

Associate Mental Health Workbook

Disclaimer

The content in this guide is not intended to be a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition.

Please consult one of the following to find professional resources and more:

<https://sysco.com/Sysco/Sysco-Associate-Well-Being>

<https://sysco.sharepoint.com/sites/FTARG/>

Mental Health Continuum

It's natural to go through ups and downs in life. Sometimes you bounce right back when you're feeling down. Other times, you may need help to recover and return to feeling like your usual self. So how can you tell when you need help?

The Mental Health Continuum Model illustrates the different mental health phases you may experience throughout your life and career. It also describes the physical and mental effects associated with each phase and suggests actions that may help. The model includes the following phases:

- Healthy and adaptive coping (green)
- Mild and reversible distress (yellow)
- More severe and persistent functioning impairment (orange)
- Clinical illnesses and disorders requiring concentrated medical care (red)

It's important to remember that you can move in either direction along the spectrum, which means there is always the possibility to return to full health and functioning.

← Healthy	Reacting	Injured	Ill →
<ul style="list-style-type: none"> • Normal fluctuations in mood, calm, takes things in stride • Normal sleep patterns, few sleep difficulties • Physically well, good energy level • Consistent performance • Sense of humour, in control mentally • Physically active and socially active • Limited or no gambling/alcohol use 	<ul style="list-style-type: none"> • Nervousness, irritability, impatience, sadness, feeling overwhelmed • Trouble sleeping, intrusive thoughts, nightmares • Tired/low energy, muscle tension, headaches • Procrastination • Displaced sarcasm, forgetfulness • Decreased physical and social activity • Regular but controlled gambling/alcohol use 	<ul style="list-style-type: none"> • Anxiety, anger, pervasive sadness, hopelessness • Restless or disturbed sleep, recurring images or nightmares • Increased fatigue, aches and pains • Poor performance and concentration or workaholic, presenteeism • Negative attitude • Social avoidance or withdrawal • Increased gambling/alcohol use 	<ul style="list-style-type: none"> • Excessive anxiety, easily angered, depressed mood, suicidal thoughts • Unable to fall or stay asleep, sleeping too much or too little • Exhaustion, physical illness • Unable to perform duties/control behavior/concentrate, overt subordination, absenteeism • Isolation, avoiding social events, not going out or answering the phone • Alcohol/gambling addiction, other addictions
Actions to take at each phase of the continuum			
<ul style="list-style-type: none"> • Focus on task at hand • Break problems into manageable chunks • Identify and nurture support systems • Maintain healthy lifestyle 	<ul style="list-style-type: none"> • Recognize limits • Identify and minimize stressors • Engage in healthy coping strategies • Get adequate food, rest, and exercise 	<ul style="list-style-type: none"> • Identify and understand own signs of distress • Seek social support and talk with someone instead of withdrawing • Seek help 	<ul style="list-style-type: none"> • Seek consultation as needed • Follow health care provider recommendations • Regain physical and mental health

Take Action: Where you are on the continuum?

Milestones	Where are you on the continuum?	What action(s) are you going to take to get to (or stay) in the green zone?

Understanding myself

Your mental health influences how you think, feel, and behave in daily life. It also affects your ability to cope with stress, overcome challenges, build relationships, and recover from life's setbacks and hardships.

Take Action: Assess yourself

My current problems

i.e. mood, behavior, finances, work, etc.

My strengths

i.e. achievements, skills, attitude, family/friends

What helps me cope

What doesn't help

My future direction

i.e. Life goals, Personal development, Work aspirations

My life – significant events

Reduce Anxiety by Planning Ahead

Many people react emotionally to things that never even happen. If they can rehearse the worst possible situation and think of ways to respond and deal with them, they can release and clear the emotions and be better prepared to best face whatever occurs.

Try this exercise, which is particularly helpful for people who experience a great deal of fear, worry, or anticipatory anxiety.

1. Look ahead to a situation that is creating fear, anxiety, or worry in you.
2. Imagine the worst possible things that could happen. Feel what those things would feel like in your body. Make it as real as possible.
3. Plan now how you would respond if any of these things happened. How will you take responsibility for your well-being in this situation? What will you do to take care of yourself?
4. Accept these scenarios as possibilities, then release them with gratitude for the learning they may bring. Focus your attention on the most positive and desirable scenario.

Take Action: Anticipate the future

What's the worst that could happen?

What will be the consequences of the worst thing happening?

How have I coped in the past? What can I do to better cope this time?

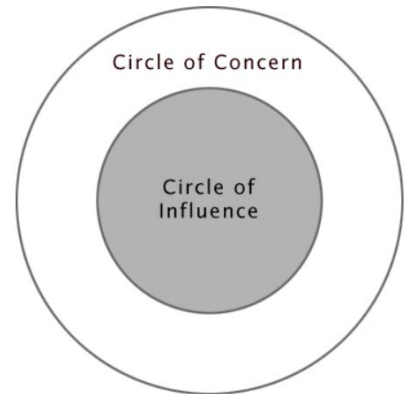
What is more likely to happen (or what is the best that could happen)?

Circle of Concern and Influence

Focus on what you can control, and don't waste your valuable energy on the things you cannot. Steven Covey created the concept of the circle of influence and the circle of concern.

According to Covey, **proactive people** focus their time and energy on the things in their lives that they can directly control i.e. their circle of influence. they develop positive energy and confidence by making things happen and so gradually enlarging their circle of influence.

In contrast, **reactive people** tend neglect the issues that are under their control and the worry about things that are out of their control i.e. their circle of concern. Spending time and energy here can be exhausting, frustrating and ultimately demoralizing. Often times, reactive people see their circle of influence shrink as they drain their emotional energy battling against the things that they cannot control.



Take Action: Identify what's in your control

What things are within your control?

i.e. The way you treat others

What is outside of your control?

i.e. The weather

Where are you currently spending the majority of energy focus?

Are you being as personally effective as you can be?

How can you shift your focus to things within your control?

i.e. Role model for others

How can you let go of these things?

i.e. Acknowledge it

Creating Career Security

Taking your career firmly into your own hands is the best way to feel secure about your future. There are plenty of things you can do to take control of your own destiny.

Be Healthy

Coping with uncertainty puts a heavy toll on your mental and physical health. This is why it is important to look after yourself. During times of uncertainty, take steps to care for your mental and physical health.

Keep yourself fresh and relevant

Follow your life plan and keep learning. Empower yourself with current knowledge and relevant skills. No one should be complacent in their job even if it is a stable one. Be positive, adaptable and competent.

Save money

Maintain an emergency fund so you are prepared for any circumstance. It will ease your mind to be confident that you have a financial safety net to fall back on.

Demonstrate your value

Demotivation can creep up on you when you feel uncertain. Do your best work at all times. Exceptional work is always memorable. Do not sit quietly in meetings. Be proactive. Do things without being asked and look for to add value or make a difference to the company.

Be open to opportunities

Explore future career paths and position yourself for promotion. Are there stretch assignments that you can volunteer for? What gaps do you see that you have the ability to solve? If you can't get the skills inside Sysco, look to non-profit volunteer opportunities to enhance your skillset.

Know your worth

Stop thinking negative thoughts and don't put yourself down. Build resilience and a growth mindset. Use your time on activities that will help you build a stronger mind and focus on the things that truly matter to enhance your life.

Take Action: Take ownership of your career and personal development

Navigating your future: *What do you see as potential future career paths? What aspects of the job or the company interest you the most? Where do you have a natural aptitude? Where do you excel?*

Stay relevant, competitive, and marketable: *Is there a skill gap in your current job? What skills/knowledge do you have that make you valuable to Sysco? What skills are most valuable and marketable outside of Sysco? What skills/knowledge do you need to prepare yourself to be successful for the future? What are you doing to keep your skills fresh, current and relevant?*

Build your reputation: *What special accomplishments have you achieved? What work have you done that gives you pride? What are you doing to network and get noticed in the company? What teams/initiatives are you a part of? What is your personal brand? What are you known for? What do you want to be known for?*

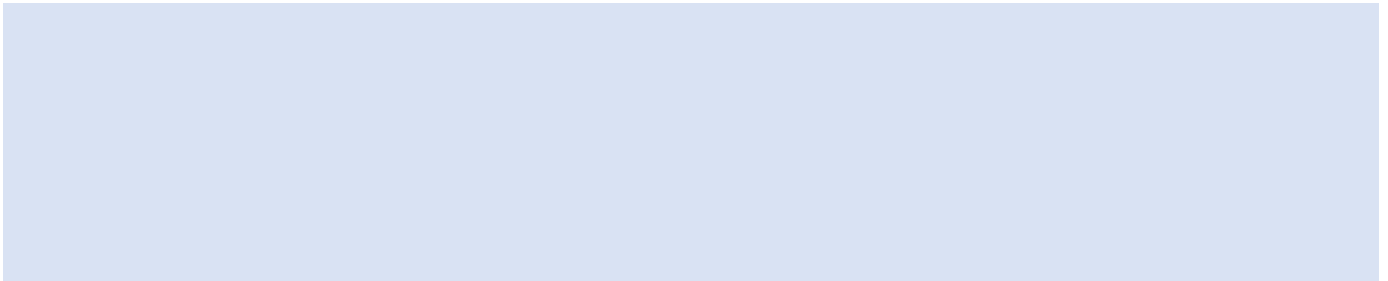
Positive Affirmations

A positive affirmation is something spoken aloud that you want to believe or want to be true. Repeating positive affirmations daily can help shift your internal dialog from negative to positive. You may choose to use positive affirmations to motivate yourself, encourage positive changes in your life, or boost your self-esteem. If you frequently find yourself getting caught up in negative self-talk, positive affirmations can be used to combat these often subconscious patterns and replace them with more adaptive narratives.

Here are a few examples:

- Today is going to be an awesome day
- All of my problems have solutions
- My mistakes help me learn and grow
- I can do anything I put my mind to
- I've overcome every difficult situation in my life, and I will continue to be an overcomer

Take Action: Write your own positive affirmation



Stress Management

In day to day life, the term “stress” is often used to describe negative situations. This leads people to believe that all stress is bad for you, and this is not actually true. Stress is not always a bad thing. Stress is simply the body’s response to changes that create challenging demands. Many professionals suggest that there is a difference between what we perceive as positive stress (eustress), and negative stress (distress).

Positive stress (eustress) has been described as having the following characteristics:

- motivates, focuses energy
- is short-term
- within our coping abilities
- feels exciting
- improves performance.
- Keeps life exciting and fulfilling.

Eustress is important. Without it, we would become bored at best and, in more serious cases, depressed. We would feel a lack of motivation to accomplish goals and a lack of meaning in life. Eustress gives us a reason to get up in the morning.

Negative stress (distress) has been described as having the following characteristics:

- causes anxiety or concern
- can be short or long-term
- outside of our coping abilities
- feels unpleasant
- decreases performance
- can lead to mental and physical problems.

Long-term (distress) stress can harm your health.

Coping with the impact of chronic stress can be challenging. Because the source of long-term stress is more constant than acute stress, the body never receives a clear signal to return to normal functioning.

Take Action: Identify stressors & symptoms of stress

Describe your largest source of negative stress (distress).

Your stress response: Check each symptom below that you experience when you are stressed.

- | | | | | | |
|---------------------------------------|--|---------------------------------|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Restlessness | <input type="checkbox"/> Headaches | <input type="checkbox"/> Muscle | <input type="checkbox"/> Sweating | <input type="checkbox"/> Cold sweats | <input type="checkbox"/> GI symptoms |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Stomach pain | tension | <input type="checkbox"/> Shaking | <input type="checkbox"/> Flushed cheeks | <input type="checkbox"/> Nightmares |
| <input type="checkbox"/> Insomnia | <input type="checkbox"/> Anger/frustration | <input type="checkbox"/> Nausea | <input type="checkbox"/> Nail biting | <input type="checkbox"/> Weak immunity | <input type="checkbox"/> Withdrawal |

Burnout can result from experiencing chronic stress. Left unchecked, burnout can wreak havoc on your health, happiness, relationships and job performance. In order to catch burnout and combat it early, it’s important to know what to look out for.

Check each symptom you are currently experiencing below.

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Exhaustion: you feel tired all the time | <input type="checkbox"/> Frustration & pessimism | <input type="checkbox"/> Slipping job performance | <input type="checkbox"/> Unhealthy coping strategies | <input type="checkbox"/> Health problems: mental & physical |
| <input type="checkbox"/> Lack of motivation | <input type="checkbox"/> Cognitive problems | <input type="checkbox"/> Interpersonal problems | <input type="checkbox"/> Never shutting off work | <input type="checkbox"/> Decreased satisfaction at work or at home |

Do you see any concerns from your above answers? Complete the “Asking for Help” workbook page.

Gratitude

Keeping a journal of the things you are grateful for has been shown to have a powerful effect on mental well-being. Among other benefits, journaling about gratitude reduces stress, increases happiness, and improves self-esteem.

Take Action: What are you grateful for?

Things I'm grateful for

- 1.
- 2.
- 3.
- 4.
- 5.

People I'm grateful for

- 1.
- 2.
- 3.

Things about myself I'm grateful for

- 1.
- 2.
- 3.
- 4.

Healthy Habits

It takes the average person at least 21 days to form a habit. What are some healthy habits you are prepared to commit to in order to improve your mental health?

Here are some suggestions!

- Read a book
- Call a friend
- Exercise
- Forest bathing
- Get outside
- Random act of kindness
- Watch a TED talk
- Find a fitness program online
- Watch a funny movie
- Meal plan
- Meal prep
- Go fishing
- Do yoga
- Start a sleep tracker
- Organize something in your home
- Learn to run
- Listen to a podcast
- Write down what you're grateful for
- Affirmations
- Color a picture
- Make a budget
- Create a music playlist that brings you joy
- Learn to meditate
- Go for a bike ride

Take Action: Commit to healthy habits

Day	Goal(s)	Week 1	Week 2	Week 3	Week 4	Week 5
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Asking for Help

Seeking help is often the first step towards getting and staying well, but it can be hard to know how to start or where to turn to. It's common to feel unsure, and to wonder whether you should try to handle things on your own. But it's always ok to ask for help – even if you're not sure you are experiencing a specific mental health problem.

Take Action: Identify your support team

It is a good idea to think about your personal support team so you can reach out when you need help. Who are you going to talk to when you are having a hard time?

	Who	When	How
Workplace Supports			
Community			
Friends			
Family			
Professional Support			

What support do you **need** from Sysco and/or your Manager?

What support do you **want** from Sysco and/or your Manager in an ideal world?

How and when are you going to address this with your Manager?

What can you do if your needs aren't met?