



The  
Solutions  
Group

**Making Great Companies  
Better Places to Work**

# Work & Well-being

November 2017



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## Work & Well-being

a monthly publication for  
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EAP: 505.254.3555 | 866.254.3555

Wellness: 505.923.5429

1240 Pennsylvania NE

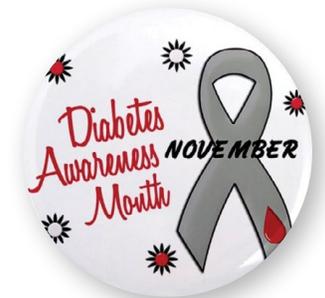
Albuquerque, NM 87119

[www.solutionsbiz.com](http://www.solutionsbiz.com)

## American Diabetes Month: This is Diabetes

Diabetes is one of the leading causes of disability and death in the United States. If left uncontrolled, it can cause blindness, nerve damage, kidney disease and other health problems. Depending on your age, weight and other factors, you may be at higher risk of developing type 2 diabetes. The good news is that making healthy changes can greatly lower your risk. To help prevent type 2 diabetes, maintain a healthy weight, stay active and make healthy food choices.

For more information, visit the [American Diabetes Association](http://AmericanDiabetesAssociation.org) website.



### Health Fact

More than **30 million** Americans have diabetes, and another **84 million** are at high risk of developing type 2 diabetes.

## Showing Gratitude at Work

Expressing gratitude to our family and friends – especially during the Thanksgiving season – comes easily to many of us, but a recent study by the [John Templeton Foundation](http://JohnTempletonFoundation.org) found that people are less likely to feel or express gratitude at work than any other place. Yet, the benefits of gratitude experiences include significantly increased happiness, greater life satisfaction, higher resilience to stress and even better physical health.

Here are five research-tested tips for building a culture of gratitude at work:

- **Start at the top** – It's up to the people with power to clearly, consistently and authentically say "thank you" in both public and private settings.
- **Thank the people who never get thanked** – Public appreciation of, for example, administration and physical plant staff makes their contributions visible and broadens everyone's understanding of how the organization functions.
- **Aim for quality, not quantity** – Details make the difference. Being specific about the benefits of a person, action or thing tells a person you are paying attention rather than just going through the motions.
- **Provide many opportunities for gratitude** – Maybe it's a department gratitude journal or a gratitude wall that highlights individual people. Non-monetary gifts can have an important effect on working relationships.
- **Take time for Thanksgiving when the going gets tough** – A culture of gratitude can help a workplace prepare for stresses that come with change, conflict and failure. It gives employees tools to reframe loss as a potential gain.

Source: [Greater Good Science Center](http://GreaterGoodScienceCenter.org)



## Four Steps to Financial Wellness

One-third of employees say they are often distracted at work because they are worried about their finances. If you fall into this category, these steps can help you improve your financial wellness.

1. Track your monthly expenses. List fixed costs (e.g., mortgage/rent, car payment, phones, child care, etc.). List varying costs (e.g., clothing, eating out, personal care, entertainment.)
2. Plan a budget. Based on your net income, allocate
  - 50% for basics (house, food, transportation)
  - 30% for lifestyle choices (hobbies, phone and cable, personal care, pets, eating out)
  - 20% for short-term savings and retirement.
3. Make and follow a plan to pay down debt, either on your own or with professional help.
4. Use tools like Quicken or [www.mymoney.gov](http://www.mymoney.gov) to help you manage your financial health.



## Create a Healthy Workspace

If you spend the majority of your workday in an office environment, consider these ideas for improving your workplace health.

- **Natural light** – Many North Americans spend up to 90 percent of their time indoors, which can have a negative effect on mood, alertness and even your sleep cycle. If you don't have access to natural light via a window near your desk, take time to walk outside during breaks or schedule walking meetings that allow you to soak up natural light during the day.
- **Potted plants** – Several studies have shown that having potted plants can be helpful in a variety of different settings including offices, schools and hospitals. Specifically, plants have been shown to have a positive impact on attentiveness, productivity and even seasonal depression.
- **Open space on your desk** – Keeping open space on your desk is equally as important as having the necessary materials available to do your work. Cluttered workspaces can contribute to higher levels of stress.
- **Stay hydrated** – Once you've finished your morning coffee, sip on water throughout the day. You'll avoid dry lips, fatigue and irritability. Add lemon or other fruit for a change of pace.
- **Ergonomics** – Studies have shown that a combination of sitting and standing throughout the day is ideal. See if your company offers the option for a standing or adjustable desk. If not, set a reminder on your phone or computer to get up and walk around at least once an hour.
- **Comfort** – Does your workspace reflect your personality? Add personal touches like family photos, mementos or inspiring quotes to make your workspace your own.

Source: Athena Software

## Great American Smokeout: November 16

Every year, on the third Thursday of November, smokers across the nation are invited to take part in the American Cancer Society Great American Smokeout event. Encourage someone you know to use the date to make a plan to quit, or plan in advance and then quit smoking that day. By quitting – even for one day – smokers will be taking an important step toward a healthier life and reducing their cancer risk.

The state of New Mexico offers a free tobacco cessation program for residents. The program includes phone counseling and/or online services, nicotine gum, lozenges and patches for qualified participants and printed educational materials. To enroll, call 1-866-QUIT-4-LIFE or [www.quitnow.net](http://www.quitnow.net)

There's  
a toxic mix  
of more  
than 7,000  
chemicals  
in every puff.

Cigarette smoke  
contains a toxic mix  
of chemicals and  
over 70 of those can  
cause cancer.

