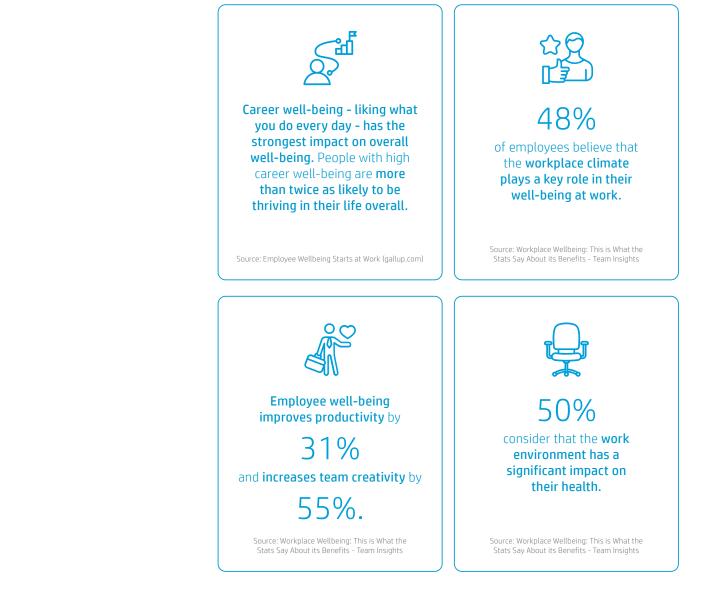


# Well-being Notebook

# Positive effects of well-being

Unlocking Workplace Well-being: The Impact of Career Satisfaction and Environment on Overall Wellness and Performance.





#hereforyou

# Mood tracker

### Space to express your mood, feelings, your stress level, energy level.

#### Today I feel:

grateful happy proud motivated

| 0 | satisfied  |
|---|------------|
| 0 | productive |
| 0 | calm       |
| 0 | powerful   |

Ionely
sad
depressed
angry

#### Why do I feel this way?

#### Three goals for this day

| 1 |  |  |  |
|---|--|--|--|
| 2 |  |  |  |
| 3 |  |  |  |

#### Mood AM Mood AM Mood AM Energy level AM 1 2 3 4 5 6 7 8 9 10 Stress level AM 1 2 3 4 5 6 7 8 9 10

Mood PM Mood PM Mood PM Mood PM Energy level PM 1 2 3 4 5 6 7 8 9 10 Stress level PM 1 2 3 4 5 6 7 8 9 10

Negative experiences today

#### Positive experiences today

- O success at work
- O meeting with friends
- O time for family
- O excursion
- O sports activity
- O good weather
- O time in nature
- O delicious food

## How to spend a break at work

5 tips to improve your well-being



#### Engage in Relaxing Activities

Instead of constantly working, focus on activities that help you unwind. Brew a cup of tea, read a few pages of the book or do a deep breathing exercise (You can find an example exercise on page 6). Remember, taking breaks isn't a sign of laziness - regular breaks are crucial for staying happy, healthy and productive.



#### Enjoy a Healthy Snack & Stay hydrated

Prepare healthy snacks in advance so that when you get a break at work, you can enjoy it. Remember to choose whole grains, lean proteins, plenty of vegetables, and healthy fats to create a balanced and satisfying meal. Don't forget to drink water – around 2L per day.

#### Have some fresh air



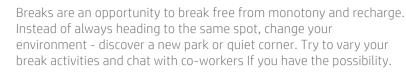
(X)

Taking a break to get some fresh air during your workday can have numerous benefits for both your physical and mental well-being. It can enhance your focus and energy levels, ultimately boosting your productivity.

#### Avoid all screens

Given that most office jobs involve continuous screen use, it's essential to intentionally break away from screens during lunchtime. Instead of scrolling through your phone walk, do some stretching exercises - movement boosts circulation and energy.

#### Don't get stuck in a routine



Scan and print more templates

failure at workdispute

- O criticism
- O exclusion
- O loneliness
- O bad weather



O fears

# Work Well-being Bingo

Elevate your work well-being with our engaging Work Well-being Bingo! Complete diverse activities to boost satisfaction. Check off each task as you progress, marking steps toward a healthier, happier work life.



Engage in friendly competition with your colleagues or revisit this bingo challenge to track your progress towards improved well-being.

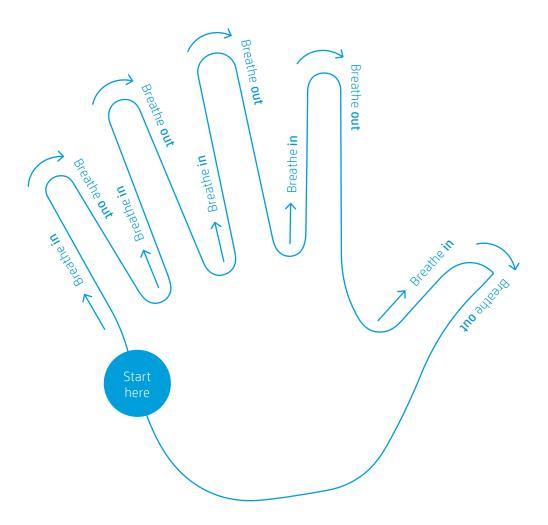
# Office planner

Good time management plays a crucial role in workplace well-being.

| To do | Projects  | Reminders |
|-------|-----------|-----------|
| 0     | O         | O         |
| 0     | O         | O         |
| 0     | O         | O         |
| 0     | O         |           |
| 0     | O         |           |
| 0     | 0         |           |
| 0     | O         |           |
| 0     |           |           |
| 0     |           |           |
| 0     |           |           |
| 0     | Call      | Email     |
| 0     | O         |           |
| 0     | O         |           |
| 0     | O         |           |
| 0     | O         | O         |
| 0     | O         | O         |
| 0     | O         |           |
| 0     | O         |           |
|       |           |           |
| Due   | Follow Up | Meetings  |
| 0     |           | O         |
| 0     | 0         | O         |
| 0     | 0         | O         |
| 0     | 0         | O         |
| 0     | 0         | O         |
| 0     | O         | O         |
| 0     | O         |           |
|       |           |           |

# Five-Finger Breathing for Deep Relaxation

Five-finger breathing is a simple relaxation technique involving tracing each finger while breathing slowly. It promotes calmness, reduces stress, and aids in pain management and healing.



Source: Try Five-Finger Breathing for Deep Relaxation (clevelandclinic.org), 'Finger Breathing' Technique: Promises Rapid Sleep Induction (mind.help).

## Comics



When you are close to retirement, but your new colleague is just starting his career.



Three hours into the power-point presentation and Sydney the accountant thought he was still interesting.



Tom didn't realise that when we said exercise was good in your breaks, we meant outside!





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