LAWYER WELL-BEING WELL-BEING MAY 4-8, 2020



STAY STRONG
Physical Well-Being



ALIGN
Spiritual Well-Being



ENGAGE & GROW

Career & Intellectual Well-Being



CONNECTSocial Well-Being



FEEL WELL Emotional Well-Being

LAWYER WELL-BEING WEEKREMOTE PARTICIPATION GUIDE

THIS GUIDE'S PURPOSE

Participation across the legal profession is essential for making Lawyer Well-Being Week a success! And well-being in the profession was never more important than right now in the wake of a global pandemic. This Guide gives day-by-day recommendations to enable remote participation to abide by COVID restrictions. It gives ideas for hosting virtual activities and for resources and activities to recommend via email, social media, or your website. Ways to participate include:

Raise Awareness & Anticipation

Use social media or your internal communication channels to build anticipation for upcoming Well-Being Week activities. Logos, infographics, and other materials are freely available for download on the Awareness Messaging page of the website. You also can find ideas for social media posts in the Social Media Calendar. We encourage use of the hashtag #LawyerWellbeingWeek for social media posts!

Host Virtual Lunch & Learn Sessions

Host a virtual lunch and learn session where, before or during the session, you invite participants to watch a video, read a related article, or both (since many of the recommendations below are pretty short). They then can discuss what they learned and create personal action plans.

Pose A Well-Being Challenge

Each day, invite your organizational members via social media to participate in a group challenge or activity that relates to that day's well-being dimension. Invite participants to post comments or photos of their activities on social media.

Recommend Resources

Each day, via email or social media, recommend an article, book, video, well-being tip or gadget to your members. On the <u>Awareness Messaging</u> website page, you'll find a social media post for your use each day of Well-Being Week that includes one suggested video, article, and activity that align with that day's well-being dimension.

Inspire Them

Post inspirational quotes related to each day's well-being dimension or a short story about an exemplar of lawyer thriving. You can find a list of well-being-related quotes in the Lawyer Well-Being Week Social Media Calendar.

Help Them Plan

Distribute a Lawyer Well-Being Week News Briefing that provides a schedule of activities and tips for individual participation.





STAY STRONG (Physical Well-Being)

VIDEOS

- Dr. Matt Walker (2019), Sleep Is Your Superpower, TED Talk, 19:06 mins. Walker authored the top-selling book Why We Sleep. His video shares the many good things that sleep does for your brain and body, the alarmingly bad things that happen when you don't get enough sleep, and helpful tips for getting more and better sleep.
- Wendy Suzuki (2017). The Brain-Changing Benefits of Exercise, TED Talk, 12:55 mins. Suzuki discusses the science of how exercise boosts mood and memory and protects your brain against neurodegenerative diseases.
- Neal Barnard (2016). Power Foods for the Brain. TEDx, 16:58 mins.
- Pleasure Unwoven: An Explanation of the Brain Disease of Addiction (2010). DVD, 70 mins. This video essay explains and simplifies the brain areas and complex neuroscientific concepts involved in addiction. It's aimed at helping people in recovery feel better understood, and their families and friends feel hope that recovery is possible. See Study Guide For Pleasure Unwoven.
- The Anonymous People (2014). Available on DVD and Amazon Prime Video. 1 hour, 28 mins. This is a documentary film about the 23 million Americans living in long-term recovery from addiction to alcohol and other drugs and the powerful stigma that has kept the problem hidden.

ARTICLES

- Tony Schwartz & Catherine McCarthy (2007). Manage Your Energy, Not Your Time. Harvard Business Review
- Christopher Barnes (2018). Sleep Well, Lead Better, Harvard Business Review
- Cristiano Guarana & Christopher Barnes (2017). Research: Sleep Deprivation Can Make It Harder To Stay Calm At Work. Harvard Business Review.
- Christopher Barnes (2017). Sleep-Deprived Judges Dole Out Harsher Punishments. Harvard Business Review.
- Ron Friedman (2014). Regular Exercise Is Part Of Your Job. Harvard Business Review.
- Russell Clayton (2014). How Regular Exercise Helps You Balance Work and Family. Harvard Business Review.
- Ron Friedman (2014). What You Eat Affects Your Productivity. Harvard Business Review.
- Kira M. Newman (2019). What Is The Best Diet For Mental Health? Greater Good Magazine.
- Nick can Dam and Els van der Helm (2016). There's A Proven Link Between Effective Leadership and Getting Enough Sleep. Harvard Business Review.



MON



STAY STRONG (Physical Well-Being)

- Mindfulness Mondays. Start a tradition of group meditation to kick off Well-Being Week. Even <u>small doses of</u> meditation are beneficial. Create your own event led by an organizational member or professional instructor or join the <u>Mindfulness in Law Society's Mindful Monday</u> virtual event that occurs weekly at 3:00 pm ET.
- Active Meeting Challenge. Encourage members to do all of their meetings (or even just one!) on Monday while standing up or walking and post about their experience on social media using #LawyerWellbeingWeek.
- Remote 5-K Run. Organize a 5-K "race" in which members run on their own around their neighborhoods (while practicing safe physical distancing!) or on their treadmills. Before the race, circulate information about the benefits of vigorous exercise like running (see the 5-K Run Activity Guide) and invite a personal trainer to provide tips (in writing or via video) about safe training. Ask participants to take photos and post about their experience on social media using the hashtag #LawyerWellbeingWeek. After the race, post participants names and send them electronic participation medals. If you're really ambitious (and it's logistically possible), have race shirts made and mailed to participants or make the race a fundraising event for a local charity.
- **Group Yoga.** Invite an organizational member with yoga expertise or hire an instructor to lead a yoga session via video. Or distribute the <u>Desk Yoga Activity Guide</u> and invite people to try it out.
- **Technology Blackout.** To enable people to disconnect from work and recharge, ask that, during every day of Well-Being Week (or just one day!), people not email, text, or call colleagues outside designated hours (e.g., after 6:30 pm) unless it is an emergency. It may encourage organizations to <u>rethink the unthinkable.</u>
- Healthy Gadget Drawing. Invite members to enter their names into a virtual drawing for free well-being-related items, e.g., FitBit, Muse: The Brain Sensing Headband, Bellabeat Leaf Health Tracker, a treadmill desk, Panda Planner for Productivity and Gratitude, adult coloring book for stress-relief, etc.
- Well-Being Care Packages. If logistically feasible, assemble a fun Stress Buster First Aid Kit in a pouch to mail to colleagues, clients, mentees, and/or staff that includes items like a map of local green spaces for lunch-time walks (once people return to work!), chewing gum, dark chocolate, an iTunes gift card to purchase relaxing music, thank you cards to express gratitude, a stress test card, peppermint tea, and a notebook to process stressful emotions via writing. To convert it to a COVID Care Package also includes items like toilet paper and hand soap.
- Healthy Snack Recipes. Each day of Well-Being Week, email a recipe for a healthy treat.
- Sleep Challenge. Coordinate a Sleep Challenge to get at least 7 hours of sleep every day of Well- Being Week. Ask senior lawyers to post their sleep times each day to provide good role modeling. Distribute information about the negative impact of sleep deprivation on mental and physical health. Distribute a list of items for members to put together their own Healthy Sleep First Aid Kit, including eye masks, chamomile or Valerian root tea, a lavender scented product, and a tip sheet for good sleep.





ALIGN (Spiritual Well-Being)

VIDEOS

- Emily Esfahani Smith (2017). There's More to Life Than Being Happy, TED Talk, 12:10 mins. Learn about the difference between "being happy" (which comes and goes) and building a meaningful life. Smith is the author of The Power of Meaning: Finding Fulfillment in a World Obsessed With Happiness.
- Anne Brafford (2020). Meaningful Work for Lawyers: Strategies For Boosting Health & Happiness at Work.
 Lawyer Well-Being Channel, 40 mins. Brafford explains the importance and powerful effects of cultivating the experience of meaningful work and gives science-backed strategies for doing so. She's the author of Positive Professionals: Creating a High-Performing, Profitable Firm Through the Science of Engagement.
- Dan Ariely (2012). What Makes Us Feel Good About Our Work? TEDx Talk, 20:12 mins. Behavioral economist Dan Ariely presents two eye-opening experiments that reveal that, contrary to conventional wisdom, what motivates us at work isn't just money--and it's not exactly joy either. Most of us thrive by making constant progress and feeling a sense of meaning and purpose.
- Michael Steger (2013). What Makes Life Meaningful? TEDx Talk, 16:45 mins. Professor Steger asks the question "What Makes Life Meaningful?" and shares what psychological science can tells us about the answer.
- Laura Vanderkam (2016). How To Gain Control of Your Free Time, TED Talk, 11:46 mins. Vanderkam, a time management expert, offers practical strategies to help find more time for what matters, so we can "build the lives we want in the time we've got." She's the author of Off The Clock: Feel Less Busy While Getting More Done.

ARTICLES

- Anne Brafford & Robert Rebele (2018). <u>Judges' Well-Being And The Importance Of Meaningful Work</u>. Court Review. The article explains the importance of meaningful work to health, happiness, and performance. It provides meaningful work strategies that apply to everyone, not just judges. Brafford also has a free, 40-minute video on meaningful work for lawyers posted on the Lawyer Well-Being YouTube Channel.
- Innovation Resource Center for Human Resources (2018). <u>Thrive at Work: Use Your Network to Draw You To What Matters Most</u> [White Paper].
- Susan Peppercorn (2019). Why You Should Stop Trying To Be Happy At Work. Harvard Business Review
- John Coleman (2017). <u>To Find Meaning in Your Work, Chang How You Think About It.</u> Harvard Business Review.
- John Coleman (2017). You Don't Find Your Purpose, You Build It. Harvard Business Review.



REMOTE PARTICIPATION GUIDE



ALIGN (Spiritual Well-Being)

ARTICLES (cont.)

- Dan Cable and Freek Veremeulen (2018). Making Work Meaningful: A Leader's Guide. McKinsey Quarterly.
- Lewis Garrad and Tomas Chamorro-Premuzic (2017). How To Make Work More Meaningful For Your Team. Harvard Business Review.
- Shawn Achor et al. (2018). 9 Out Of 10 People Are Willing To Earn Less Money To Do More Meaningful Work.
 Harvard Business Review.

- Values Challenge. Invite members to complete the <u>Values Challenge Activity Guide</u> and post about their experience on social media using the hashtag #LawyerWellbeingWeek.
- Job Crafting. Host a meaningful work event. <u>Include information</u> about meaningful work's strong tie to engagement
 and mental health. Do a <u>Job Crafting activity</u> aimed at shaping work experiences to more closely align with participants' values, interests, and strengths.
- Personal Mission Statement. Invite members to complete the <u>Personal Mission Statement Activity Guide</u> individually or in groups and share some of their goals.





ENGAGE & GROW (Career & Intellectual Well-Being)

VIDEOS

- Shawn Achor (2011). <u>The Happy Secret To Better Work</u>. TED Talk, 12:05 mins. In this funny talk, psychologist Shawn Achor argues that happiness inspires us to be more productive. He's the author of <u>The Happiness</u> <u>Advantage: How A Positive Brain Fuels Success in Work And Life</u>.
- Mihaly Csikszentmihalyi (2004). Flow: The Secret of Happiness, TED Talk, 18:43 mins. Dr. Csikszentmihalyi--co-founder of positive psychology and creator of the concept of "flow"-- asks, 'What makes a life worth living?' The answer isn't money but may be found in activities that bring enjoyment and lasting satisfaction by generating the state of flow. He is the author of many books, including Flow: The Psychology of Optimal Experience and Good Business: Leadership, Flow, And The Making of Meaning.
- Teresa Amabile (2012). <u>Track Your Small Wins to Motivate Big Accomplishments.</u> TEDx Talk, 21:09 mins. Amabile shares key insights from her research about staying motivated at work, including the importance of measuring progress, documenting challenges, and taking time to reflect. Amabile is the author of the book <u>The Progress Principle</u> and Harvard Business Review article <u>The Power of Small Wins</u>. Her website offers a helpful checklist: <u>Progress Principle Daily Progress Checklist</u>.
- Eduardo Briceño. (2016). How to Get Better at the Things We Care About. TED Talk, 16 mins. Briceño shares techniques to avoid stagnation and to always feel like you're growing and moving forward in work, parenting, or creative hobbies.
- Martha Knudson (2019). <u>Building Your Psychological Capital For Success & Well-Being In Law, Lawyer Well-Being Channel, 20:40 mins. Related worksheet: <u>Psychological Capital Worksheet: Build Your Mental Strength & Flexibility.</u> See also <u>PsyCap 101: Your Guide to Increasing Psychological Capital</u>, PositivePsychology.com.
 </u>
- Jennifer Overall (2019). <u>Engine Maintenance for Lawyers: Tuning Up your Brain for Peak Performance</u>, Lawyer
 Well-Being Channel, 21:19 mins.
- Matt Potempa (2019). <u>The Life You Imagine: Creating the Law Practice of Your Dreams</u>, Lawyer Well-Being Channel, 11:46 mins.





ENGAGE & GROW (Career & Intellectual Well-Being)

ARTICLES

- Amy Wrzesniewski, Justin M. Berg, & Jane E. Dutton (2010). Managing Yourself: Turn The Job You Have Into The Job You Want, Harvard Business Review.
- J. Sterling Livingston (2003). <u>Pygmalion in Management.</u> Harvard Business Review (the power of a leaders' expectation for followers' performance and well-being).
- Dan Cable (2018). Why People Lose Motivation -- and What Managers Can Do To Help. Harvard Business Review.
- Tomas Chamorro-Premuzic (2019). To Prevent Burnout, Hire Better Bosses. Harvard Business Review.
- Jennifer Moss (2019). <u>Burnout Is About Your Workplace</u>, <u>Not Your People</u>. Harvard Business Review.
- Jon Jachimowicz, Joyce He, and Julian Arango. <u>The Unexpected Benefits of Pursuing a Passion Outside of</u>
 Work. Harvard Business Review.
- Marguerite Ward (2017). 3 Science-Backed Reasons Having A Hobby Will Help Your Career. CSNBC.com.
- Kevan Lee (2014). Why Creative Side Projects Are Good For You. LifeHacker.com.

- Optimal Self Activities. Invite members to, individually or in virtual teams, complete and discuss the <u>Peak</u>
 <u>Performance Through Character Strengths Activity Guide</u>, the <u>Best Possible Self Activity Guide</u>, and/or the <u>Wheel of Professional Development Activity Guide</u>. Invite them to post about their experience on social media using the hashtag #LawyerWellbeingWeek.
- Virtual Town Hall: Ask a senior leader to host a virtual town hall to invite questions and discuss ways to remove obstacles and implement practices to promote health, happiness, and work engagement.



REMOTE PARTICIPATION GUIDE



CONNECT (Social Well-Being)

VIDEOS

- Adam Grant (2016). Are You a Giver or a Taker? TED Talk, 13:19 mins. Grant, organizational psychologist, breaks down 3 personality types related to giving (givers, takers, and matchers) and offers simple strategies to promote a culture of generosity and to better manage self-serving "takers." Grant authored the book Give and Take: Why Helping Others Drives Our Success and Harvard Business Review article In The Company of Givers and Takers.
- Brene Brown, <u>The Power of Vulnerability</u>, TEDx Talk, 20:04 mins. Social scientist Brene Brown studies and writes
 on human connection, including empathy and belonging. In this talk, she shares her research and insights from
 her own life journey.

ARTICLES

- Rob Cross (2019). To Be Happier at Work, Invest More In Your Relationships. Harvard Business Review.
- Evan Carr et al. (2019). The Value of Belonging At Work. Harvard Business Review.
- Pat Wadors (2016). <u>Diversity Efforts Fall Short Unless Employees Feel They Belong.</u> Harvard Business Review.
- Anne Brafford (2020). <u>Enabling Lawyer Well-Being Through Diversity & Inclusion</u>. Lawyer Well-Being Week Resource.
- Jane Dutton & Lee, J. (2017). <u>The Benefits Of Saying Nice Things About Your Colleagues</u>. Harvard Business Review.
- Shawn Achor (2015). The Right Kind Of Stress Can Bond Your Team Together. Harvard Business Review.
- Aileen Reilly (2019). Mind Your Marriage (& Similar Relationships), Well-Being Toolkit Worksheet.

- Gratitude Letter. Recommend that members read Kira Newman's article, How Gratitude Can Transform Your Workplace. Invite them to a write a gratitude letter to someone they've been meaning to thank, read it out loud to them, and post about their experience on social media using the hashtag #LawyerWellbeingWeek.
- Connection Activities. Encourage members, individually or in groups, to complete one of the 4 Connection
 Activity Guides on the Lawyer Well-Being Week website: (1) <u>The Upward Spiral</u>; (2) <u>Make Kindness the Norm</u>;
 (3) Gratitude Challenge <u>Level 1</u>, <u>Level 2</u>, or <u>Level 3</u>; and (4) <u>Connect to Thrive</u>.





FELL WELL: Emotional Well-Being

VIDEOS

- Jon Krop (2020). <u>The Anxiety Toolkit</u>: Mindfulness Practices to Reduce Anxiety in Trying Times, Lawyer Well-Being Channel, 16 mins. Jon Krop, a lawyer and meditation teacher, offers practical mindfulness strategies to manage anxiety, which is skyrocketing for many during the COVID crisis.
- Anne Brafford (2020). <u>Resilient Thinking For Lawyers Part I: Taming Negative Emotions</u>, Lawyer Well-Being
 Channel, 1 hr 29 mins. Guided by a downloadable <u>Worksheet</u>, Anne gives 6 steps for resilient thinking based on
 positive psychology, cognitive behavioral therapy, and acceptance and commitment therapy.
- Anne Brafford (2020). Resilient Thinking for Lawyers Part II: Boosting Positive Emotions, Lawyer Well-Being Channel, 1hr. Guided by a downloadable Worksheet, Anne explains 8 science-backed activities for boosting positive emotions: (1) Prioritize Positivity, (2) Notice & Savor Positive Emotions, (3) Grow Your Gratitude, (4) Do Acts of Kindness, (5) Identify & Use Your Strengths, (6) Pick & Practice Positive Emotions, (7) Align Your Life With Your Goals & Values, and (8) Mindfulness & Meditation.
- Olivia Ash & Elina Teboul (2020). <u>Cultivating Wisdom During the COVID Crisis</u>: Resilience Strategies to Combat Loneliness, Lawyer Well-Being Channel, 1 hr.
- Olivia Ash (2019). <u>Lonely Advocates: Combating Loneliness in the Legal Profession</u>, Lawyer Well-Being Channel. 7:14 mins.
- Elina Teboul (2020). <u>Tips for Boosting Optimism for Health & Happiness</u>, Lawyer Well-Being Channel, 10:40 mins.
- Kelly McGonigal (2013). How to Make Stress Your Friend, TED Talk, 13:47 mins. Research suggests that stress
 may only be bad for you if you believe that to be true. Psychologist Kelly McGonigal urges us to see stress as a
 positive. She's the author of The Upside of Stress: Why Stress Is Good For You, And How To Get Good At It.
- David Steindl-Rast (2013). Want To Be Happy? Be Grateful, TED Talk, 14:18 mins.
- Roy Baumeister (2019). Why We Focus on The Negative, Greater Good Science Center, 1:55 mins. Esteemed scholar Dr. Roy Baumeister describes the evolutionary reasons why we notice and are more strongly impacted by negative emotions.
- Sangu Delle (2017). There's No Shame In Taking Care Of Your Mental Health, TED Talk, 8:58 mins. TED Fellow
 Sangu Delle talks about confronting his own deep prejudice that men shouldn't take care of their mental health
 and learning to handle anxiety in a society that's uncomfortable with emotions.





FELL WELL: Emotional Well-Being

VIDEOS (cont.)

- Jeremy Forbes (2017). How To Start A Conversation About Suicide, TED Talk, 12:09 mins. In a personal talk,
 Forbes shares his approach to helping a group of traditionally silent men open up about their struggles.
- Project Happiness (2011). <u>Amazon Prime.</u> 1hr. Award-winning documentary that includes interviews of George Lucas, Richard Gere, neuroscientist Richard Davidson, and the Dalai Lama on the nature of lasting happiness.
- PBS (2010). The Emotional Life: In Search of Ourselves and Happiness. Available on <u>DVD</u> and via <u>Amazon Prime Video</u>, 3 episodes, 1 hr, 53 mins each. The series is hosted by Dr. Daniel Gilbert, Harvard psychologist and author, and covers three themes: (1) improving social relationships, (2) resolving negative feelings (depression, anxiety, etc.), and (3) searching for greater happiness. It's aimed at giving viewers a deeper sense of what makes us tick and insights into how to use that information to improve their own emotional and social well-being.
- PBS (2008). Depression: Out of The Shadows. PBS Documentary. Available on <u>DVD</u>, 90 mins. Addresses the stigma and challenges of living with depression.
- Happy (2012). Available on <u>DVD</u> and via <u>Amazon Prime Video</u>, 1h 15mins. Combining real life stories from around the world and interviews with leading scientists in happiness research, *Happy* explores the secrets behind lasting happiness.

ARTICLES

- Anne Brafford (2020). Well-Being Strategies for Solos and Small Firms, Lawyer Well-Being Blog.
- Diana O'Brien & Jen Fisher (2019). <u>5 Ways Bosses Can Reduce The Stigma of Mental Health At Work</u>. Harvard Business Review.
- Kristen Bell De Tienne et al. (2020). How to Manage an Employee With Depression. Harvard Business Review.
- Douglas Jacobs (2015). Employers Should Offer Free Screenings For Depression. Harvard Business Review.
- Barbara Harvey (2018). What Companies Can Do To Help Employees Address Mental Health Issues. Harvard Business Review.
- Jennifer Moss (2019). Burnout Is About Your Workplace, Not Your People. Harvard Business Review.
- Barsade, S., & O'Neil, O. A. (2016). <u>Manage Your Emotional Culture</u>. Harvard Business Review.

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FELL WELL: Emotional Well-Being

- Positivity Challenge. Invite members either individually or in teams to choose one of the 8 science-based positive emotion-boosting activities in the Positive Emotions Worksheet: (1) Prioritize Positivity, (2) Notice & Savor Positive Emotions, (3) Grow Your Gratitude, (4) Do Acts of Kindness, (5) Identify & Use Your Strengths, (6) Pick & Practice Positive Emotions, (7) Align Your Life With Your Goals & Values, and (8) Mindfulness & Meditation. Invite them to discuss their experiences in virtual teams and/or post about their experience on social media using the hashtag #LawyerWellbeingWeek
- Stress Relief Challenge. Invite members to complete the <u>2-Minute Stress Relief Activity Guide</u> and post about their experience on social media using the hashtag #LawyerWellbeingWeek.
- **Self-Care Plan**. Invite members, individually or in virtual teams, to complete and discuss the <u>Design Your Self-Care Plan Activity Guide</u>.
- Alcohol-Free Happy Hour. Plan an alcohol-free Happy Hour with fun activities that can be played virtually to boost cohesion and belonging (e.g., team-building activities, games (<u>online and app versions</u> of some games are available), and bonding activities like "<u>10 questions</u>," etc.
- **Virtual Therapist or Coaching Session**. Hire a therapist or professional coach to offer virtual sessions to any interested member to lower perceived barriers to exploring therapy or coaching as helpful options.
- Bring Your Pet To Work. Have a Bring Your Dog Work Day and distribute research findings about the stress-relieving benefits of petting dogs and cats. This activity will be easy given that most people may still be working from home! Ask members to invite their pets to virtual meetings and introduce their Work From Home (WFH) "coworkers" to the team. Consider asking clients to participate as well. Ask participants to post photos of their furry coworkers on social media and use the hashtag #Lawyer Well-Being Week. Circulate photos and videos of members' pets and a link to research finding that cute photos of puppies and kittens improve attention and concentration and viewing cat videos boosts energy and positive emotions.
- Make Them Smile. If logistically feasible, have a <u>smiley face balloon</u> delivered to colleagues, mentees, clients, or staff along with a note about the <u>mental and physical health benefits of positive emotions</u>. Share jokes or funny videos along with research notes about the positive effects of laughter on <u>social bonding</u> and <u>stress relief</u>.



AUTHOR OF THE PLANNING GUIDE

Anne Brafford, JD, MAPP, PhD Candidate. Anne, a former law firm partner, consults with the legal profession about individual and organizational thriving (www.Aspire.legal). She is the author of an ABA-published book titled Positive Professionals, is the Chair of the ABA Law Practice Division's Attorney Well-Being Committee, was the Editor in Chief and co-author of the National Task Force on Lawyer Well-Being's 2017 report, and is the founder of Lawyer Well-Being Week.