



# Saline County Employee Newsletter

## HERE'S HOW TO SET THE MOOD FOR A POSITIVE WORKDAY

by Robyn Whalen—Total Wellness Health

Your attitude in the morning sets the tone for the rest of your day. If you walk into work feeling grumpy, chances are, you'll walk out of work feeling grumpy, too. Having a negative mindset at work can lead to added stress, trouble concentrating, and irritability – and none of those are great for your work performance. Arriving to work with a negative attitude can also hold you back from forming any positive social connections in the office.

While we don't always have complete control over our physical surroundings, we are capable of controlling our mindset. Developing a positive mindset before the workday will help you stay productive, optimistic, and mentally healthy – no matter what the day throws at you. So, instead of swatting at your alarm clock and spending your morning dreading the work ahead of you, try out these tips to help you set the mood for a positive workday:

### PRACTICE POSITIVE MORNING THOUGHTS.

If you're not much of a morning person, you probably dread waking up in the mornings. It can be easy to think negative thoughts right when you wake up. Thoughts like, "I have way too much to do today" or "I don't want to get out of bed" will leave you feeling grouchy and irritable. (Continued on page #2...)



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*“Providing opportunities for employees to develop healthier lifestyles and supporting an adoption of habits attitudes contributing to their positive well-being.” - Saline County Wellness Committee*

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## A POSITIVE WORKDAY—CONT. FROM PG #1

So, instead of jumping straight into negative thoughts, start thinking of something to look forward to or a positive thought. If you can't think of something right away, develop a daily mantra to tell yourself each morning right when you wake up. If your first thought of the day is a positive one, you'll be more likely to be in a positive mood for the rest of the day. Some of our favorite morning mantras include:

- ◆ Today, I will choose happiness.
- ◆ Today, I will positively impact someone's day.
- ◆ If I can change my thoughts, I can change anything.
- ◆ To be positive is to be productive.
- ◆ Negative thoughts only have the power I allow them.

### HOLD OFF ON SOCIAL MEDIA.

Many of us check our phones first thing when we wake up. But beginning your day by subconsciously comparing yourself to others will only set you up for a day full of negative thoughts. Research has shown that obsessive social media use can have a negative effect on our mental and emotional wellbeing. Checking social media can also waste a lot of time in the mornings that could be spent doing something much more productive. Try to hold off looking at social media for as long as you can – or maybe even consider taking a bit of a detox!

### PRACTICE MINDFULNESS.

Mindfulness is powerful – and it's one of the best ways to start your workday. Practicing mindfulness on a daily basis will help reduce

stress and set you up for a positive day. According to research published by the American Psychological Association, an analysis of 163 well-designed academic studies found that mindfulness practice had a particularly positive and substantial effect on factors including stress and anxiety management. Reading, coloring, or meditating are some simple ways to practice mindfulness in the morning.

### SET POSITIVE INTENTIONS.

A daily “to-do” list doesn't always have to be filled with responsibilities or tasks. Create a list of intentions for the day to help you remember how you want to feel, and remind you to engage in activities that will keep you feeling happy, positive, and productive all day long. For example, a set of positive intentions might include making a co-worker laugh, getting through your morning commute without feeling stressed, or ending the day on a good note. Bring this list into the office with you as a visual reminder of your positive intentions for the workday.

### UTILIZE YOUR COMMUTE.

Stressful morning commutes or traffic jams can easily put you in a negative mood for the rest of the day. If you have a long commute to work in the mornings, start utilizing this time to help you feel more positive. Listen to a motivational podcast or a pump-up playlist on your way to work to improve your mood and help fight stress. Upbeat podcasts and music can have a positive impact on your attitude and improve your outlook on the rest of the day. *(Cont. Page #5...)*

## 2018 Impact Survey Instructions



**\*IMPORTANT NOTICE:** Survey officially opens on Monday, April 2, 2018 ---- Survey DEADLINE: Midnight, Friday, April 27, 2018. For current employees, the survey must be completed by this date in order to qualify for 500 Wellness Points for 2018!

1. Login at **<https://impactsurvey.net/>**
2. Click on right grey arrow to forward to next screen
3. Enter the company password: “**saline**” then click enter or right arrow
4. **If first time user** (if you were not employed with Saline County during the screening and survey last year or new to the wellness program):
  - Unique I.D. – enter **your employee ID number** as located on your pay stub
  - Complete section and continue. You will be asked to answer 3 security questions to retrieve your password in future years.
  - Take survey
  - Once survey is finished, your personal report will pop up. If you wish to print your report, click “printer friend version” on left top corner.
5. **If returning user** (if you participating in the Wellness Program – Impact Survey last year):
  - Click on “Sign in Here” in green letters
  - Unique I.D. – enter **your employee I.D. number** as located on your pay stub
  - If you remember your password enter it now
  - If not, click on “forgot password” on bottom left
  - Answer three security questions and click save
  - Enter new password and click save.
  - Click right arrow
  - You will be asked one of your security questions one more time before entering the survey.
  - Take survey
6. Once survey is finished, your personal report will pop up. If you wish to print your report, click “printer friend version” on left top corner.
7. Questions: [tim.mcdermott@saline.nacone.org](mailto:tim.mcdermott@saline.nacone.org)

## COURTHOUSE PARKING LOT



As the  
Court-  
house  
Addition

nears completion, all employees should make reasonable attempts to use the new northside parking lot. This will help provide the best access to visitors entering/exiting the building throughout the day. *“Restore your human legs as a means of travel. All of us rely on food for fuel while the majority need no special parking spaces.”* -Lewis Mumford

### APRIL WELLNESS QUESTION OF THE MONTH

*“Researchers have found that 33% of men reported a behavioral health condition before a worker compensation claim occurred, compared to what % of women?”*

- A. 25%
- B. 40%
- C. 55%
- D. 60%

BONUS: 25 WELLNESS  
POINTS for correct answer

*\*Answer to the March Question: “A. Rewarding”*

Email your name and correct answer to: [salinewellness@gmail.com](mailto:salinewellness@gmail.com)

*\*All answers submitted for the Question of the Month must be received prior to the subsequent month’s newsletter distribution.*

## TAKE “ALL OR NOTHING” OUT

PAMALA BROWN -PARKPEOPLE.COM

Guess what? I have never had an all or nothing attitude at least not on this journey. In the past, when I was on a diet, I certainly did have that attitude. However, when I decided to lose weight this time the first decision I made was not to go on a ‘diet’.

Instead, I chose to educate myself on carbs, protein, fat, etc., and the relationship they have on weight loss. I realized that the reason my weight came back was because I was eating to lose weight but had no idea what to do after I did. So, no diet, instead I made a lifestyle change. I decided to learn to eat for life not just to lose. I learned I can have the foods I love to eat and still lose weight. I learned I didn’t have to “give up anything” and still lose weight. I also learned one

slip up does not derail your journey, unless you choose to let it.

I also learned exercise doesn’t have to be a chore, or a huge chunk of time, or hard to fit in. I learned that even 15 minutes a few times a day can reap big benefits. I learned that there is no reason to stress, working at my pace, not unreal expectations, can get the job done.

“All or nothing” has no place here on my journey. Coming to that realization freed me to have my journey as it best fits me.

It may not happen overnight, but it can happen. You can take “all or nothing” out of the equation and have a journey that suits your needs. *—end*

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## RELATIONSHIPS WITH PROBLEM DRINKERS

If you love someone who is a problem drinker, you may slowly acquire problematic ways of managing communications, social interactions, behaviors and uncertainties you experience. These are normal responses to addiction-affected relationships.

As the disease advances and you find yourself having to manage these things more often and experiencing emotional stress, your health may be adversely affected. Physical symptoms like stomach problems, depression and sleep problems are only a few that you might experience.

Continuum EAP can help guide you toward wellness. You may feel your situation is unique. It is, but the dynamics of how to intervene with addiction in relationships are nearly universal. Call it “settled science” due to the many who have sought help before you. *—end*

## A POSITIVE WORKDAY – CONTINUED FROM PAGE #2

### WALK INTO THE OFFICE WITH A SMILE.

Smiling is more powerful than you might think. Research has shown that smiling actually makes you happier, regardless of the situation. When your smile muscles contract, they stimulate your brain's reward system – boosting endorphins that make you feel instantly happier. Even if you don't feel like it, walk into your office with a big smile.

### COMPLIMENT A COWORKER.

Making others feel good makes you feel good. Complimenting a co-worker is a fantastic way to start the workday. A simple compliment can go a long way. It helps set the mood for positive, constructive teamwork and helps build social connections in the workplace. Sincerely complimenting your colleagues is also a great way to practice gratitude – which has been shown to relieve stress and create a more positive work environment.

Not everyone looks forward to walking into the office on Monday morning – that's only natural. But with some practice, you can certainly eliminate negative thoughts and develop a positive attitude that will lead to a more enjoyable day. We hope these tips help you set the mood for a positive workday! -end

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### COUNSELING FOR PROCRASTINATION

Many people who struggle with procrastination find it mind-boggling to try to self-correct this habit. Despite having access to a world of tips on how to overcome their tendency to put things off, deadlines still challenge them.

Don't keep fighting with your inability to get started on tasks and to stick with them. Procrastination is a symptom, usually of another issue undermining your ability to "just do it." Depression, fear of success, fear of failure, or even addiction and other health issues can undermine the ability to self-motivate – leaving the "victim" immobilized until the fear of a deadline forces them to act.

If this sounds like you, begin today to track your procrastination, make notes, and reach out to Continuum EAP to arrange a time with a mental health counselor so you can slay this saboteur of productivity. -end

## HEALTH CONDITIONS RAISE WOMEN'S RISK OF WORK- RELATED INJURIES

Anxiety, depression and fatigue increase women's risk of getting hurt at work, according to a recent study from the Colorado School of Public Health's Center for Health, Work and Environment.

Researchers reviewed 17,000 workers' compensation claims from 314 employers in different industries. They found that nearly sixty percent of women who were injured on the job reported a behavioral health condition before the incident occurred, compared with thirty-three percent of men.

"There are a number of social and cultural factors that may explain why women reported having more behavioral health concerns than men did," Natalie Schwatka, lead author and assistant professor at the Colorado School of Public Health, said in a Feb. 13 press release. "Men generally admit to fewer health concerns, and women may face different stresses at work and at home."

The researchers also found that both men and women were more likely to be injured at work if they had been injured before.

"Keeping workers safe requires more than your typical safety program," Schwatka said. "It requires an integrated approach that connects health, well-being and safety."

*The study was published online Feb. 12 in the Journal of Occupational and Environmental Medicine. -end*

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## HABITS OF EMPLOYEES WHO HANDLE STRESS LIKE A BOSS

*-ROBYN WHALEN—EDITED*

Stress is inevitable. It's a part of life and, unfortunately, a part of office culture. Most employees deal with stressful situations or obligations on a regular basis. According to a 2017 survey by Paychex, over 60% of employees said that they felt stressed three or more workdays per week. This stress can lead to chronic stress or eventual burnout, which can both negatively impact physical and mental health.

Since stress can't necessarily be avoided, it's important to learn how to handle and cope with stress in a healthy way. Some employees might turn to alcohol, smoking cigarettes, gambling, or other risky behaviors to cope with stress, but these unhealthy habits only make things worse. To truly manage work-related stress, employees need to prioritize their physical, emotional, and mental wellbeing.

If you are starting to feel the signs of chronic stress, it's urgent to learn coping skills before it's too late. Chronic stress can lead to high blood pressure, heart problems, digestive issues, chronic aches and pains, and much more. There are many healthy habits that employees can practice to better deal with stress. Below are 12 habits of employees who handle stress like a boss that you can try out for yourself!

**They prioritize sleep.** Getting enough quality sleep is one of the best ways to help manage and reduce stress. Employees with strong stress management skills practice healthy sleeping habits. This includes going to bed early, getting at least seven hours of sleep, waking up around the same time every day, and avoiding the use of gadgets before bedtime.

**They practice a healthy morning routine.** A healthy morning sets you up for a healthy day! Employees who practice a healthy morning routine are much less stressed by the time they arrive at the office. A healthy morning routine can consist of a nutritious breakfast, some light exercise, socializing with the family, and practicing mindfulness. These types of morning activities can help employees manage their stress by promoting a healthy lifestyle.

**They stay active.** Exercise is amazing for stress management and relief. When you engage in physical activity, your body produces all sorts of feel-good chemicals that help combat feelings of stress. Employees who handle stress well prioritize daily physical activity to let off some steam.

**They practice positive thinking.** Some studies have linked positivity with a reduction of stress. This is because practicing positive thinking helps you become more resilient, which helps you cope better with stress. Employees who handle stress well eliminate negative self-talk and maintain a positive mindset. A positive mindset will also help you enjoy your job and your life more, too!

**They eat a balanced diet.** What you eat can have an impact on your stress levels. A diet filled with sugary, processed foods can slow you down and make it difficult to stay productive at work – which can ultimately lead to a stressful day at the office. However, employees who eat a diet based on real foods feel more energized and productive. Check out this blog post for eight of the best healthy foods to eat when you're stressed out!

(continued on page #7...)

# HABITS OF EMPLOYEES WHO HANDLE STRESS LIKE A BOSS

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**They talk to someone.** Holding in stress makes things worse. Too much built-up stress can lead to burnout or mental exhaustion. Successfully dealing with stress means talking to someone when you feel overwhelmed. While it's great to talk with close friends or family members you can trust, it's even better for stressed out employees to speak with a counselor or therapist – especially when dealing with chronic stress.

**They say “no”.** Employees who handle stress well aren't taking on more than they can handle. They know their limitations and understand that it's okay to say “no” to an extra project or commitment they can't handle. Taking on too much is a huge source of stress in the workplace. It's important to work with your team to make sure that everyone is comfortable with his or her workloads.

**They make time for themselves.** Practicing self-care is necessary for your wellbeing. Handling stress well includes making time to relax and do things that make you happy. Self-care activities – like getting a massage, reading, or going to a spa with friends – help manage and reduce stress. Even as little as 15 minutes of self-care each day can do wonders.

**They make time for their families.** According to the Paychex survey previously mentioned, 81% of employees wished they could spend more time with their children. Spending more time on your work than with your family causes a lot of stress in both your home and work life. Employees with strong stress management skills make an effort to spend enough time with their families. This means leaving work at work and utilizing time off to spend quality time with your loved ones.

**They use their PTO.** Vacation time is essential for stress management. Employees who never take time off are more likely to experience burnout. Those that handle stress well will utilize their PTO and take some time off when they need a break from the office or are feeling mentally overwhelmed. Employees shouldn't ever feel discouraged or guilty for using their PTO or taking a mental health day.

**They participate in wellness programs.** Employers use wellness programs for a reason. Participating in employee wellness programs help employees develop healthy lifestyle habits and learn more about their health. Employees with strong stress management skills take advantage of the opportunities, educational events, health screenings, and other resources that their wellness program has to offer. Many of these offerings help reduce stress around the workplace and create a healthier, happier work environment.

Just because stress is common in the workplace doesn't mean you should just accept it. Developing stress management skills is one of the most powerful things you can do to protect your physical and mental wellbeing. Practice some of the above strategies to start handling stress like a boss! *-end*

## Are smartphones the new water cooler?

It's easier to text a co-worker down the hall than to stand at a water cooler, but is your texting interfering with productivity? It's a growing topic of discussion among employers. Like when you're hanging out at a water cooler, time can pass by when the topic of conversation is compelling. Some companies have policies about texting while others do not. But even if yours doesn't, come up with your own personal management rules to put boundaries on the time spent texting so your organization isn't robbed of productivity and you can stay focused on the tasks at hand.

APRIL—JUNE, 2018  
- NIRMA ONLINE  
UNIVERSITY CLASS

This quarter offers the following NIRMA Online University course in which to earn 75 Wellness incentive points by successfully completing the following offering:

- ◆ “Smoking Cessa-  
tion”

\*Next Wellness Committee Meeting: Tuesday, April 24, 2018 in the Assembly Room, 8:30 a.m.

\*Next Safety Committee Meeting: Wednesday, May 30, 2018 in the Courthouse Assembly Room, 8:30 a.m.

WELLNESS COMMITTEE

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[salinewellness@gmail.com](mailto:salinewellness@gmail.com)

[co.saline.ne.us/webpages/  
committees/wellness.html](http://co.saline.ne.us/webpages/committees/wellness.html)

Log onto the Wellness webpage online to review meeting minutes, Wellness newsletters, annual Program document and Fitness Center information.



## APRIL HEALTH CHALLENGE



- The April 2018 “Healthy-You Bingo Challenge” begins on Sunday, April 1st and continues for 4-weeks through April 28th.
- Each week track your healthy activities using that week’s BINGO card. Turn in all your cards before the May 11th deadline to earn a total of 10 points each week in which at least one (1) BINGO is earned.
- There is the potential to earn a total of 40 points for this Challenge
- BINGO Sheets are to be returned to Jamie Houser in the Assessor's Office or Tim McDermott by Friday, May 11 by 5:00 p.m.
- *See the attached Challenge/Bingo Cards found within the “2018 Healthy You Bingo Challenge” PDF. -end*

## APRIL NUTRITION CLASS

As a follow-up to the March Challenge, “Eating Fresh”, we have connected with a registered dietitian, Alyssa Krejci, RD, LMNT from HyVee in Lincoln to present all our employees with information on the subject of “Eating Fresh”. This presentation will take place on Tuesday, April 3rd at 5:30 p.m. at the Extension office, northside meeting room.

We will make every attempt to record this presentation, if allowed by the presenter. 25 Wellness Points are provided for attending, or checking out/watching the video—if obtained. –  
*end*

## 2017 WELLNESS PROTEST HEARINGS

Wellness & Health Information have be returned to everyone. If any employee finds a discrepancy with the point totals reportedly earned, they are asked to submit in writing the found discrepancy. The Wellness Committee will work to resolve this issue prior to the Protest date of Thursday, April 12, 2018. Please have all written protests submitted to any Committee member by the close of April 10th. The Committee wants everyone to receive all of their points earned. –  
*end*

*NOTE: Articles found in this newsletter are for informational purposes only and are not intended as medical advice. For further information, please consult a medical or legal professional.*