

## Happy Holidays from Staff Senate!

### Mental Health Tips

#### Don't Try to Do Too Much

- Limit or take a break from social media.
- Take a break (breathe, stretch, or take a quick walk).
- Choose a reasonable number of activities and let go of the rest.
- Live in the moment.
- Set healthy boundaries and sensible spending habits.
- Make time for yourself and practice self-care.

#### Take A Mindful Minute

- Notice your surroundings (what you can see, hear, smell, taste, & feel).
- Notice your breath, your emotions, and your body.
- Practice mindfulness. This helps relieve stress and improve sleep.

#### Practice Gratitude

- Step back and acknowledge the things you're grateful for.
- Reframe your mindset from negative to positive.
- Build positive memories.
- Create new holiday traditions that bring you joy.

*-Ashley Beeter, LBSW, Case Manager, Student Health Clinic & Counseling Services*



### Lifelong Learning

Minot State University employees may receive tuition and fee waivers for up to 3 for-credit classes (up to 12 credits) per calendar year!

Learn something new, take a class just for fun, or work on your degree!

Need classes from another NDUS campus? You can get a waiver of 50% of the tuition only for other campuses!

You can find out details and the link to fill out a waiver here:

<https://www.minotstateu.edu/busoffic/pages/tuition-waivers-and-release-time.shtml>

Mental Health Tips  
from Ashley Beeter,  
pg. 1

Lifelong Learning,  
pg. 1

EAP – Employee  
Assistance Program,  
pg. 2

Mental Health Tips  
from Troy Roness,  
pg. 2

Occupational  
Wellness, pg 2

Sanford Wellness  
Benefits, pg. 3

Desk Yoga from  
Karina Stander, pg. 4

Avoid Burnout from  
Jim Sturm, pg.4

## Occupational Wellness

During his recent professional development training, Ctrl-Alt-Delete, Marketing Director Cole Krueger challenged attendees to change habits starting by changing with a 1% change.

In a 40-hour work week, what habits can you change that impact just 24 minutes or 1% of your workweek?

- Cleaning up your desk
- Getting organized (scheduling, to-do lists)
- Being on time to work and meetings

You can read (or reread) the followup from Cole's presentation as you look to the new year and setting goals here:

<https://www.minotstateu.edu/stfsenat/documents/prof-dev/2023/Ctrl-Alt-Del-Handout.pdf>

Cole also recommended reading a copy of *Atomic Habits* by James Clear. You can check out a copy for free to read or listen to from the Gordon B. Olson Library!

If you haven't checked out a book from the Gordon B. Olson Library yet, it's easy, just stop by the library's front desk with your Minot State ID! They can also help you check out books from the Libby app (or check out instructions here:

<https://www.youtube.com/watch?v=OWPaNLS9yt4>).

**Need help? Jolene Nechiporenko is happy to assist you with checking out library materials!**

## Employee Assistance Program

Holidays can be a difficult time of year, if you need additional support or short-term counseling, use the [Employee Assistance Program \(EAP\)](#).

EAP is an employer-sponsored service designed to assist employees, their spouses and their dependent children in finding help for emotional, drug/alcohol, family, health and other personal or job-related problems. The services are provided at **no cost to the employee**.

Among other things, the EAP is your **private and confidential** counseling service.

Confidential services are provided to Minot State University employees through The Village Business Institute, a division of the Village Family Service Center, 308 2nd Ave SW, Minot, ND 58701, 800-627-8220.

Types of Services:

- Individual therapy
- Family and group counseling
- Consultation services
- Referral services
- Crisis intervention

**Call 800-627-8220 to use this free and confidential benefit!**

## Mental Health Tips for the Holidays

### Accept Imperfection

- Can good be good enough? As we gear up for the holidays, we often set the bar impossibly high for ourselves and then feel upset when our celebrations don't live up to expectations. Before you start preparing, acknowledge that things may not go exactly as planned. Imperfection is healthy and normal.

### Don't Lose Sight of What Really Counts

- With long lines and nasty traffic, the holidays can get hectic. When overwhelmed by the hustle and bustle, ask yourself: Where does this fit in the grand scheme of things? If you're frustrated by the long grocery line you're standing in, remember that it is just a long grocery line, nothing more. Don't let it spoil your afternoon. Even if this moment seems stressful, can you find a way to make it pleasant?

### Respond with Kindness

- You can't change how others act during the stresses of the holiday season, but you can change how you respond to situations:
  - Whenever you encounter a difficult person, tell yourself, 'This person is suffering, and that's why they're acting this way.' It softens our frustration, helps me be more and reminds you that it's not personal.
  - Keep in mind that the holidays are especially difficult for those who are alone. See if you can extend an act of kindness to those you know are without family and friends during this time of year.
  - If things do get tense with someone, simply take some deep breaths.

### Rethink Your Resolutions

- Typical New Year's resolutions set you up for failure. If you want to better yourself in the New Year, follow these tips for success:



- Start small. Break your goal into tinier steps over the course of the year.
- Be kind to yourself. If you didn't achieve last year's resolution or stray from the path this time around, let it go. With practice, we can let go of that negativity and pick our goals without the guilt or shame.

-Troy Roness, Ed.M. (C/S), M.S., LPC, Clinical Mental Health Counselor

## Sanford Wellness Benefits

Don't pass up free money this year; you can use the Wellness Events and other wellness priority to earn up to \$250 (taxed)! The taxes will be taken on your paycheck after you redeem your rewards.



You have until the end of the year to sign up, and you can log past events from the year. **Reward processing can take several days, so it's best to start right away.**

1. Go to <https://member.sanfordhealthplan.org/portal/Authentication/Login?>
2. Create Account or Log in if already an existing member.
  - a. Must create new MyChart username and password if existing member.
  - b. Have NDPERS insurance card ready to create account.
3. Once logged in, go to Menu and Scroll down under Insurance to the "Portals and Links" and click on "Wellness Portal."

Start by doing your annual Health Risk Assessment (required annually), once that is complete you can browse for other activities to complete.

Some wellness items you can log for points include:

- Annual doctor visit
- Annual dentist visit
- Physical activity, nutrition, water intake, etc.
- Steps/Activity (you can link your tracker)
- 2023 Campus Events, campus events are worth 3,000 points each and you can do 4 events per year! You can still log these 2023 events if you participated:
  - 5K Homecoming Fun Run- Wellness Scholarship Fundraiser
  - Blood Drives
  - Walking Challenge
  - Wellness Fair
  - Healthy Holiday Challenge
  - Biggest Loser Challenge
  - Marathon in May
  - Food Trucks Sponsorships
  - Blood Drives on campus

Once you've earned your points (25,000 per year), go to Redemption Center (In Sanford Mychart above, under "Portals and Links") and select your reward. You can select a variety of gift cards or other rewards. It can take up to 3 days for points to be available in the redemption center after submitted on portal.

If you have questions on redeeming your wellness rewards, reach out to [Sydney Yale](#) in the Wellness Center. You can find out more info for campus wellness and events on the Wellness Webpage:

<https://www.minotstateu.edu/wellness/Campus-Programs.shtml>

## Setting Burnout Boundaries

- Set time limits and stick to work hours
- Separate work and home life
- Take breaks during the day
- Use your vacation time

## Do the Small Things

- Set a fun or calming computer background
- Create a fun password that makes you smile
- Add personal touches to your work space
- Keep a Smile File - Save the positive notes that you receive, both physical and virtual to remind you of the good things on bad days

## How to Help Your Team Members

- Listen to what they are saying
- Validate their feelings and concerns
- Offer specific help
- Kind gestures
- Find resources for them
- Encourage, compliment, recognize, and thank them
- Have fun!

Thanks to Jim Sturm for these tips from his recent training: [Reignite the Flame: How to Battle Burnout.](#)

## Physical Health

### Forward Fold



This seated bend calms the mind while bringing awareness inward. Take slow confident breaths and hold the position for at least 1 minute. Forward folds help relieve stress, anxiety, headaches, and even mild depression. This pose also stimulates the liver and kidneys while aiding in digestion!

Variations include standing with knees bent or folding with knees wider than shoulders. One can also place arms on a desk and stretch into the shoulders.

- Karina Stander, Registered Yoga Teacher – 200 hours

