diabetes management |
| _____ Cholesterol reduction      | _____ Stress reduction                   |
| _____ Healthy eating plan        | _____ Tobacco cessation                  |
| _____ Increase physical activity | _____ Weight management                  |

### Physical Activity

Please list how many days per week, minutes, and types of the following activities you are engaged in.

	Days per week	Minutes per day	Type of activity
Aerobic/Cardiovascular			
Balance			
Flexibility/Stretching			
Strength/Resistance			

### My Readiness to Change - Physical Activity

My readiness to make changes or improvements to reach or sustain regular physical activity:

- ☐ I am already maintaining good physical activity levels consistently (6 mos.+).
- ☐ I recently started working on this.
- ☐ I am planning a change this month.
- ☐ I am planning a change to start in the next 6 months.
- ☐ I have no present interest in making a change.

# Resources and Tools

## THIS WEEK'S WELLNESS PLAN

 **MY MAIN GOALS:**

Set a certain mileage for the week and aim to get there!

Have 2 cardio days be harder and one serve as active recovery!

 **I'M GRATEFUL FOR:**

 **HEALTHY MEALS:**

☐ **M:** Lemon pepper salmon + mixed greens + roasted tomatoes

☐ **Tu:** Harissa chicken with sweet potatoes

☐ **W:** Pasta with homemade broccoli pesto

☐ **Th:** Taco salads

☐ **F:** \_\_\_\_\_

☐ **Sa:** \_\_\_\_\_

☐ **Su:** \_\_\_\_\_

 **MONDAY**


30 - 60 minutes of cardio

 **TUESDAY**

Upper body workout

 **WEDNESDAY**


30 minutes alternative cardio

 **THURSDAY**

Lower body workout

 **FRIDAY**

30-60 minutes of cardio

 **SATURDAY**

 **SUNDAY**

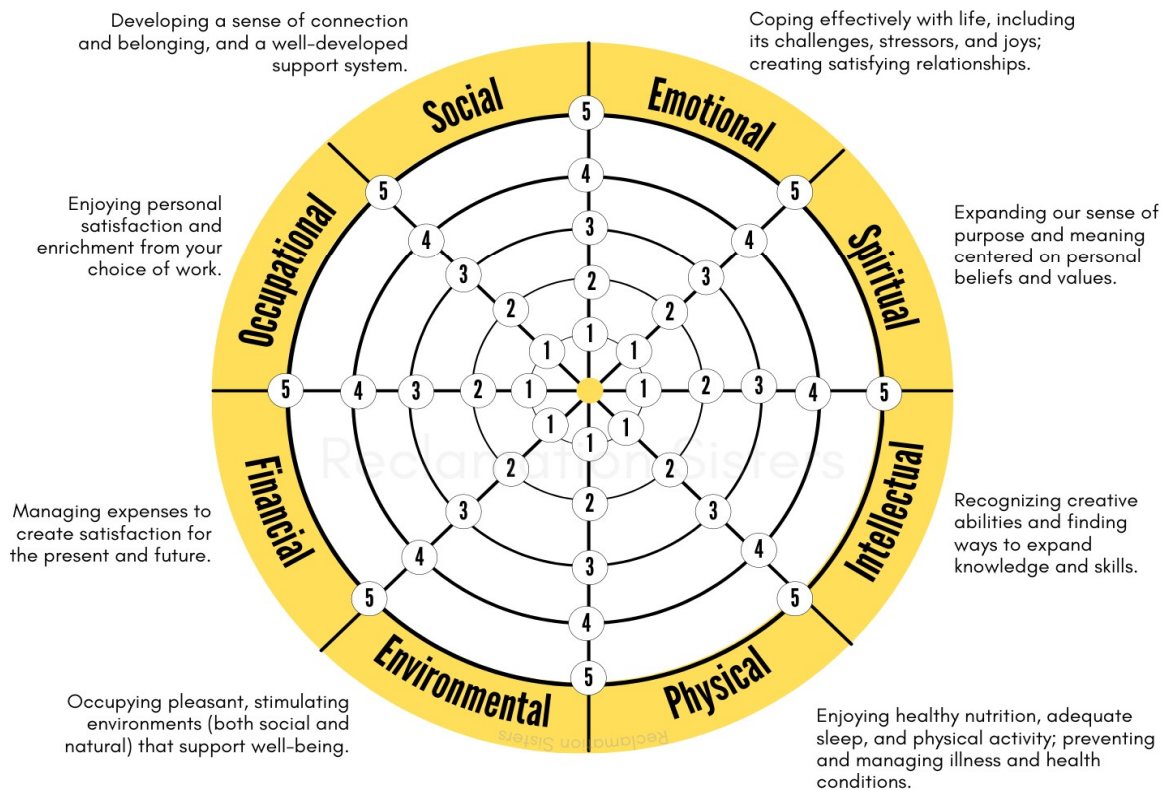
**FOLLOW ALONG ON IG: @LIZADAMS | #HAFWELLNESSCHALLENGE**

# Resources and Tools



\*Dimension definitions from Substance Abuse and Mental Health Services Administration (SAMHSA).

## Wellness Wheel Worksheet



### DIRECTIONS

1. Print this worksheet or draw your own wheel.
2. Read our blog "Balancing Your Wellness Wheel: Self-assessment" for prompts designed to help you best score each dimension.
3. For each dimension, score your current level of success, coloring from the center of the circle out to your score.
4. Read our blog "Eight Dimensions of Wellness for Optimal Health" for more information on these important aspects of well-being and how they interact.

### SCORING KEY

1. I own this weakness. I know I definitely need to work on this. Hello, flat tire!
2. OK, fine, I admit this area isn't great in my life. I know I can do better here.
3. This part of my life is pretty solid, but I'm sure there's something I can do to improve.
4. I am satisfied with this dimension. There's probably more I can do, but I'm not sure I have time/energy.
5. I am completely happy and fulfilled in this part of my life. I see no room for improvement.

\*Optional: Expand scoring to 10 to assess in greater detail.

RECLAMATIONSISTERS.COM

# Implementation Strategies

Program Coordinators' diverse responsibilities, which are crucial for the proper functioning of training programs, often lead to high levels of stress, anxiety, and burnout. Therefore, implementing wellness strategies specifically for Program Coordinators is beneficial and essential.

## **Steps for integrating wellness initiatives include:**

1. Conduct Assessments
2. Obtain Management Support
3. Establish a Wellness Committee
4. Develop Goals
5. Design Wellness Program Components
6. Communicate the Wellness Plan

## **As part of the assessment, it is crucial to ensure the Wellness Program can:**

1. Promote Mental Health and Well-being
2. Enhance Productivity and Efficiency
3. Build a Supportive Community

**Measuring the impact of the Wellness Program and Well-being Toolkit is vital to ensure that the implementation strategies are effective. To do this, contributors will utilize tools such as:**

1. Pre- and Post-Program Surveys
2. Participation and Engagement Metrics
3. Participant Feedback

## **The measurement tools will provide the necessary feedback needed to assess:**

1. The toolkit's effectiveness: This determines whether the wellness program met its goals, such as reducing stress levels, enhancing overall Program Coordinator well-being, and identifying which program components are most effective and may need adjustment or enhancement.

2. Participant engagement and satisfaction can be measured by measuring Program Coordinator participation and polling their satisfaction with the program. This will help to make improvements that align with Program Coordinators' needs and preferences.
3. The program's impact on the workplace and organizational culture: This includes professional development, increased teamwork, morale, and overall job satisfaction.

Finally, leadership support is critical to prioritizing Program Coordinator's well-being and wellness activities. They act as a catalyst for change and provide the bridge to realizing this initiative. Ensuring their buy-in and backing regarding wellness efforts allows a collaborative effort and the ability to raise awareness by educating faculty and staff about the importance of wellness and professional development for Program Coordinators. Incorporating wellness into various resources and faculty development creates a supportive environment by fostering a culture of openness and support where Program Coordinators feel comfortable discussing wellness issues and providing resources and support for those experiencing burnout or mental health challenges.

As you implement the strategies outlined in this toolkit, we encourage you to continuously assess your wellness journey, use the available resources, and actively participate in wellness initiatives. Remember, your well-being is essential for your health and the success and sustainability of the training programs you support.



# Conclusion

The RPCF Well-being Toolkit is a comprehensive wellness initiative designed to support the health and well-being of Program Coordinators. Throughout this toolkit, we have emphasized the importance of addressing wellness holistically and recognizing its eight (8) dimensions, which all play a crucial role in maintaining a balanced and fulfilling life. This toolkit provides practical tools, strategies, and resources to help Program Coordinators navigate challenges associated with stress and burnout, prioritize their well-being, and foster a supportive work environment.

## Key takeaways from this toolkit include:

1. **Holistic approach to wellness:** The toolkit addresses multiple dimensions of wellness, including physical, emotional, social, occupational, intellectual, spiritual, financial, and environmental aspects. This comprehensive approach recognizes that true well-being encompasses all areas of life.
2. **Practical tools and assessments:** From the wellness wheel to stress and burnout assessments, this toolkit offers concrete ways for Program Coordinators to evaluate their wellness and identify improvement areas.
3. **Customizable strategies:** The various sections provide a range of techniques that can be tailored to individual needs and preferences, acknowledging that wellness is a personal journey.
4. **Institutional support:** The toolkit emphasizes the importance of creating a supportive work environment and fostering a culture of wellness within residency programs and institutions.
5. **Ongoing process:** Wellness is not a one-time achievement but an ongoing process that requires continuous effort and attention.

We encourage all Program Coordinators to utilize this toolkit as a starting point for prioritizing their well-being. Remember that small, consistent steps can significantly improve health and job satisfaction. You are better equipped to support the residents, faculty, and entire GME community by taking care of yourself. As you implement these wellness strategies, we invite you to share your experiences, successes, and challenges with your programs, colleagues, and the RPCF. Your insights can help refine and improve wellness initiatives for coordinators across institutions.

By prioritizing your well-being, you invest in yourself and contribute to a healthier, more positive environment in GME. Remember, your wellness matters and is essential to a thriving GME community.

We, the collaborators of the Well-being Program and Toolkit at SUNY Downstate Health Sciences University, are incredibly fortunate to have the support of our GME and College of Medicine (COM) leadership and vested contributors in conducting and implementing this initiative. This initiative will be instrumental in providing the necessary resources for wellness programs for Program Coordinators here in Downstate and across the country.

Lastly, we emphasize that seeking help and support is a sign of strength, not weakness. The resources provided in this toolkit, including the Employee Assistance Program (EAP), health experts, and various wellness apps and websites, support your wellness journey. We hope this toolkit serves as a valuable guide in your ongoing efforts to achieve and maintain well-being, helping you thrive professionally and personally. Together, we can create a culture of wellness that benefits not only Program Coordinators but the entire GME community.

## Thank You from the Wellness Committee

Thank you for your dedication to fostering a healthier and more supportive training environment and we wish you all the best on your wellness journey – The SUNY Downstate RPCF Wellness Committee.



**(From left to right: Darell, Natalie, Juliet, Dr. Dresner, Mariaverna, Chantal, Kino)**

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### Answer Key for page 24 quiz:

- Color diagrams on left sequentially correlate to definitions on left.
- Color diagrams on right sequentially correlate to definitions on right.