



Stay healthy at work

7 ways in 7 days to promote your health!

7 Days × 7 Minutes

7
days!

Content

Introduction to the topic

7x7 Health Exercises:

1. Health Awareness - Hack Your Health Habits at Home
2. Draw your boundaries
3. Tackle your stressors - Prevent burnout
4. Physical Health - Treat your Body
5. Appreciation - Making them feel good makes you feel good
6. Speak Up! The Art of Giving Feedback
7. Take Action - How to overcome your weaker self and stay healthy

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Health at Work

58%

of employees would agree to work from home in a situation which is harmful to health (e.g. Corona) ¹

30%

Almost one third of employees feels regularly exhausted and tired from work²

On average, there was an absence from work due to sickness of **19.9 days per year** with a rising trend (based on AOK members from 2018)

“Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity” (WHO, 2005)

¹ BVDW, March 2020 on statista

² Manpowergroup Deutschland, 2019

Health in Society - Idea of Optimization



A rather new approach to health in society comes from health experts and trend researchers who claim that we live in a **health society** (Kickbusch, 2006). This term refers to the assumption that the categorical distinction between health and illness loses its specificity. Health becomes a state that is infinitely increasable. Thus, health society can also be explained as prevention society or optimizing society because increasing one's own health is always possible and encouraged.

In the health society, health becomes a matter for conscious reflection and deliberate action, mostly in the form of lifestyle and consumption choices (Greco, 2004) and there is a growing call for self-care in contemporary society. Another important aspect of health society is the implication that health can be chosen which in turn has different moral and cultural connotations.



Health becomes a sign of initiative, adaptability, balance and strength of will.

Let's start!

As you have seen, health does not only relate to physical well-being but also to mental and social well-being. It's an important topic not only for your personal life but also for your workplace.

We now want to introduce 7 ways and 7 days to you that can promote your health. You will learn something about burnout prevention, giving feedback as well as putting your intentions into actions.

The tasks are designed in a way that they can be done in 7 minutes each.

Today, we will start with exercise 1 which is about health awareness.

Have fun and stay healthy!



The background of the slide is a vibrant, dark scene filled with a dense shower of multi-colored confetti and star-shaped particles. The colors include shades of purple, pink, blue, green, and orange, creating a festive and celebratory atmosphere. The particles appear to be falling from the top, creating a sense of motion.

Stay healthy at work

Day
1

Health Awareness – Hack Your Health Habits at Home
Martina Börstling & Jelena Bohne

Day One



Health Awareness

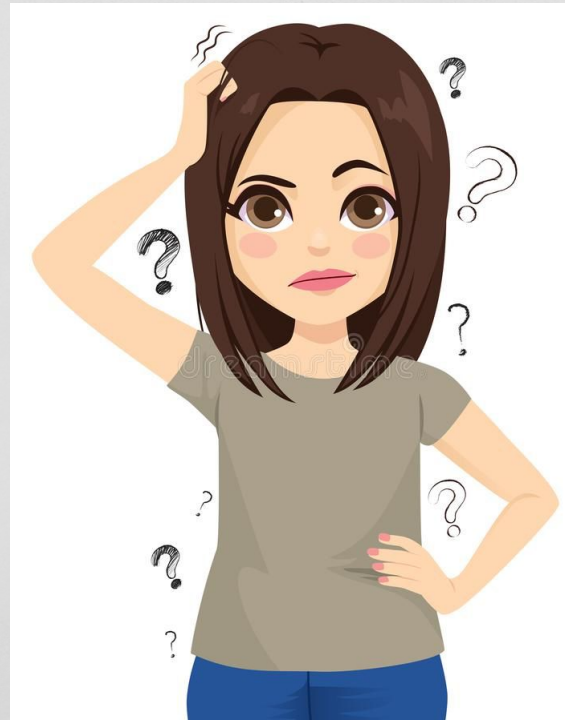
Hack Your Health Habits At Home



Background

When asking people what the term "health" actually comprises, most of them will lay their focus on the physical aspect. Maybe you think the same?

However, if you dive deeper into the topic, it becomes clear that health is in fact a very diverse concept. Consequently, in order to increase your well-being, you have to be aware of what health actually consists of.



Day One



Health Awareness

Hack Your Health Habits At Home



Background

Therefore, we would like to invite you to do the following exercise. It is based on the WHO definition of health which we will provide you with in following slides. Aiming at raising health awareness which is a first step to trigger health behavior, you are invited to enter your own ideas regarding healthy habits taking into consideration each health component individually. The first question refers to actions you already take in order to promote health and to make some sort of “reality check”, i.e. becoming aware of your own health habits. The second question leads you further to think of ideas on what you can do in addition to that, for example by thinking about best practice examples you could use as an inspiration for healthier behavior.

Day One



Health Awareness

Hack Your Health Habits At Home



Instructions

Take the next seven minutes of your time to reflect on your health habits. Please have a look at the six health components of the WHO definition including some examples on the next slide. Then, think of what you already do for your health and consider each health component individually. Write down everything that comes to your mind. As a next step, ask yourself what else you can do for your health . Again, please consider each health component individually.

Remember, there are only correct answers!

Day One



Health Awareness

Hack Your Health Habits At Home



Physical Health:

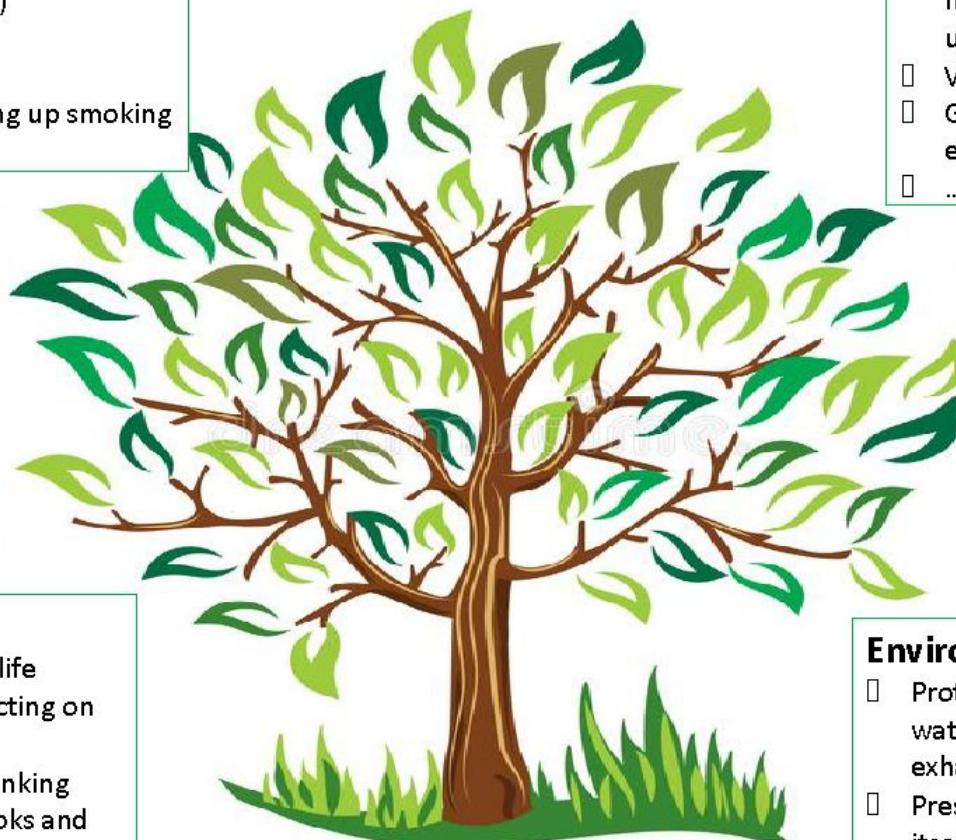
- ☐ Adequate nutrition (e.g. eating fruits and vegetables every day)
- ☐ Regular physical activity
- ☐ Sleeping enough
- ☐ Drinking less alcohol, giving up smoking
- ☐ ...

Psychological Health:

- ☐ Being adaptable to circumstances (e.g. staying open and curious for new periods of life)
- ☐ Adequate coping strategies (e.g. practicing mindfulness)
- ☐ ...

Intellectual Health

- ☐ Think and learn from life experience (e.g. reflecting on your past)
- ☐ Developing critical thinking skills (e.g. reading books and articles)
- ☐ ...



Spiritual Health:

- ☐ Believing in some kind of meaning or higher power in the universe
- ☐ Visiting a religious site; praying
- ☐ Giving meaning to critical events
- ☐ ...

Social Health:

- ☐ Developing and maintaining satisfying relationships
- ☐ Participating in your community (e.g. volunteering)
- ☐ ...

Environmental Health:

- ☐ Protection from dangers in air, water and soil (e.g. avoiding exhaust gases)
- ☐ Preserving the environment itself
- ☐ ...

Day One



Health Awareness

Hack Your Health Habits At Home



What do you already do for your health?

Physical Health - I do:

-
-

Spiritual Health - I do:

-
-

Psychological Health - I do:

-
-

Social Health - I do:

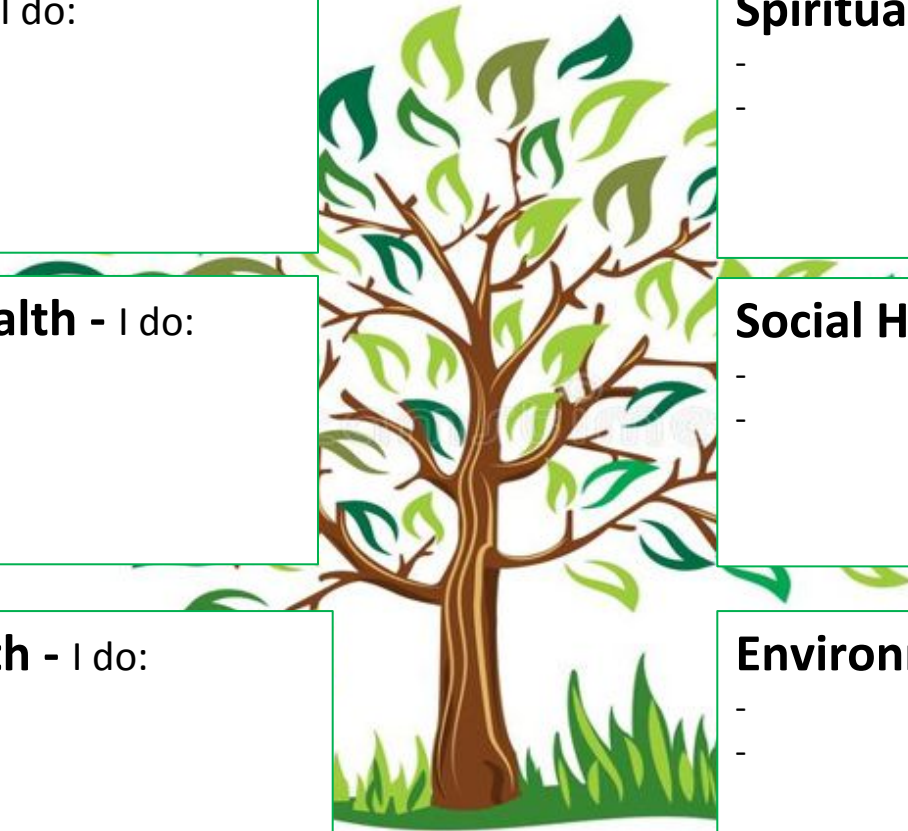
-
-

Intellectual Health - I do:

-
-

Environmental Health - I do:

-
-



Day One



Health Awareness

Hack Your Health Habits At Home



Now that you have done a “reality check“, you may want to look at the following people:



They are all role models in their own way regarding a healthy lifestyle. Now, go to the next slide and see, if these people can be an inspiration for you to follow your own, personal goals for a healthy living.

Day One



Health Awareness

Hack Your Health Habits At Home



What else can you do for your health?

Physical Health - I can do:

-
-

Psychological Health - I can do:

-
-

Intellectual Health - I can do:

-
-

Spiritual Health - I can do:

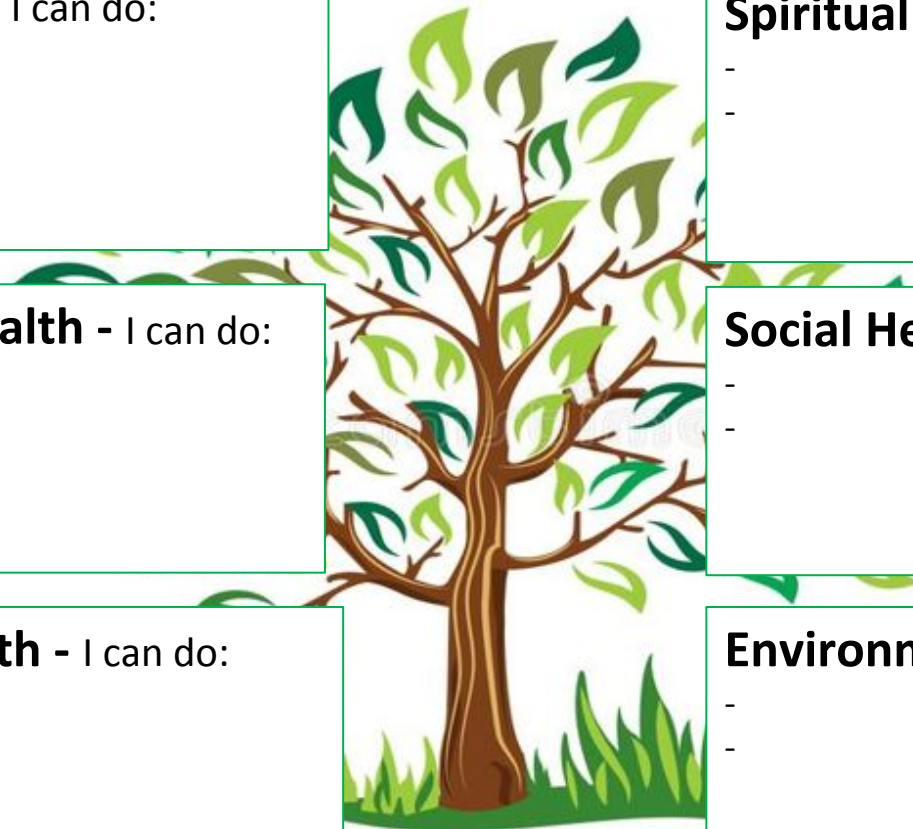
-
-

Social Health - I can do:

-
-

Environmental Health - I can do:

-
-



Day One



Health Awareness

Hack Your Health Habits At Home



Congratulations!



Well done, you have finished the exercise!

You have just taken the first step towards increased well-being by learning what health actually consists of. To really implement a healthier lifestyle, you are always free to come back to this exercise as often as you want. We suggest to do the “reality check” (i.e. the “I do” slide) as well as the review of what else you could do (i.e. the “I can do” slide) every now and then in order to check whether you are on the right track and to further promote your health. And – most importantly – it is crucial that you really put the plans into action. You can do it!



Stay healthy at work

Day
2

Draw your boundaries!

Marie-Lisa Feller, Amy Hornell, Jana Steffens

Day 2

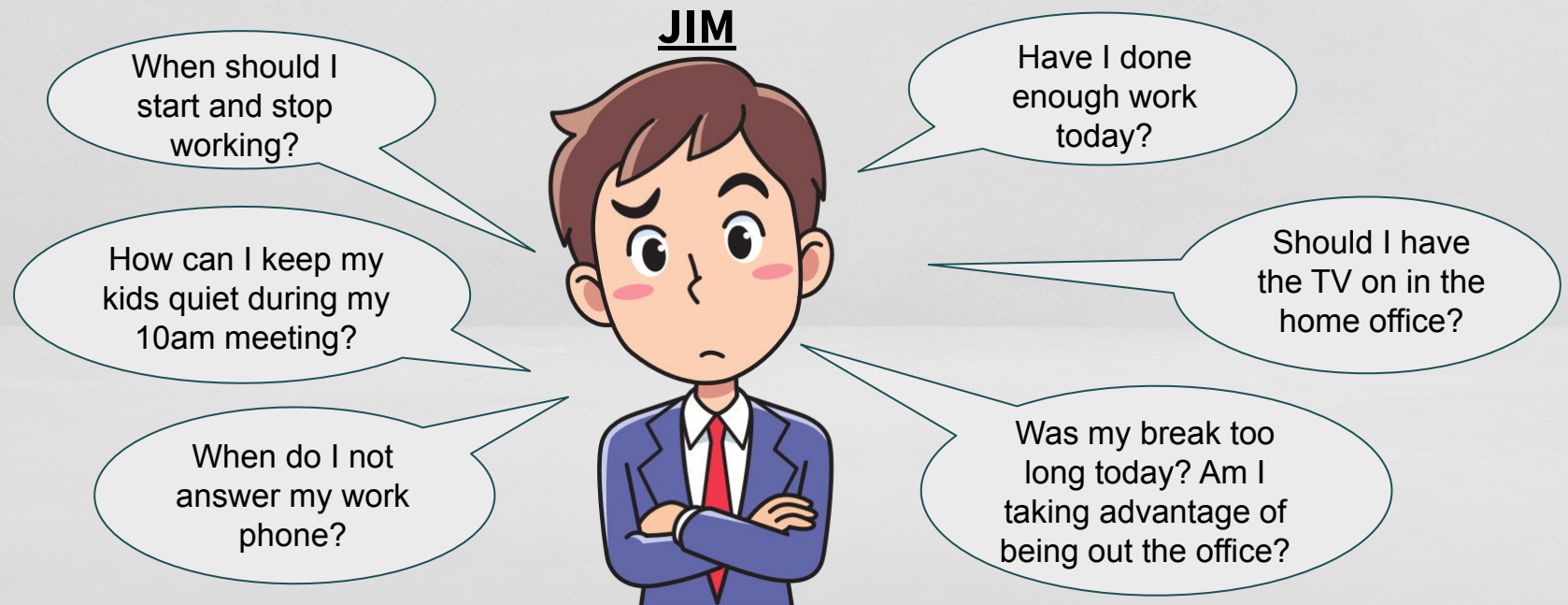


Draw your boundaries!

Background

Due to circumstances brought by the Covid-19 virus the traditional office and workplace had to adjust to a new idea of working from home. As both work and home are now in a combined environment it is harder for one to separate both worlds.

Let us introduce Jim to you. When the Covid-19 pandemic hit, all large offices, including Jim's, were shut due to lockdown and struggle to reopen due to social distancing laws. This new remote working situation comes with its share of distractions. Jim is hardworking, he struggled before the pandemic with leaving work in the office, not bringing it home with him. With the office now being at home he has a real issue with drawing clear boundaries. Can you relate to him?



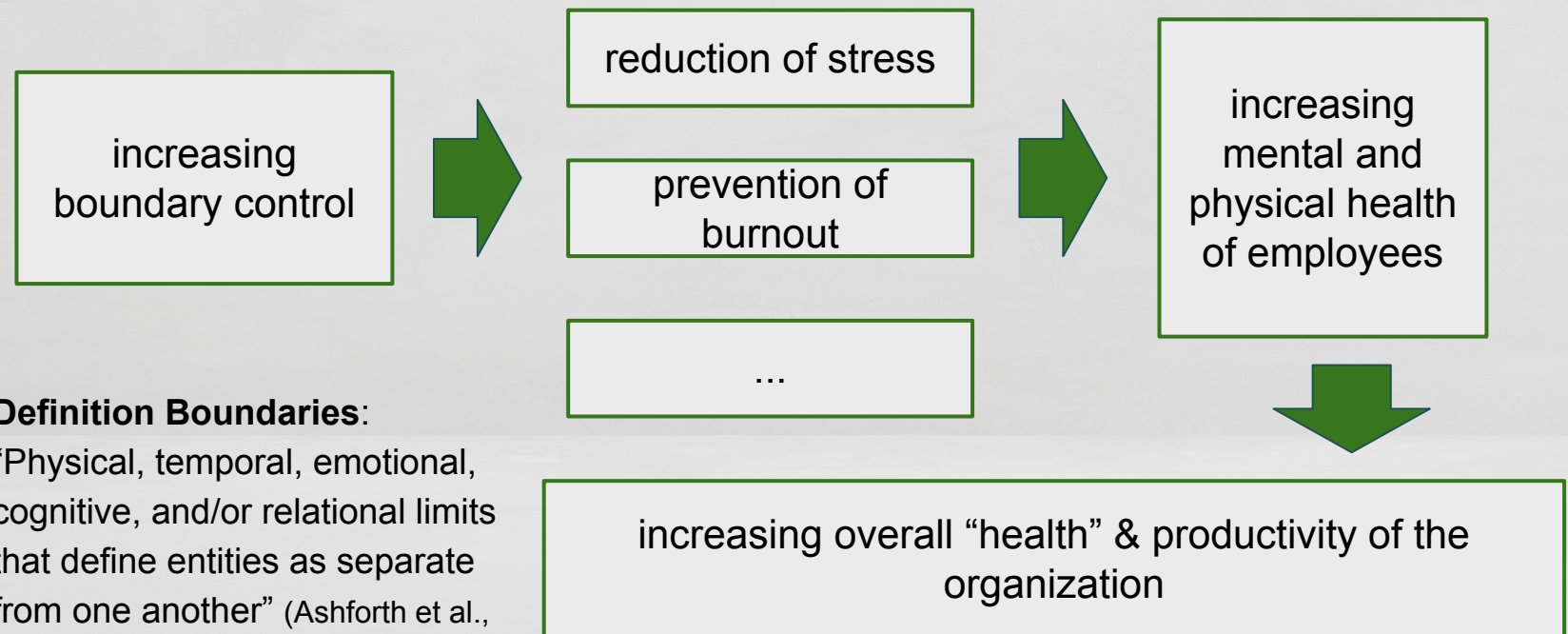
Day 2



Draw your boundaries!

Background

Research on boundary management has shown that an increase in boundary control leads to several positive outcomes such as a reduction of stress and the prevention of burnouts. An increased boundary control thereby increases the mental and physical health of employees, which in turn increases the overall 'health' of the organizations. (Kossek, 2016)



Definition Boundaries:

"Physical, temporal, emotional, cognitive, and/or relational limits that define entities as separate from one another" (Ashforth et al., 2000, p.474)

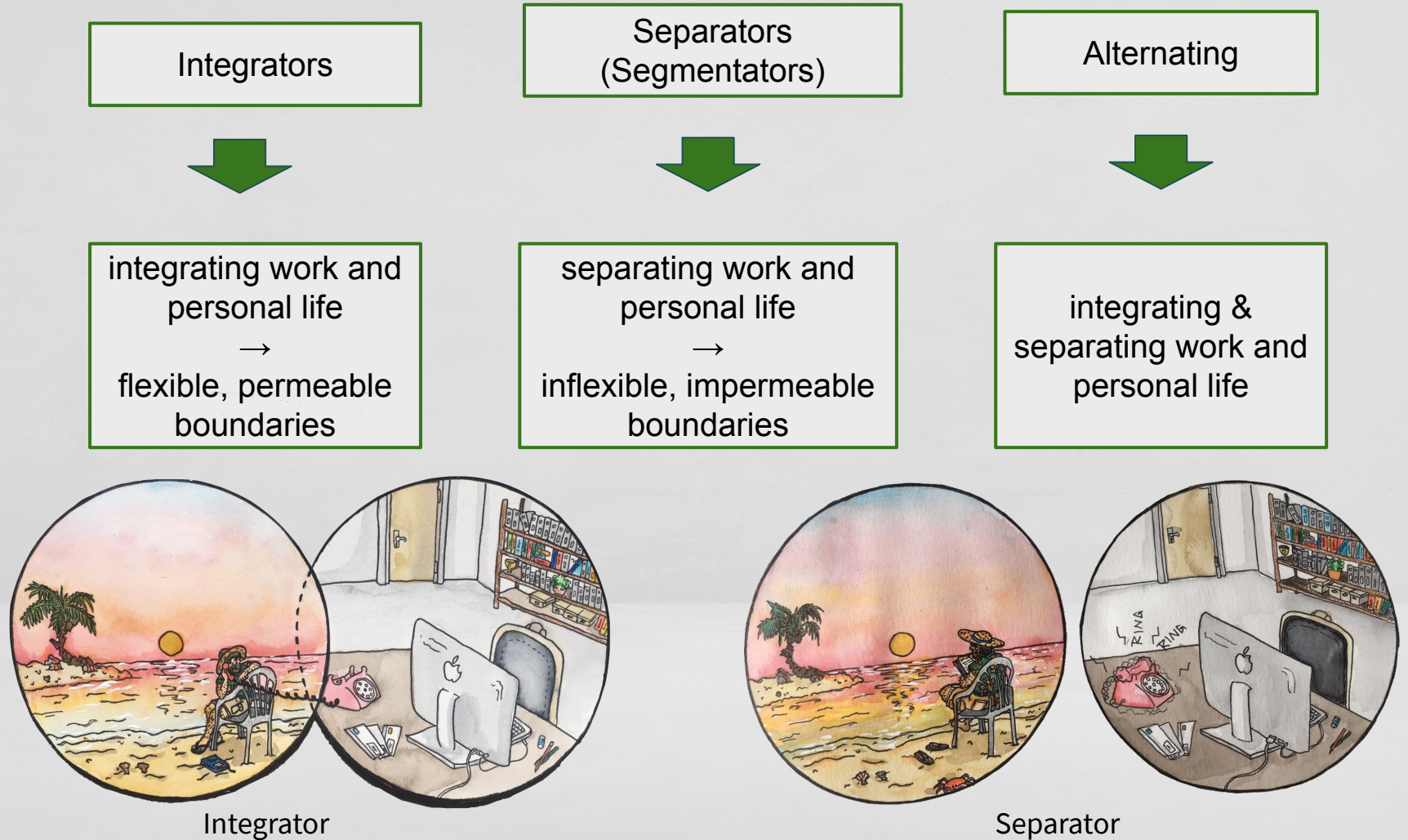
Day 2



Draw your boundaries!

Background

Individuals show varying preferences of boundary management styles:



Day 2



Draw your boundaries!

Background

boundary tactics



increasing
boundary control



reduction of stress

prevention of
burnout

...



increasing
mental and
physical health
of employees



increasing overall “health” & productivity of the
organization

The **control** that the individual can exercise over its preferred style determines individual well-being (Kossek & Lautsch, 2008). In order to increase the potential control over one’s boundaries, different boundary tactics can be applied.

Day 2



Draw your boundaries!

Background

Behavioral Tactics

- using the help of a child care
- using technology such as a voicemail

Temporal Tactics

- manipulating one's time plans by deciding not to answer right away
- removing oneself from work-home demands by taking a day off

Physical Tactics

- moving next town to create physical distance between work and home
- using separate calendars for work and home life

Communicative Tactics

- communicating beforehand that you do not wish to be disturbed
- confronting people that violate your boundaries

Day 2

→ Draw your boundaries!

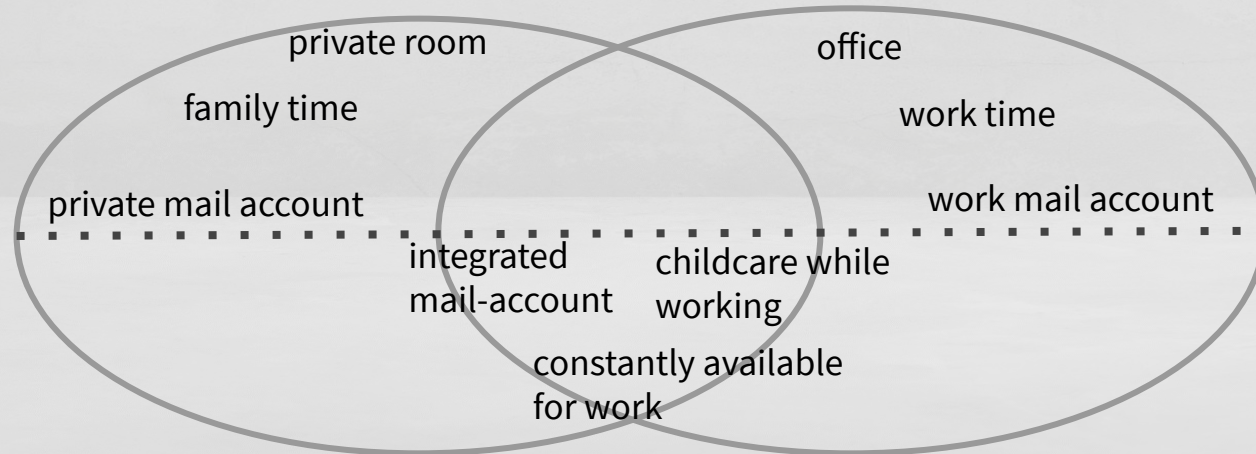
- 1) Reflect your boundaries
- 2) Understand your preferences
- 3) Develop your boundary tactics

Instruction Step 1

Now it is your turn! We would like you to **assess which boundary management type you are** by reflecting your own boundary control. Think about your work-home balance, where do the two domains of work/university and private life overlap? Where do you actively engage to separate them? You can think about a concrete situation (e.g. writing an essay) if that helps you in your thinking process. Order your thoughts on the following slide by assigning the respective activities, factors or circumstances to a spot in the circles. This step should take 3 minutes.

On the left hand side put down all factors that are connected to your **private life** and on the right hand side all that are connected to your **work/university life**. In the overlapping part in the middle, note down the issues that lead to the dissolving of your boundaries. Below, you can see two examples of Jim.

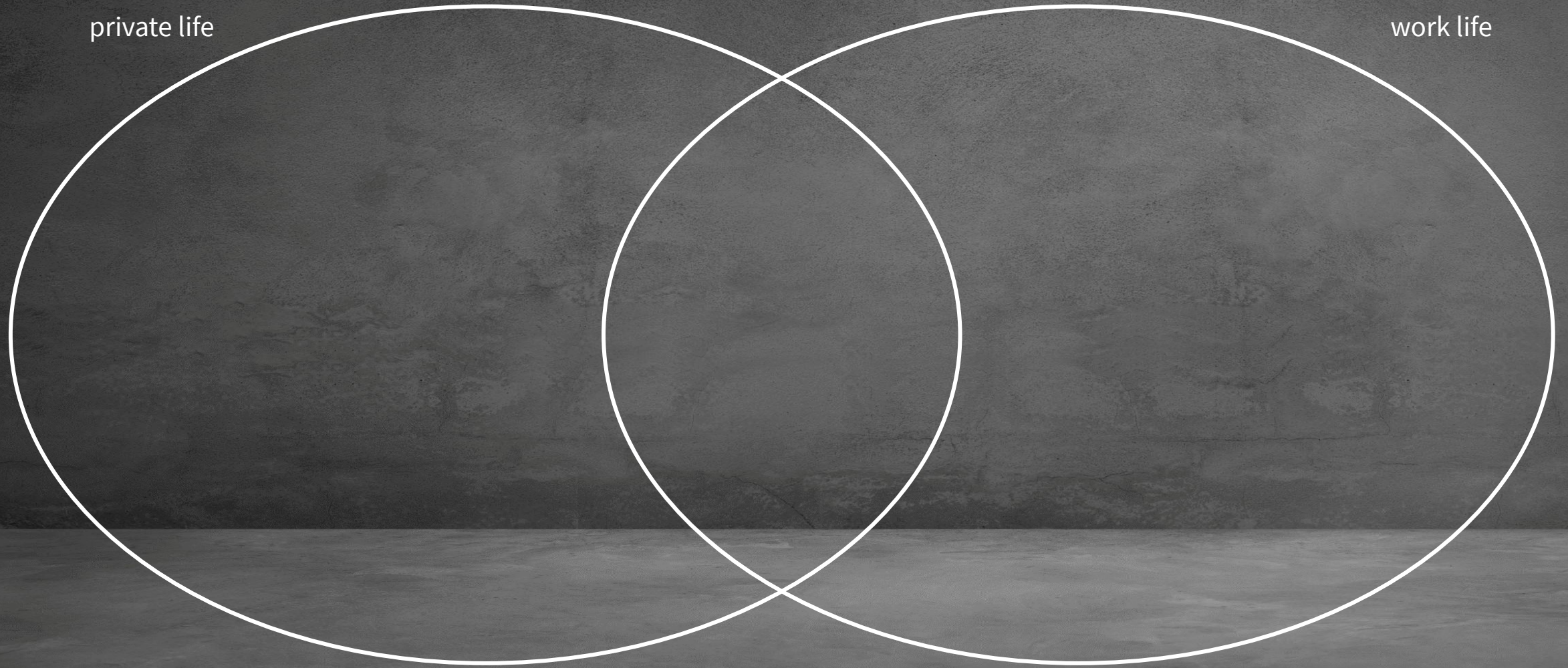
Separating
Jim:



Integrating
Jim:



Step 1: Reflect your boundaries



Day 2



Draw your boundaries!

- 1) Reflect your boundaries
- 2) **Understand your preferences**
- 3) Develop your boundary tactics

Instruction Step 2

The second step now is to identify how you *feel* about you personal boundary management type and your boundaries!

It is important to note that every type comes with its own shortcomings and advantages. That means that not one type is better than the other and that not every overlap is necessarily negative! Rather, it is about reflecting were you make a personal active decision to draw a boundary or to decide consciously to let two domains overlap. This step should take 1 minute.

Go back to the previous slide and reflect on the overlapping aspects. *How do you feel about it? Do you feel stressed? Would you like to change something?*

Highlight those that you wish to change.

Day 2



Draw your boundaries!

- 1) Reflect your boundaries
- 2) Understand your preferences
- 3) **Develop your boundary tactics**

Instruction Step 3

Now, think back to the introduced tactics:

Behavioral, temporal, physical and communicative.

Your task is now to use these tactics in order to gain better boundary control for those issues that you have highlighted in the last step.

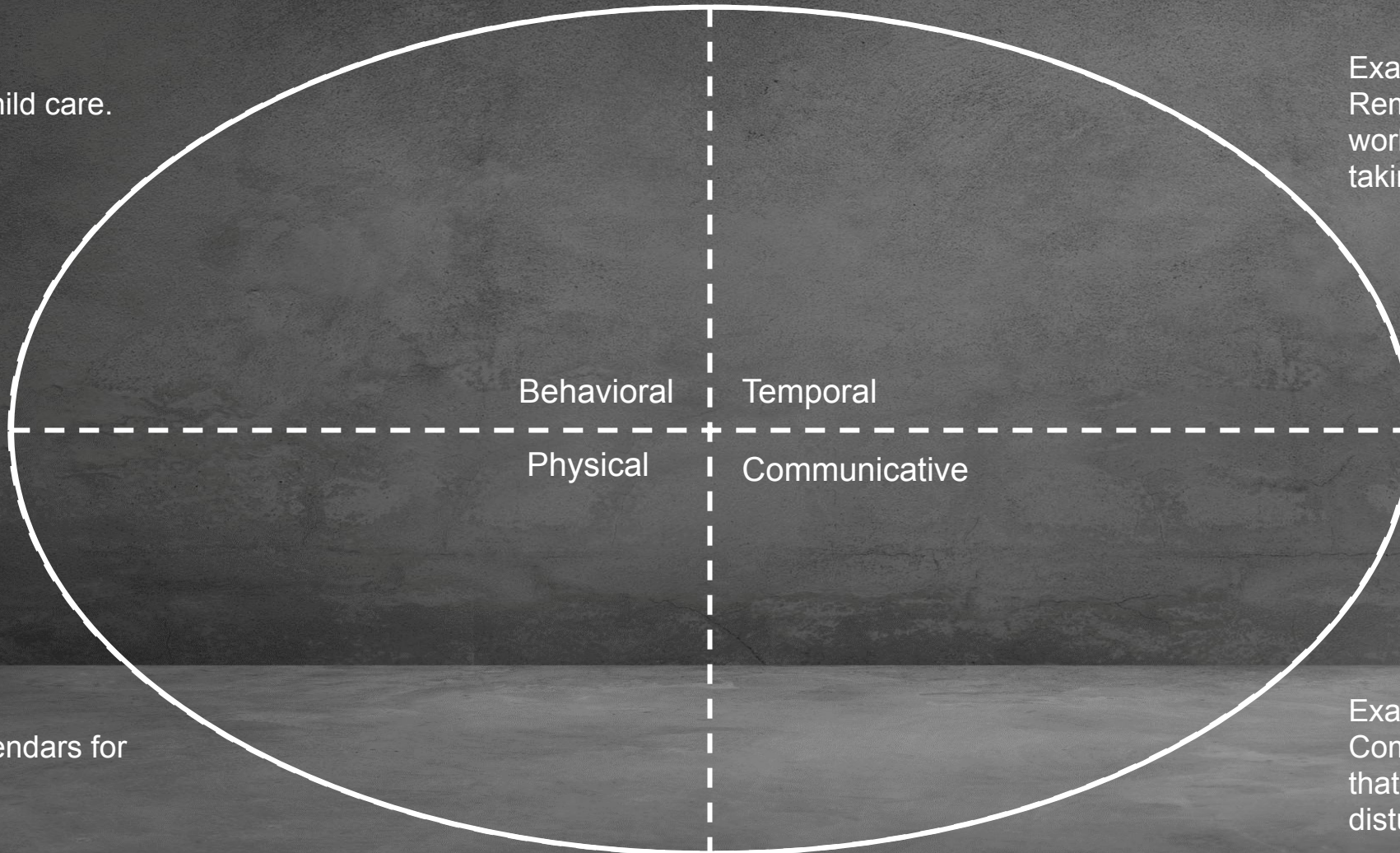
Exemplarily, the integrating Jim had difficulties separating child's care from work life. By employing a child care he draws clear boundaries between work and home. This is an example of a behavioral tactic.

On the following slide, list all the tactics that you could implement to improve your boundaries. This step should take 3 minutes.

Step 3: Develop your boundary tactics

Example:
Using the help of child care.

Example:
Removing oneself from
work-home demands by
taking a day off.



Example:
Using separate calendars for
work and home life.

Example:
Communicating beforehand
that you do not wish to be
disturbed.

Day 2



Draw your boundaries!

WELL DONE!

Congratulation, you have completed the intervention! That was the first step to increase your boundary control! The next step is now to implement what you have theoretically constructed today in real life.

Remember that you are not alone in struggling with boundary control: 66% of the participants in a recent survey in the United States indicated that their work-life imbalance is a problem for them.^[1]

In situations when you feel stressed by your boundarylessness, try to think back to this intervention and apply the boundary tactics that you have chosen. We advise you to come back in one or two weeks and repeat the first step of our exercise to see whether your boundary control has increased.

[1] <https://goremotely.net/blog/work-life-balance/>



Stay healthy at work

Day
3

Tackle your Stressors - Preventing Burnout

Anna Thölking & Alina Eichhorn

Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

4. Reflection



Background

How does Burnout occur?

Profile

Name: Tom

Age: 27

Job: Architect

What else? A fun guy, who loves to play tennis and to go out with friends



1 Tom takes on a new job as an architect at a big company. He is highly motivated to perform well and strives to climb the career ladder reach the management position.

2 He focuses on his new job to please his superior and reach his goals.

3 To put all his energy into a new project, Tom cuts short his breaks, cancels his usual sport days and dates with his friends to have more time for work.

4 Tom's company employs a new architect who competes with Tom for the management position. Tom starts to work overtime and on weekends to improve his chances. He loses contact to his friends, who stop contacting him. His desk now basically becomes his home.



Day Three



Burnout prevention

1. Background

2. Instructions

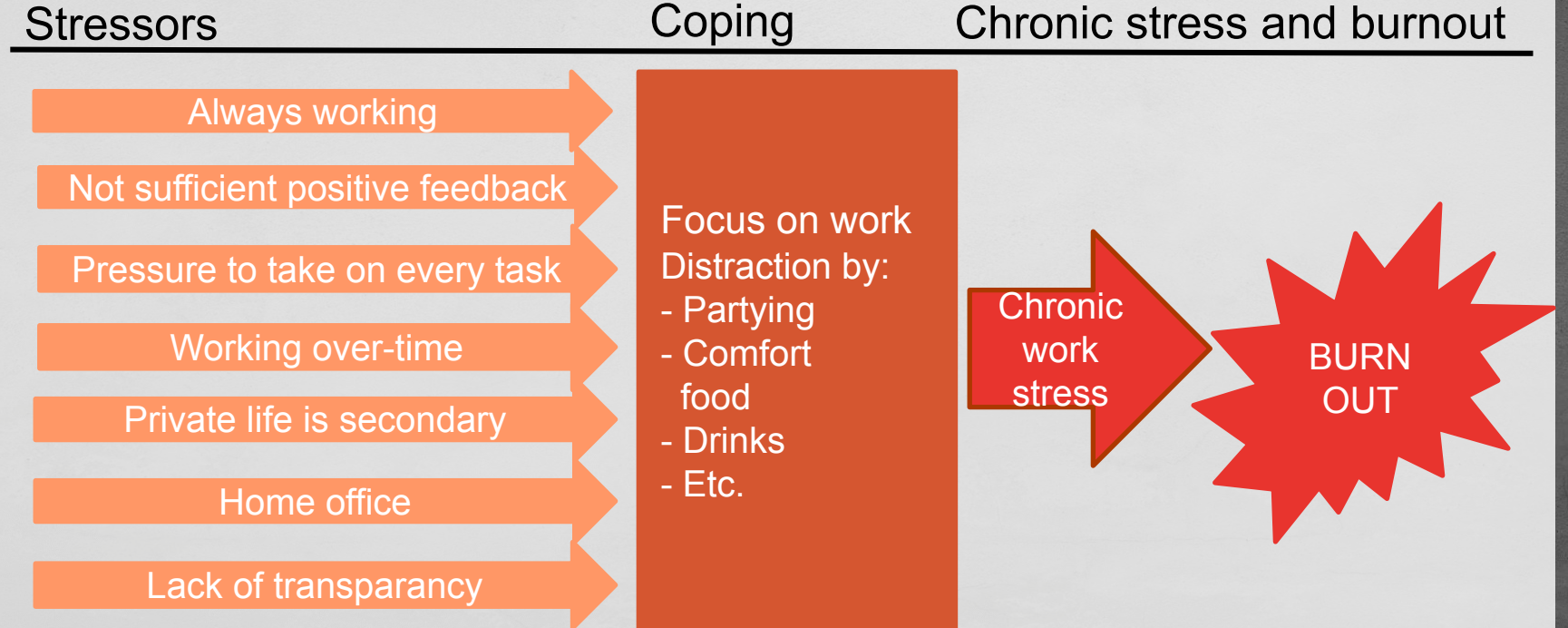
3. Task

4. Reflection



Background

How does Burnout occur?



Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

4. Reflection



Background

Definition of Burnout

"A syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed"

(ICD-11, 2019)

Characteristics of Burnout

- Energy depletion or exhaustion
- Negative feelings of cynicism related to the job
- Decrease of professional efficacy

The Burnout Cycle

It can be further divided in **twelve phases** of a cycle, that show the level of severity of the phase the affected person is in.

For our example, Tom's stress-situation could be located at phase 3 of the cycle (Freudenberger & North, 1992).

The Burnout Cycle



Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

4. Reflection



Background

Transactional Stress-Model:

According to the Transactional Stress Model by Lazarus and Folkman, stress is experienced depending on the evaluation of the situation, followed by the selection and application of a coping strategy.

- **Stressor:** This is any situation that is perceived as stressful
- **Primary Appraisal:** The situation can be appraised. If it's appraised as a threat or a challenge, the secondary appraisal starts.
- **Secondary Appraisal:** The person weights the demands (e.g. high workload) and resources (e.g. supportive colleagues). The more the demands outweigh the resources, the more the situation is perceived as stressful and coping strategies are necessary.



Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

4. Reflection

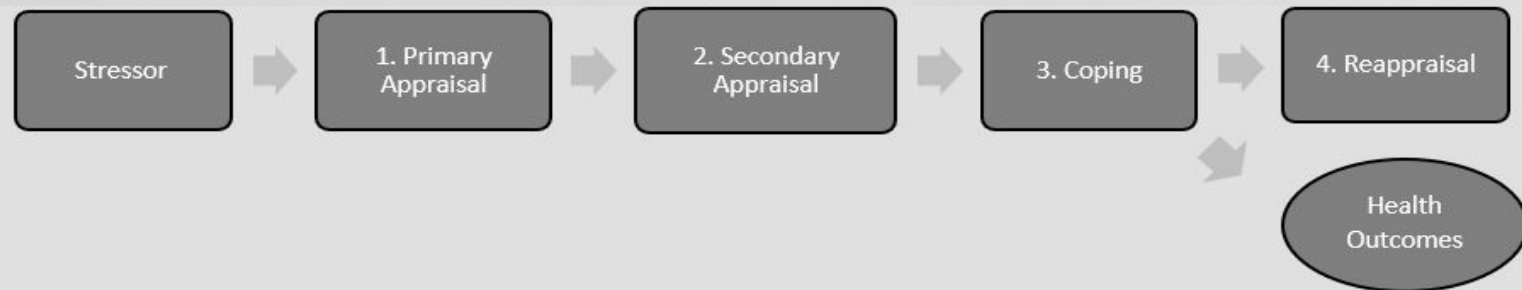


Background

Transactional Stress-Model:

According to the Transactional Stress Model by Lazarus and Folkman, stress is experienced depending on the evaluation of the situation, followed by the selection and application of a coping strategy.

- **Coping:** A coping strategy is a cognitive and behavioral effort to manage the demands. It can be differentiated between two types of coping:
 - Problem-focussed coping:** actively trying to change or eliminate the stressor
 - Emotion-focussed coping:** a behaviour or cognition to reduce the negative emotional response by the stressor (e.g. food).
- **Reappraisal:** After the person used a strategy to cope with the situation, its effectiveness is evaluated as either successful or unsuccessful. In a next appraisal process, the situation can be reappraised. Insufficient coping can result in negative health outcomes and extensive stress.



Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

4. Reflection



Instruction: Tackle your stressor!

Now the arising question is: **What can you do to PREVENT burnout?**

As you now know, burnout goes hand in hand with occupational stress and therefore stress management. As individuals, we can only intervene from the bottom- up, meaning: at the personal level. The most impactful way to do this is by improving our coping skills regarding stressful situations in order to keep them from developing into stressors in the first place.

A study on prevention strategies against burnout shows that problem-focused coping (removing the stressor) has remarkably more impact on the psychological well-being than emotion-focused coping (e.g., comfort food) (Demerouti, 2015).

Here we can start to intervene and reduce the perceived work stress:

1. **Think of a stressful situation from last week:** Was it rather challenging or demanding? How did you cope with it?
Then think about possible problem-focused coping strategies, that could have helped you in the situation. Finally check, if this strategy could have reduced or even removed your stressor of that situation and how you would interpret the situation now.
2. **Now, imagine a future situation that might appear in the upcoming week and fill out the blanks:** What would be your typical way to appraise it? Now try to find effective problem- focused coping strategies that might help you to reduce or remove the stressor from the situation and perceive it as a challenge .

→ **Take 7 minutes off of your work-day and practice your coping skills** ←

Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

→ past example

→ future example

4. Reflection



What is a stressful situation from last week?

"Assignment: prepare a meeting in a short period of time → time pressure"

How would you rate the event?
[1 = challenging to 5 = demanding]

4

How did you deal with the situation in terms of...

- Behaviors
- Thoughts
- Feelings

- I worked overtime and focused solely on the task
- I wanted to call in sick.
- I felt overchallenged and incapable.

Behaviors

Thoughts

Feelings

In hindsight, what could have been possible
problem-focused coping strategies?

- Postpone another task to have more time
- I could have asked for more preparation time.

(How) Could you re-appraise the situation if you imagine using the problem-oriented coping in advance?

"It's a challenge which I can successfully complete and which might open new work opportunities for me."

Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

→ past example

→ **future example**

4. Reflection



What is a possibly stressful situation in the upcoming week?	"Intention to renegotiate one's salary with the supervisor." -> fear of failure and confrontation	
How would you rate the event? [1 = challenging to 5 = demanding]	5	
How would you usually deal with the situation in terms of... <ul style="list-style-type: none">• Behaviors• Thoughts• Feelings	<ul style="list-style-type: none">• Ruminating, imagining the worst outcome• I don't want to appear ungrateful.• I fear my boss' reaction and that I'll be very nervous	Behaviors Thoughts Feelings
Forward-looking, what could be possible problem-focused coping strategies?	<ul style="list-style-type: none">• Use my negotiation experience• Research more• Ask colleagues for advice	
If you use these strategies, how would you appraise the situation now?	"I'm well prepared to master the upcoming negotiation so that it must not become a stress factor."	

Day Three



Burnout prevention

1. Background

2. Instructions

3. Task

4. Reflection



Reflection

Now look at your table:

- ✓ What do you learn from the task?
- ✓ How can you apply it in your everyday-life?
- ✓ What is your key “**take-away**” from the past 7 minutes?

→ In the next stressful situation you experience, try to use this tool to tackle your stressors and prevent burnout ←



Stay healthy at work

Physical Health - Treat your Body

Anja Ossenberg-Engels & Marie Krieger

Day
4

Day Four



Physical Health



Background

5,300,000

people die worldwide each year due to insufficient physical activity ¹

52%

of Germans state that they hardly ever or never exercise ¹

> 9 hours

is the duration of time that 25% of Germans spent sitting each day ¹

8 months

of constant sitting, can increase body weight by about 7,5 kilogram ¹

Seeing those numbers (and there are many more along those lines) could make you question why all of us don't live healthier than we do. One reason could be, that physical health and psychological health are not seen as dependent on one another, though that is certainly the case.

Engaging in physical activity and exercising regularly can not only help you to lose weight, but also prevents chronic health conditions, improves your sleep patterns, boosts your mood and creativity, enhances your memory function and even your libido.² And you don't even need to engage in incredibly strenuous activities all the time for hours a day to have a positive effect. While engaging in physical activity may help reduce psychological distress, pain and disability, those effects are not necessarily stronger for exhausting workouts than for easier workouts. ³

¹: <https://www.ergotopia.de/blog/statistiken-ueber-bewegungsmangel> ³: Hurwitz et. al. 2005

²: Mangiamele, 2010

Day Four



Physical Health



Instruction

To find out what sport type you are, we will first assess that in a little test. You will have to evaluate the motives of **why** you are doing sports.

6 motives:

Looks & Physique means that you want to regulate your body weight and want to improve your physical appearance and shape.

Aesthetics means that you delight in the beauty of your movements (e.g. dancing, gymnastics, a special technique in tennis).

Competition & Performance is the extend to which you like to compete with others, compare yourself with them or set (and meet) your own goals and objectives.

When judging the **social contact**, the question is how much you want to have contact in and through sports. It's about interaction during the activity and establishing and maintaining social contacts through doing sports.

Distraction and catharsis is the extend to which you want to be distracted from your daily chores and work by doing sports and if you use sports to calm down and relax, but also to break down tensions.

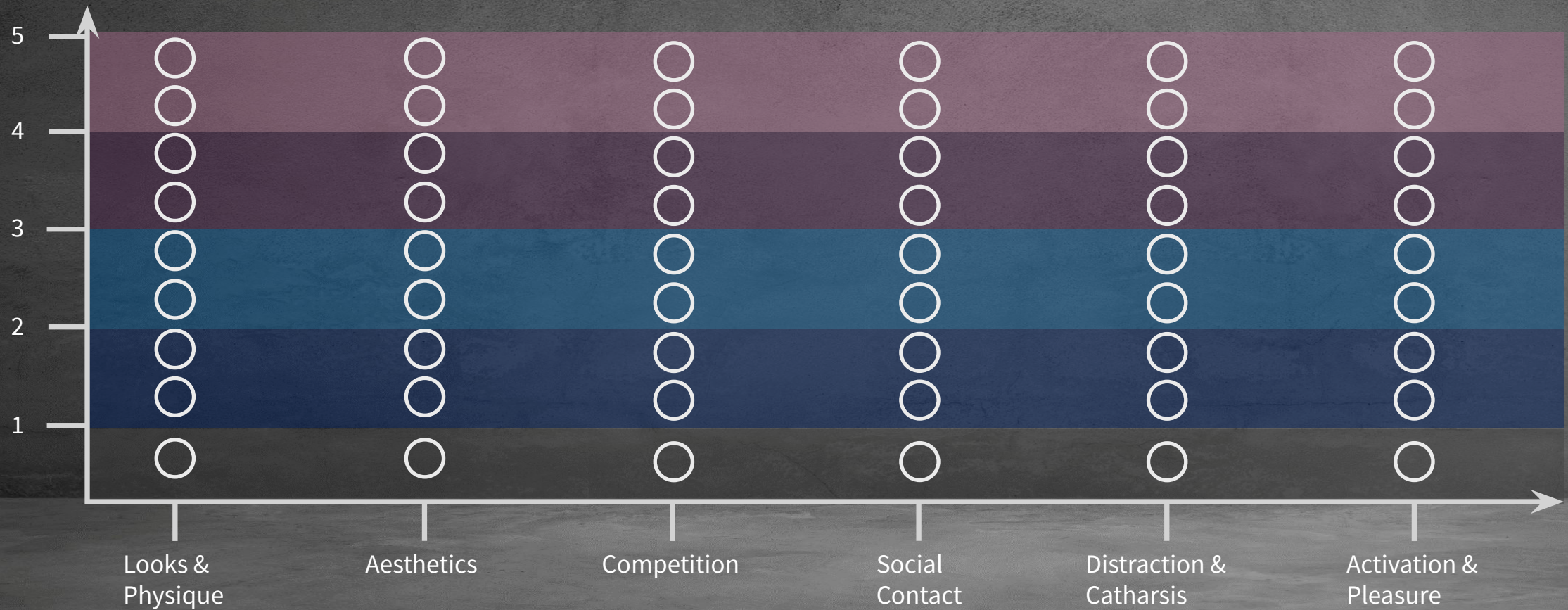
Finally, **activation & pleasure** relates to how much you focus on activities that are considered positive, on leisure activities that increase quality of life and that you enjoy.

The authors assumed the seventh motive of **health & fitness** to be important to nearly each type, which is why it will be left out in the following test but shall not be forgotten, nevertheless.

There is no time pressure, so take your time figuring out which type you are.

What type are you?

Evaluate on a scale from 0 to 5 how important each motive is for you when intending and doing your physical activity. **Why** are you doing sport? Then draw a line connecting your crosses.



Evaluation

Disclaimer: It's okay to have the same fit/amount in more than one category. We will go into detail on each shortly! Don't worry when there is no letter in the box you ticked.

How often do you have each letter?

A = D = G =
B = E = H =
C = F = I =

Category 1: Looks & Physique

C/D

C/D/F/H/
I

E/F/H/I

A/B/G

Category 4: Social Contact

F

A/B/C/D/
E

D/E/G/H/
I

I

Category 2: Aesthetics

B

B/G/H

A/C/G/I

C/D/E/F

Category 5: Distraction & Catharsis

D/E/G/I

A/B/D/F/
H/I

B/C/F

Category 3: Competition

A

B/C/D/E/
F/G/H/I

D/F/H/I

Category 6: Activation & Pleasure

A/E/G/I

A/B/C/D/
E/F/G/H/
I

The Type(s) - Does it fit?

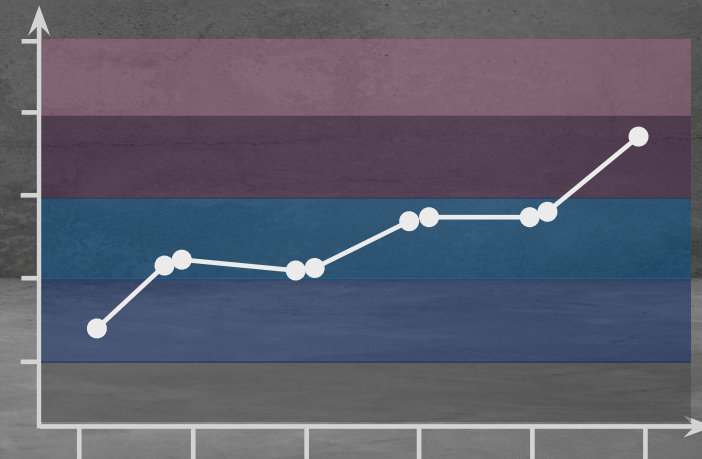
Now find your type or types (letter) that you received the most during the first part of the test and tick every box, that suits you.

The type that you received for the first part of the test and now has the most ticks, should be the one you tend towards the most.

Otherwise choose that one to which you feel the most drawn to and which represents you best. Don't worry if you don't find yourself in one of the 9 types. All in all, it is only important to keep your motives in mind when choosing your physical activity.

A = The outgoing Sportsmen/Sportswomen

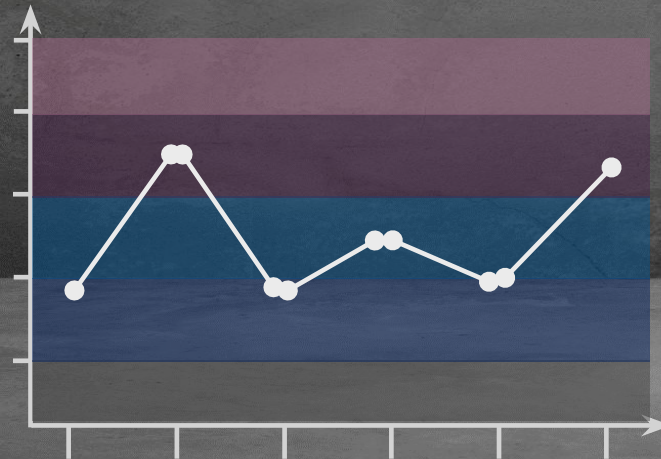
- ☐ You enjoy moving and being in motion so you are no couch potato
- ☐ You love being surrounded by people and like engaging in competitions
- ☐ You pursue moderately active but prefer more intense activities like riding a bike or jogging, preferably outside of a fitness studio
- ☐ You don't really care about appearance and physique



The Type(s) - Does it fit?

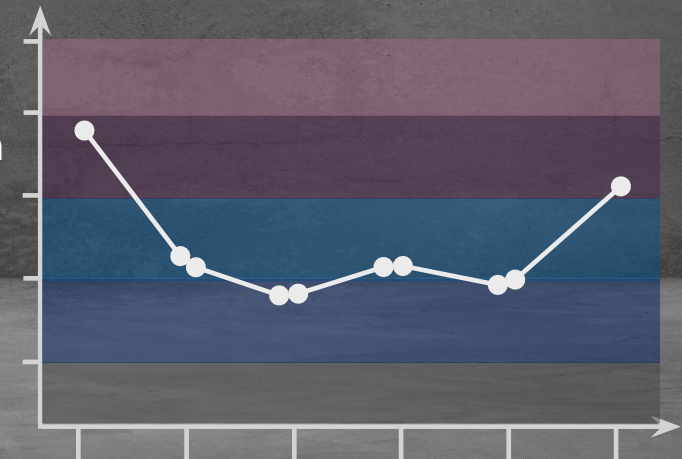
B = The purposeless sports enthusiasts

- ☐ You like aesthetics, though you don't care a lot about appearance and physique
- ☐ Social contacts are important to you
- ☐ Strength, agility and motor skills are important to you
- ☐ You have a general tendency to become active in your free time
- ☐ You do your sport because you like doing that sport, not necessarily because there are positive effects for your health or other purposes



C = The health and physique oriented

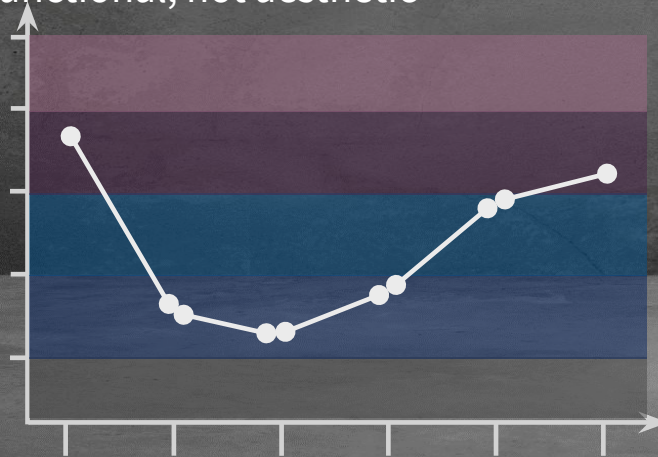
- ☐ You know that doing sports has a positive effect on weight loss and health (which is important to you)
- ☐ You don't really care about releasing stress through the workout or the aesthetics of it
- ☐ You have above average strength, agility and coordination
- ☐ Stamina is not a particular strength of yours
- ☐ You currently don't do a lot of physical activity or sports, if any, but you do at times ride the bike or go for a walk



The Type(s) - Does it fit?

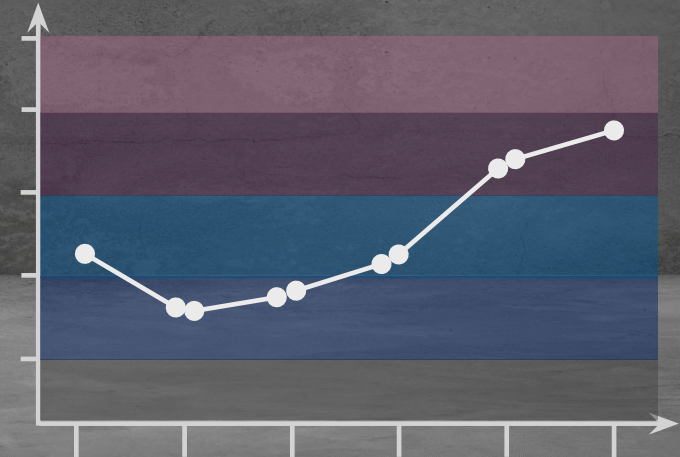
D = Physique-oriented stress-regulator

- ☐ You want to release stress and watch your physique while doing so
- ☐ You may have the motivation to lose some weight
- ☐ You want to release stress and anger
- ☐ You want your sport to be functional, not aesthetic
- ☐ You have about average strength, stamina and agility, but really good / above average coordination
- ☐ You are moderately active and engage rather in less sweaty activities



E = Active-Recovering

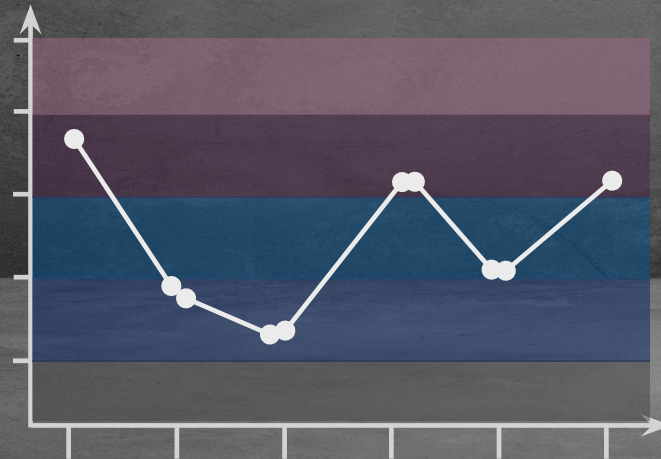
- ☐ You want to get new energy and release anger and stress through your sport
- ☐ You want your sport to distract you from your stress and struggles, but you don't need aesthetics
- ☐ Your physique and appearance are not very important to you
- ☐ There is an increase chance that you are male
- ☐ You have above average stamina
- ☐ You do extensive endurance training (like frequent jogging, swimming, cycling)



The Type(s) - Does it fit?

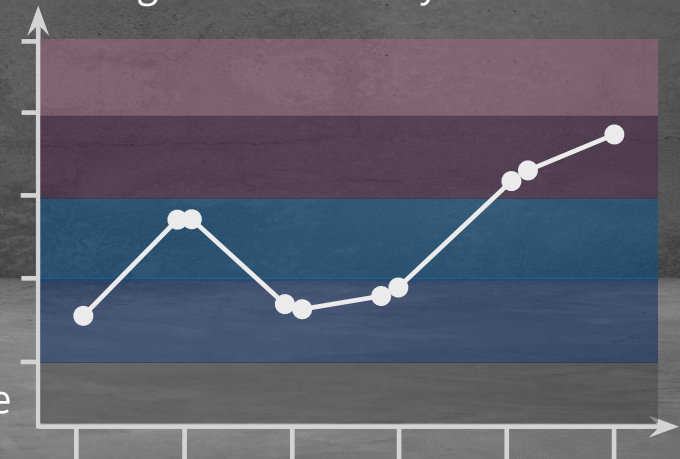
F = Physique-Conscious Sociable

- ☐ Social contacts are a central element of why you do sports
- ☐ You like group or team sports
- ☐ Aesthetics and stress release are less important to you
- ☐ Your physique and weight are important to you
- ☐ You have about average stamina and coordination but above average strength



G = Relaxation-seeking Sportsmen/woman

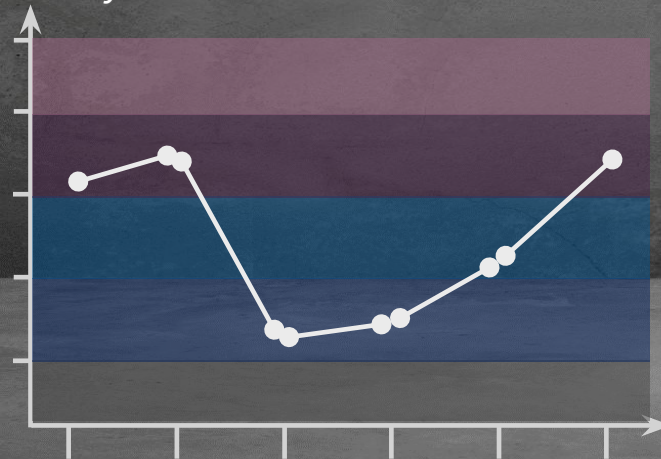
- ☐ To you, sports means relaxation and recovery
- ☐ Activation, relaxation and stress relieve are important to you
- ☐ Aesthetics are also of relevance
- ☐ You don't feel the need to regulate or watch your weight
- ☐ You have average strength and coordination but above average stamina and agility
- ☐ You have a moderate sports engagement and are more oriented towards endurance sports



The Type(s) - Does it fit?

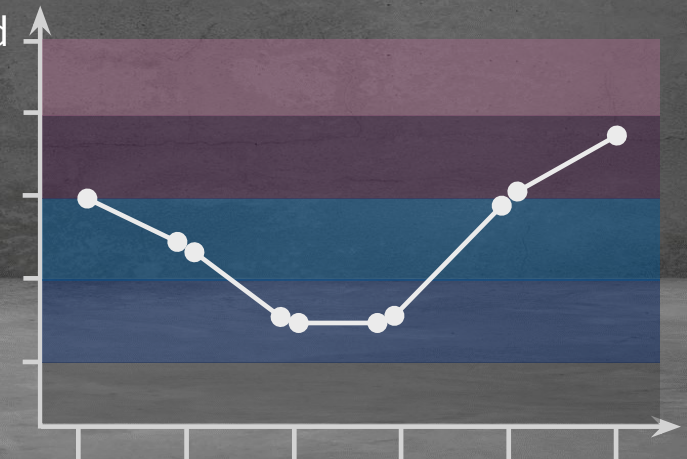
H = Physique-Conscious Aesthetic

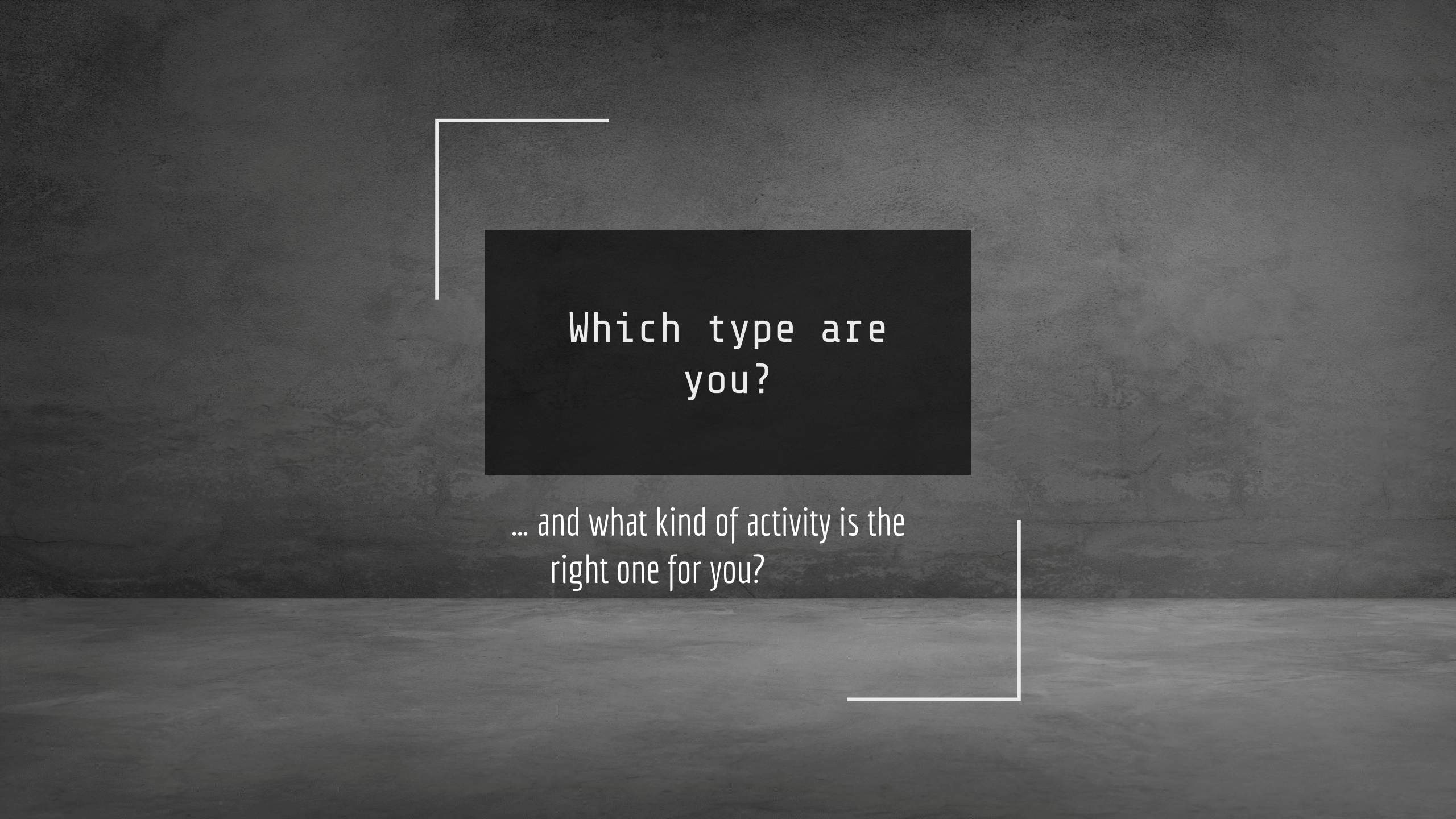
- ☐ Aesthetics and weight control are equally important to you
- ☐ You don't really care about competition, social contacts, stress relieve and distraction
- ☐ There is an increase chance that you are female
- ☐ You have average strength, stamina and coordination but above average agility



I = Recovery-seeking fitness oriented

- ☐ Recovery is very important to you, social contact not so much, so you don't need company when being active
- ☐ You put strong emphasis on recovery, positive activation and gaining energy
- ☐ You want to release stress and anger and forget about your problems
- ☐ You have average strength and coordination but above average stamina and agility
- ☐ You are likely to be female





Which type are
you?

... and what kind of activity is the
right one for you?

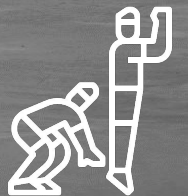
Your first workout

We now want to do your very first workout with you based on the knowledge you have now accumulated. We prepared two different kinds for you to choose from, but you are welcome to try out more than one today or within the next days and weeks.

We prepared two different workouts for you in vastly different styles that you can easily do right now on the spot and get moving. One of them is rather slow and calm, closer to stretching and yoga, while the other one gets your heartrate up and may even make you sweat.

You can choose for yourself which one you prefer! Later on, we also have a short list of recommendations for different at home workouts in various styles that you can try out, but first:

Get up and move!



Note: We did not prepare recommendations for each type specifically, as that was not included in scientific sources and we do not want to bias you towards any type of exercise that is derived from interpretation.

Stretching & Yoga



This is a little stretching session for wherever you are to energize and move a little.

1. Back stretch: Straighten your back, put your hands behind your head and push the elbows back to increase the stretch. Hold this position for a few seconds.
2. Loop your shoulders a few times.
3. Calf Raises: Stand up and maybe hold on to something to keep your balance. Now raise up to your toes and back down to the ground. Get up as far as you can and do that for about 30 to 60 seconds.

Now sit back down in your chair. Sit close to the edge of the seat, straighten your back and lay your hands on your thighs. Take deep breaths and try and feel each time you breath in and out consciously.

1. Move your head slowly back and forth, so that your chin nearly touches your chest and rests in your neck, 10 times. Then move your head from left to right, so that your head aligns with your shoulder, 10 times.
2. Put your left hand on the side of the chair, lift your right arm over your head and start stretching to the left side. Then put your left hand over your legs to the right side of the chair and hold on, let the right arm stretch further over your head by holding on to the chair with your left hand. Take some deep breaths and do the same for the other side.

And never forget to smile! Try smiling widely to engage your facial muscles for a few seconds.

<https://www.youtube.com/watch?v=tAUF7aaJBWE>
<https://www.youtube.com/watch?v=9U0dLLf1HQE>

HIIT



This is a very short HIIT session for wherever you are to energize and get your heartrate up.

It is a 3 min workout without any breaks. It consists of 6 exercises à 40 or 20 seconds.

1. 40 sec: **Burpees** with jumping jack: stand and jump down into the push-up position, do a push-up, jump back to standing and do a jumping jack. Repeat this exercise as quick as you can.
2. 20 sec: Go into a broad **squat** position, toes pointing outwards. Now remain in this position. If you want to, you can move up and down a little, but always try to stay low.
3. 40 sec: Do **jumping jacks** as quick and clean as you can.
4. 20 sec: **High knees**: Put your hands in front of your hips, palms facing the ground. Now get your knee up to your hands, jump while you switch knees and get the other knee up to your hands (hip height).
5. 40 sec: Lay on your back, put your feet on the ground and do **sit-ups**. When you come up, stretch your right leg up, reach out with your left hand and touch your right foot to get the side muscles working. Pay attention to properly do this exercise and only moderately increase speed.
6. 20 sec: Go into plank position with your underarms on the group. Jump with your right foot to the right and with the left foot to the left at the same time – then jump back to the middle. Do this as quick and clean as you can. Easier version: separately move your legs to the respecting side and back.

Don't forget to stay hydrated – especially when doing such an HIIT workout. Well done!

Schedule your Training

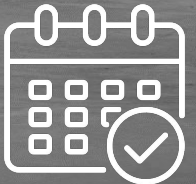
In order to benefit from the physical activity in your day to day life, you need to implement it in your daily schedule. Whether it is just 5 Minutes of stretching in your chair or taking a walk around your office building.

If you are able to make more time within your week and each day, we encourage you strongly to use that time to properly workout for 10-30 minutes.

The last task for you today is that you **take your calendar** and clear a 5-15 minutes time slot for your workout for the next week(s).

We provided you with first workout ideas and on the following page, we will offer a few more that could be easily implemented in your day.

Stay healthy and stay fit!



A Message from the World Health Organization

We know it is difficult to change your day to day life for good in just a few days or minutes.

We encouraged you to clear a 5-15 minutes break in your schedule for a little workout, but we also want to supply you with recommendations from the WHO:

150 Minutes of moderate-intensity physical activity throughout the week (\approx 21 Minutes a day)

OR at least **75 minutes** of vigorous-intensity physical activity throughout the week (\approx 10 ½ Minutes a day)

For additional health benefits: **300 minutes** of moderate-intensity physical activity weekly

(\approx 40 Minutes a day)

On **2 or more days** a week, muscle-strengthening activities should be done involving major muscle groups

More workout ideas for you

Yoga/Stretching:

- Yogiapproved.com
- Doyogawithme.com
- Youtube: „Yoga with Adriene“
- Youtube: „Bad Yogi“
- Youtube: „Faith Hunter“

HIIT/Strength Workouts:

- Youtube: „FitnessBlender“
- Youtube: “Pamela Reif“
- Youtube: „Popsugar Fitness“
- Youtube: „Whitney Simmons“
- Youtube: „7 Minute Workout“

Relaxation

- <https://www.health.harvard.edu/mind-and-mood/six-relaxation-techniques-to-reduce-stress>
- <https://www.healthline.com/health/anxiety-exercises>

Of course there are plenty other options that you can choose from (Cardio, Dancing, etc.). We don't want to push you in any direction, so feel free to do your own research, join a sports club or try out a few things.

You want to take it one step further?

What is a healthy lifestyle?

1. **Healthy diet** – “calculated and rated based on the reported intake of healthy foods like vegetables, fruits, nuts, whole grains, healthy fats, and omega-3 fatty acids, and unhealthy foods like red and processed meats, sugar-sweetened beverages, trans fat, and sodium“
2. **Healthy physical activity level** – “at least 30 minutes per day of moderate to vigorous activity daily“
3. **Healthy body weight** – “normal body mass index (BMI), which is between 18.5 and 24.9“
4. **Smoking** – “there is no healthy amount of smoking. “Healthy” here meant never having smoked“
5. **Moderate alcohol intake** – “between 5 and 15 grams per day for women, and 5 to 30 grams per day for men. Generally, one drink contains about 14 grams of pure alcohol. That’s 12 ounces of regular beer, 5 ounces of wine, or 1.5 ounces of distilled spirits.“

Health.Harvard.edu

You want to take it one step further?

Guides for healthier eating:

- www.blog.myfitnesspal.com → The essential guide to eating healthy
- www.healthline.com → Healthy Eating – A Detailed Guide for Beginners
- www.bbcgoodfood.com → Good Foods Healthy Diet Plan – Summer 2020

Track your hydration and drink around 2-3 liters of water a day.

Try and get around 7-9 hours of sleep.



Well done!

Health Harvard (2020): <https://www.health.harvard.edu/staying-healthy/how-much-water-should-you-drink>

Healthline: <https://www.healthline.com/nutrition/how-much-water-should-you-drink-per-day>

Health Harvard (2019): <https://www.health.harvard.edu/staying-healthy/how-much-sleep-do-we-really-need>

Healthline: <https://www.healthline.com/health/is-5-hours-enough-sleep#recommendations>



Stay healthy at work

Making them feel good makes you feel good

Eva Boy & Jannika Talbot

Day
5

Day 5



Appreciation

Making them feel good makes
you feel good

Background

Appreciation is a way to convey to another person that their personality is respected, acknowledged, and valued. It can be expressed verbally, for example by means of thanks or praise, but also non-verbally, such as the transfer of responsibility or respectful behaviour.

Appreciation is directly related to a person's self-esteem and is an important resource for protecting the self. However, appreciation not only strengthens the positive self-concept, but also has a motivating effect and creates trust.

Appreciation plays an important role for companies for various reasons. Appreciation leads to a positive working atmosphere and increases job satisfaction, which also indirectly improves performance.

Appreciation is also very important for the health. Appreciation can reduce the negative effects of stress and acts as a kind of stress buffer. As a result, sleep problems and depressive moods can be reduced, and the general well-being can be improved. Appreciation is also seen as an essential factor in achieving a balance between effort and reward. If there is an imbalance, this can trigger stress.

Although appreciation is also considered relevant by society, appreciative behaviour in the work context is hardly or only rarely perceived, and over 90% of managers and employees would like to see more appreciation and recognition.

Day 5



Appreciation

Making them feel good makes
you feel good

Thought experiment - Appreciation

Sara is a young woman and works for the city of Lüneburg in event management. Imagine Sara presents a project to her colleagues and her supervisor. This is a heart project of hers and she has invested a lot of energy, power and thoughts. But the reaction of her colleagues is not as she would have wished. Her project is approved, but she does not get any feedback. Instead, her supervisor goes straight on to the next item on the agenda.

She has the feeling that her work is taken for granted. She feels disappointed and even a bit angry with her colleagues, who know exactly how much time she has invested in this project. Maybe her work was not as good as she thought? She starts to doubt herself and wonders if it is worth putting so much heart and soul into a task.

She is clearly not feeling appreciated. But how could the situation have gone differently? A simple "well done" from her supervisor or an acknowledging smile from her colleagues would have already made her feel better. Maybe her seat mate could have patted her on the back. What feelings would that have triggered in her? She would have been very proud and would have felt affirmed in her work. She would have the feeling that her work was worthwhile and that her colleagues recognize her competence. She would be satisfied, and could now lean back for a moment.

Task 1

Do you remember a situation at work or during a group project where you felt highly appreciated?

Describe this situation:



If no situation comes to mind, when was the last time you felt appreciated in another environment, such as among friends?

What made this appreciation special?

Why did this specific situation come to your mind?



How did this appreciation feel? What did it do to you? What thoughts and feelings did you have?



Task 1 – Reality check

Think back to the past three days:

Have you received any appreciation in these past three days? What kind of appreciation?

Have you already shown appreciation in these days? What kind of appreciation?

If so, what is your relationship with these people? Do you like them? Are you close to them?

Are you satisfied with your behavior? If not- what could you have done differently?



Types of appreciation

1. Praise and gratitude
2. Trust and responsibility
3. Support and respect
4. Motivation cooperation
5. Tangible reward and promotion
6. No specific behaviour, indirect appreciation

Day 5



Appreciation

Making them feel good makes you feel good

Instructions

Sara had to do her heart project together with her colleague Phillip, who she did not like at all in the beginning. Phillip makes jokes all the time while working together, which Sara can't laugh about at all. In addition, he is constantly bouncing his leg and is also very jittery, which makes Sara very nervous. Sara realizes that her relationship with Phillip makes working together difficult. Therefore she has started to look behind the annoying habits of Phillip and to focus on the positive characteristics of Phillip. She has noticed that Phillip is very determined and she can always rely on him to keep his promises. He is also very careful and conscientious. Towards the end it became easier for Sara to see Phillip's strengths and they were able to work together in an appreciative relationship. This enabled them to complete the project successfully together.

Is there a person in your working environment whose behaviour regularly bothers you and continues to upset you after work? Is it perhaps even a person with whom you have to work together, but you notice that your relationship has a negative influence on working together?

It is now important that you differentiate between the person, that is, their characteristics and the person's behaviour. You can still appreciate persons, even if you criticize their behaviour.

Task 2

Think of three qualities you like in the person. If you can't think of three characteristics, think of what friends of the person could appreciate about them.

Why are these three qualities important for the team, what added value do they have?

What possibilities can you think of to give appreciation and recognition to this person who does not feel artificial to you? Remember that appreciation only works if it is meant sincerely.

Quality

e.g.: Conscientiousness

Importance for team

e.g.: Phillip will always do his task in time and the group can rely on his work



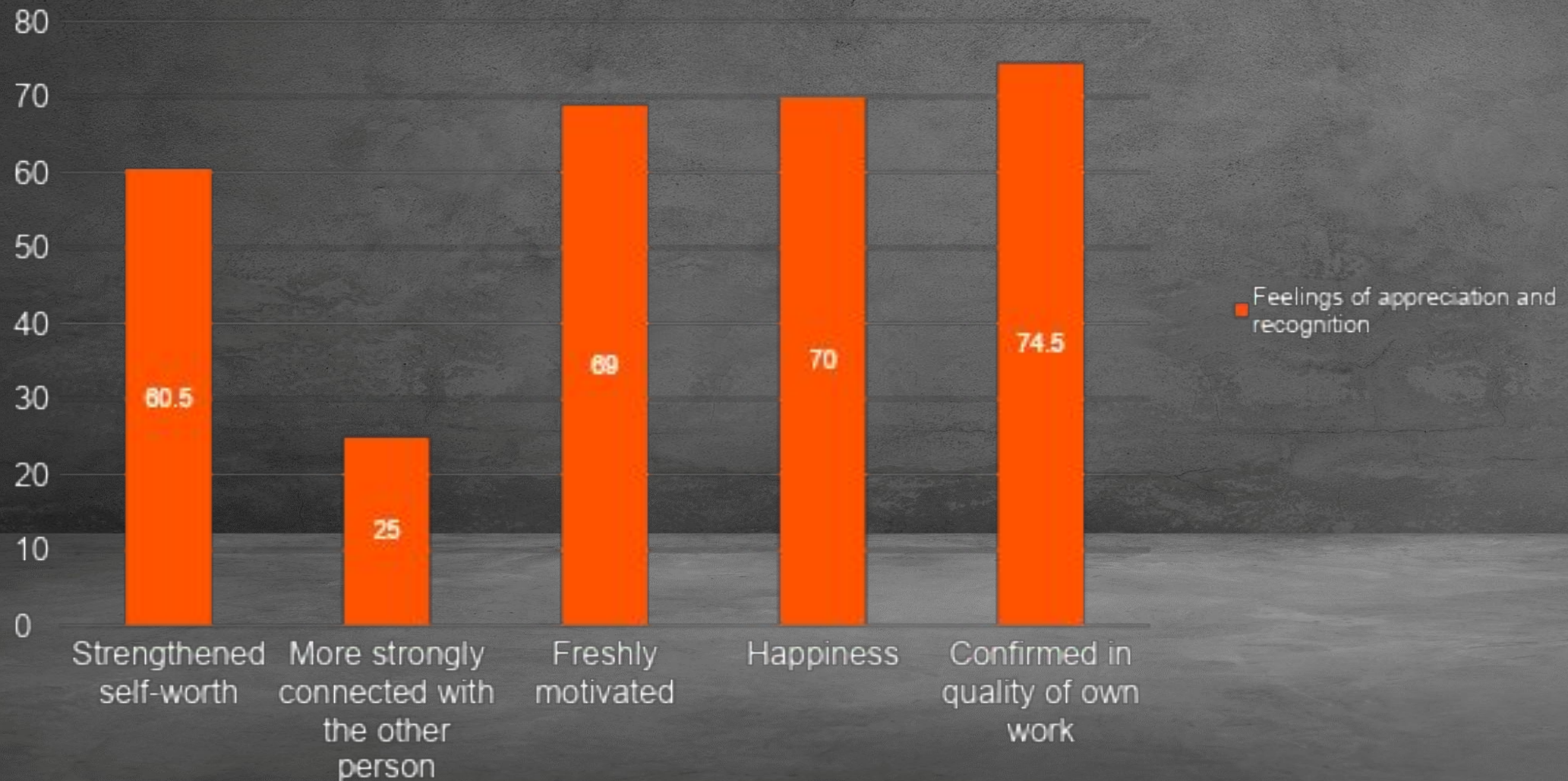
Here you can see how often others feel appreciated at work

The feeling of being appreciated or receiving praise is rare



Appreciation works like a positive spiral. People who claim to receive frequent praise from colleagues reciprocate praise to 92.5%. However, lack of appreciation can also trigger a negative spiral. If people feel that they receive little praise and recognition from colleagues, they are less motivated to express praise and recognition themselves.

Here you can see how others feel when they experience appreciation



Congratulations, you made it!

Developing a truly appreciative attitude takes time, but the more often you become aware of another person's strengths, the easier it is to acknowledge them. Through these exercises, you have taken a first step in the right direction. You have reflected on your own appreciative behaviour and thus helped you to become more conscious.

Always remember this:

Appreciation that you give comes back to you!



Stay healthy at work

Speak Up! The Art of Giving Feedback

Elleen Muche & Karolina Esser

Day
6

Day Six



Feedback

„Feedback is the
breakfast of champions“

Ken Blanchard

Background

Feedback is a necessary condition for well-being and personal growth

Feedback helps to reduce a person's blind spot since other people are disclosing information about behaviors that one is unaware of. Additionally, it acts as a valuable tool for identifying opportunities and limitations as well as for developing performance and reducing stress in everyday work.

Especially in the remote working context people might experience uncertainty regarding their own performance on the job and feelings of loneliness or overwhelm might occur. Feedback can create structure and provide orientation which in turn can reduce stress and boost well-being.

Feedback helps to prevent employees' stress and strain by creating transparency

Day Six



Feedback

Background



frequent and useful feedback from supervisors increases employees' job satisfaction

more than 50% of the employees appreciate feedback of their supervisors, find it useful and helpful for their personal development



more than 95% of those surveyed say that employees, supervisors and colleagues are useful sources of feedback



however, more than 50% of those surveyed say that they receive feedback from their colleagues and supervisors too rarely

Day Six



Feedback

Instruction

The following exercise provides you with a simple tool to give effective feedback in a variety of situations. To do so, you will go through three different parts.

First, we ask you to reflect on your own experience with feedback by answering a series of questions. Then, we will present you with some tips and tricks which you can put into practice. In the final step, you will apply your new knowledge to a scenario using our four-step model.



Day Six



Feedback

Shortly think about and answer the questions regarding your own feedback experience

Self-Reflection – Your Personal Experience with Feedback

- ❖ *When was the last time you received feedback? How did you feel?*
- ❖ *When was the last time you gave feedback? How did you feel and how did the other person feel?*
- ❖ *What do you do when you give feedback? How often do you give feedback?*
- ❖ *Do you have experience with giving feedback in an online setting? If yes, how did you give feedback?*

Tips and Tricks for Good Feedback

descriptive – not evaluative

- ✓ *I perceived that ...*
- ✗ *You did X wrong.*

concrete – not generalized

- ✓ *In situation Y, I have observed behavior X.*
- ✗ *You always show behavior X.*

immediate – not delayed

- ✓ *I noticed today that ...*
- ✗ *I noticed three weeks ago that ...*

realistic – not utopian

- ✓ *I would wish that you start paying more attention to X tomorrow.*
- ✗ *I would wish that you stop making mistakes.*

motivating – not neutral

- ✓ *I am confident that you will be able to show behavior X in the future.*
- ✗ *You will show behavior X in the future.*

‘I’-statements – not ‘you’-statements

- ✓ *I would wish ...; I perceived ...; I noticed ...*
- ✗ *You did...; you should ...; you said ...*

Day Six

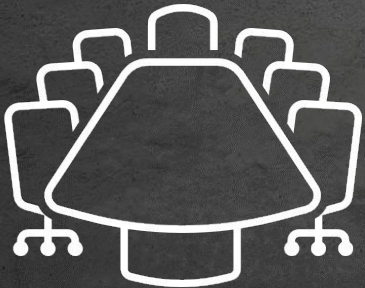


Feedback

Scenario

In an advertising agency, an important zoom meeting with all team members is scheduled for 8:30 in the morning. The reason for the meeting is the presentation of a project for a new client.

Punctually at the beginning of the meeting all members are present except for Mrs. White. Mrs. White is a very conscientious and dependable employee and always finishes her work in time, but in the last few weeks she has never been on time for meetings. The head of the agency is already looking impatiently at his watch and you can see the tension on his face. The start of the meeting is delayed for another 10 minutes until finally Mrs. White enters the chat.



Task: On the next slide we present our four-step model of feedback. Please use this as well as our tips and tricks from before to consider how the head of the agency can give Mrs. White constructive feedback in an individual debriefing via zoom.

The Four Steps of Feedback

Situation



*What is the occasion? What did you observe?
What did the other person say or do?*



Reflection

*How do you evaluate the behavior? How did you feel?
How did the behavior affect you or others?*

Relationship



*What do you think of the recipient? What do you appreciate?
What makes you confident that the recipient will change something?*



Wish

*What do you wish for in the future?
What do you want the recipient to do or change?*

Well Done!

We hope that you will integrate the four steps of feedback in a variety of situations where you feel the need to speak up. Our model will help you to communicate your feedback efficiently and thereby reduce stress, anxiety and uncertainty – especially when working from home.



On the next slide, we present you with a sample solution, but remember: there are many possible ways to apply our tips and tricks.

Scenario Sample Solution

Situation



*What is the occasion? What did you observe?
What did the other person say or do?*

Today (**immediate**), I observed (**descriptive**) that you were 10 minutes late to our team meeting (**concrete**) via zoom.

Relationship



*What do you think of the recipient? What do you appreciate?
What makes you confident that the recipient will change something?*

I know that you are a really conscientious and dependable person and I really value your contributions (**motivating**) to our work.



Reflection

*How do you evaluate the behavior? How did you feel?
How did the behavior affect you or others?*

To me (**'I'-statement**), this behavior was disturbing as we were not able to start an important meeting on time. The others were also affected by your tardiness.



Wish

*What do you wish for in the future?
What do you want the recipient to do or change?*

I would appreciate, if in the future you would show up to our zoom meetings on time (**realistic**). I am confident (**motivating**) that you will implement this request in the future.



Stay healthy at work

Take Action! How to overcome your weaker self
and stay healthy

Lucas Rosenbusch & Alina Probst

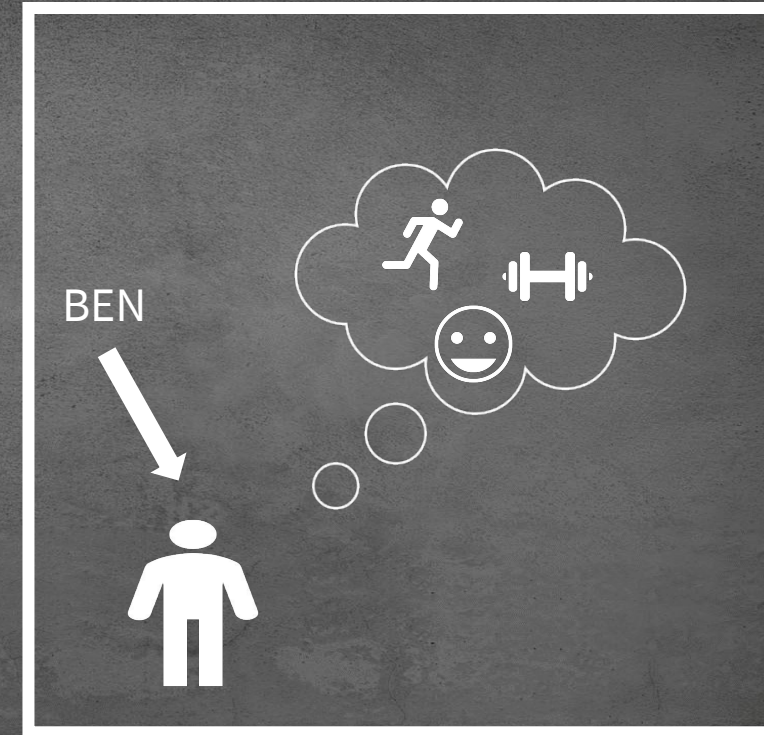
Day
7

Importance of physical activity

Physical activity is defined as “any bodily movement produced by skeletal muscles that requires energy expenditure” (WHO, 2018), which means that you do not necessarily have to work out in order to be physically active. You can also go for a walk or ride your bike.

Ben is a typical example for a physically inactive person. He works in an office job, takes his car to go to work, and barely does any sports. But he thinks about changing his behavior and become more active because of the **advantages** of physical activity and the **risks** of inactivity:

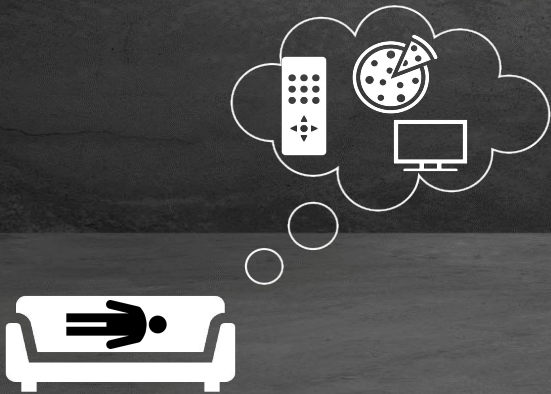
- Physical activity has a preventive function for a wide variety of physical diseases, lowers the morbidity and mortality rate
- It has positive effects on mental health, can help alleviate symptoms of depression and anxiety, causes a greater well-being in general
- Physical inactivity is related to higher health care costs, lower job productivity, lower gross domestic product



Ben's plan after work:



Ben's reality after work:



"I'll just do it tomorrow"

Behavior Intention Gap

After Ben has heard about the importance of physical activity, he plans to exercise regularly after work. However, the reality looks different and he delays his intention to do sport to another day. Interestingly, Ben is not the only person who encounters this problem. We know that 1 out of 4 adults worldwide is insufficiently active. What we also know is that the cause for activity is not a lack of intention to exercise but rather the inability to take and maintain action. Psychologists call this phenomenon the intention-behavior gap.

In decision making there are motivational and volitional processes. The intention-behavior gap occurs between these two processes and can be overcome by action planning.

Motivation

- Goal development
- Forming intentions
- E.g.: wish to go running

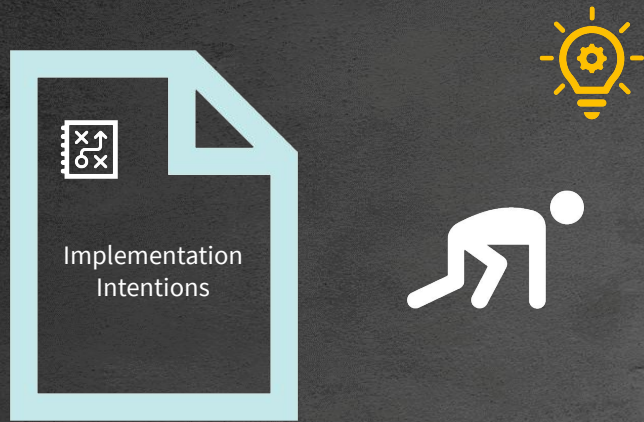
Action Planning

- Extension of an intention
- Includes situation parameters

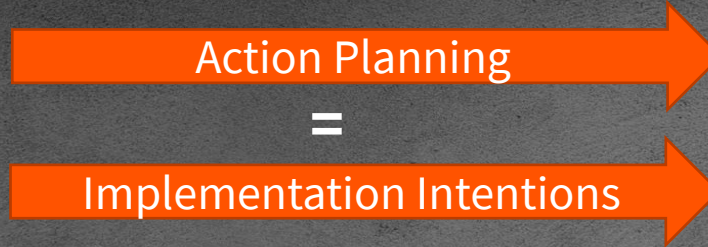


Volition

- Reaching goals
- Goal Striving
- E.g.: actually going for a run



Implementation Intentions



One form of Action Planning are so-called implementation intentions. They are "if-then" plans and specify the behavior you intend to take and the situational context in which you intend to implement the behavior. In that way, you delegate the control for behavior from yourself to environmental cues. An example for this could be that Ben forms the following implementation intention:

"As soon as I come home from work and I enter the front door, I put on my running shoes."

More generally, with implementation intentions you specify WHAT you want to do, WHERE you want to do it, and WHEN or at which circumstance you want to do it.

There is a lot of empirical evidence for the effectiveness of implementation intentions. In the following task, you will learn to form your own implementation intentions.

What?



Where?



When?



Day Seven



Take Action!

Instruction

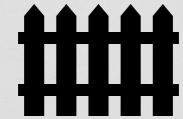
1. Reflect!

Think about any activity that you believe increases your personal health, but you wish to do more often. (e.g.: working out, going for a walk)



2. What stops you?

Think about potential barriers that hinder you from doing the respective task.



3. Change your habit!

Form your own implementation intention. Specify where, when and at which place you will implement your activity and form a habit.



Now, please note down each aspect on the next slide.

Day Seven

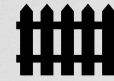


Take Action!

Instruction



Reflect!



What stops you?



Change your habit

What:

When:

Where:

What:

When:

Where:

Day Seven

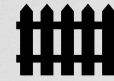


Take Action!

Instruction



Reflect!



What stops you?



Change your habit

What:

When:

Where:

What:

When:

Where:

Thank you for participating!

Implementation Intentions can also be used for **other areas**!

If you like this task, feel free to use it in order to stick to your intentions which you have formed during **the other exercises** of this workbook!

