

## BENEFITS BUILT FOR LIVING

# IT'S TIME TO TAKE CARE OF YOU

*Self-care comes in many forms. It's more than just getting pedicures or going on "treat yourself" shopping trips. It can be as simple as making sure you're drinking enough water, taking regular showers and going to the doctor.*

### MINDFULNESS AND MEDITATION

Your brain makes thousands of decisions a day, which can be exhausting. Taking time to break away from your busy life through mindfulness and meditation can help put your mind at ease and equip you with the right tools to handle stressful situations.

#### Mindfulness

A great way to calm your mind is to practice mindfulness. What does that mean, exactly? Mindfulness is a mental state that is achieved by focusing your awareness on the present moment. You can do this by observing and accepting your feelings, thoughts, bodily sensations and surroundings at any given moment.

When you focus on being fully present and engaged in the moment, you can learn to stop being overly reactive and overwhelmed by what's going on around you.

A great way to start practicing mindfulness is through meditation.

#### Meditation

Meditation is a practice where you use your awareness to clear your mind and calm your emotions.

You don't have to shut yourself away in a room full of incense for hours at a time! Even 10 minutes of quiet meditation can bring clarity and increase your energy levels for the day.

The process is simple:

- Sit in an upright, yet comfortable position. Be sure to relax your eyes, jaw, shoulders, hands and legs.
- Breathe in and out slowly, focusing on each breath you take (if it helps, think "in" every time you inhale and "out" every time you exhale).
- When your mind begins to wander (and it will), acknowledge the thought or feeling, make your peace with it and return to the breathing exercise and the present moment.

Repeat this exercise whenever you can. With time, it'll become easier to tune out and create your own inner peace. Some tips that might help your practice include:

- Create a space that will put you in the right mind frame.
- Find a phrase that holds special meaning to you, and repeat it as a mantra to help focus your mind.
- If you're having trouble getting started, try finding guided meditations online (such as at [mindful.org](https://www.mindful.org)) or in mindfulness mobile apps (like Calm or Headspace).

### PRACTICE GRATITUDE

Those who take time to reflect upon the things that they are thankful for experience more positive emotions, sleep better, are less stressed and more.

Practicing gratitude involves affirming the good things we've received and acknowledging the roles others have played in providing that goodness. Here are some ideas to bring more gratitude into your life:

- Keep a gratitude journal and write in it daily
- Make an effort to use more positive language
- Include acts of kindness in your everyday life
- Try guided meditations focused on gratitude

### ENJOY A STAYCATION

One of the best ways to refresh is to take a vacation, even if you can't travel this year! If you need to recharge, consider taking a few days off work and enjoy a staycation at home. There are many things you can do to make days at home just as fun as a trip away.

- Enjoy local attractions such as museums and zoos. To stay safe, wear a mask and go during non-peak hours when it's less crowded.
- Pack a picnic and take a walk to a local park.
- Bike or hike on a nearby trail.
- Create a home spa by taking a hot bubble bath or treating your spouse to an invigorating massage.
- Rent a movie online and have a movie night at home. Don't forget the popcorn!
- Unplug by turning your phone and computer off for a day (or even better, a few days).
- Try a new activity, like geocaching, paintball or kayaking.
- Rent a boat and spend the day on the lake.
- Camp out in your backyard.

### TIME OFF POLICIES

[REDACTED] recognizes the importance of recharging and relaxing away from work. We offer generous paid time off, including vacation, holidays, personal time and volunteer time. Your annual personal and vacation accruals are capped each year, so it's important to take time off, not only for the personal benefits, but also so that you aren't leaving vacation accruals on the table.

For more time-off information, visit [\[REDACTED\].com](#).

## STAYING ON TOP OF YOUR HEALTH

### Preventive Care

Routine preventive care is the best way to keep an eye on your health. Getting your annual exam helps you and your doctor understand your overall health and detect medical issues before they become harder to manage. Don't forget, preventive care is fully covered at no cost to you under all of our medical plans.

### Virtual Visits

If you're feeling ill, but it's not an emergency, a great option to get care is through virtual visits. Skip the waiting room and speak with a doctor from your home (or anywhere else) by phone or video chat. If you're enrolled in one of our medical plans, Cigna Telehealth provides two virtual visit options:

- Amwell: [amwellforcigna.com](https://amwellforcigna.com), 855-667-9722
- MDLIVE: [mdliveforcigna.com](https://mdliveforcigna.com), 888-726-3171

### Digital Therapy

Getting help for anxiety, stress, depression or other issues is just a click away with the Digital Health Card from MeMD. Talk with a therapist by web, phone or app by visiting [mybenefitswork.com](https://mybenefitswork.com) or calling 800-800-7616.

### Employee Assistance Program (EAP)

Life is full of challenges, and sometimes balancing it all is difficult. But, you don't have to do it alone. The EAP is here to support your emotional health and well-being. For you and your family, this program features:

- 24/7 access to mental health and work/life services online and by phone
- Up to five in-person counseling sessions per year for help with mental health, family issues, stress and more
- Services and referrals for personal, legal and financial issues

To access this benefit, visit [guidanceresources.com](https://guidanceresources.com) (username: [REDACTED] password: [REDACTED] or call 800-628-4824.

## WELLNESS APPS

Check out any of these mobile apps in the Apple App Store or Google Play for tools and support for your self-care.

- **MyCigna** - Provides access to your medical plan information and telehealth resources
- **Headspace** - Provides mindfulness and meditation practices
- **Calm** - Provides meditation and sleep support
- **ThinkUp** - Sends personalized positive affirmations
- **My Possible Self** - Monitor your feelings
- **AllTrails** - Find hiking trails in your area
- **TED** - Listen to inspirational talks
- **Vizer** - Sends meal donations on your behalf when you meet your walking or exercise goals

PEEK INSIDE FOR  
HELPFUL SELF-CARE TIPS!

