

# Polar Knowledge Canada

## Fostering Positive Mental Health

Human Resources Team

Just as physical strength is not obtained by reading about strength and conditioning, mental fitness can not be reached without adopting certain practices.

### For employees

#### **Have a schedule, but be flexible.**

Whether you are working from home or going into the CHARS campus, adopting a regular working routine which allows for flexibility will serve you well. Talk to your manager and be sure to include breaks in your schedule.

#### **Start your routine by making your bed.**

Like the viral speech from Admiral McRaven says, “when you start your day with making your bed you will have accomplished the first task of the day, which will give you a small sense of pride and encourage you to do another task and reinforce the fact that the little things matter. And if by chance you have a miserable day, you will come home to a bed that is made.”

#### **Make time for self-care.**

Engaging in good self-care habits regularly such as getting sufficient sleep, or practicing mindfulness through meditation, especially during times of increased stress. It can be as simple as drinking more water, as dehydration equates to a lack of focus.

#### **Incorporating movement in your routine.**

Exercise regularly; try daily walks, stretching, yoga, or running. Lifespeak, one of our Mental Health Resources, suggests doing 10 air squats before each meeting.

To access LifeSpeak, go to [canada.lifespeak.com](https://canada.lifespeak.com) and include the corporate ID: canada

**Eat healthy, nutritious food.**

The human body is like a high-performance race car (you know, like a Ferrari). It needs the right gas—in the right amount—or it won't perform.

**Dedicated workspace**

Have a dedicated workspace (if possible) to help you focus and minimize distractions. Be forgiving if or when distractions occur.

**Stay connected**

Check in with your manager and colleagues, family and friends. Keep in touch with both work colleagues and your family and friends virtually through phone, text, chats or the many video options that are available.

**Be realistic and respect your limits**

Resist working beyond your scheduled work hours.

**Be kind to yourself and be forgiving**

Whether you are working from home alone, or trying to balance your family responsibilities at the same time, this situation will not last forever.

**Reach out**

Reach out for help if you are struggling. You are not alone.

## For POLAR managers

### **Self care**

Make sure to take care of yourself by following the mental health and wellness practices encouraged for all POLAR employees.

### **Resources**

Be aware of and leverage the resources available to you.

### **Regular check-ins**

Check in regularly with your employees to see how they are doing. Mental health is not a static state and therefore your employee's wellbeing may change from time to time. Open communication with your employees without an agenda may help them feel comfortable enough to start that conversation with you to let you know when they are struggling.

### **Reach out**

Reach out for help if you are struggling. You are not alone.