



# LAWYER WELL-BEING WEEK

MAY 4-8, 2020

**MON**



## STAY STRONG

Physical Well-Being

**TUES**



## ALIGN

Spiritual Well-Being

**WEDS**



## ENGAGE & GROW

Career & Intellectual Well-Being

**THURS**



## CONNECT

Social Well-Being

**FRI**



## FEEL WELL

Emotional Well-Being

# LAWYER WELL-BEING WEEK

## ACTIVITY PLANNING GUIDE

1

Activity Title:	The Upward Spiral
Well-Being Dimension:	Social
Complexity Rating (1 to 3):	Level 1 – Low Cost/Low Administration, Individual Level  Level 2 – Medium Cost/Medium Administration, Group Level  Level 3 – Low Cost/High Administration, Group Level
Required Resources/Materials:	Depends on complexity  1 – Email or phone  2 – Printer, Room, Coordinator, there are several alternatives for this level. Colored pencils.
Author:	Courtney Wylie, Faegre Drinker Biddle & Reath LLP, courtney.wylie@faegredrinker.com, Wylie.com

### Activity Objective:

To encourage lawyers to experience connection and belongingness with others through positive ripple effects.

### Well-Being Connection (How/Why Does this Work?)

Social connection improves physical health and mental and emotional well-being. We all tend to think of physical things when it comes to our well-being, not recognizing that social connection is just as critical.

In fact, one landmark study indicated that lack of social connection is a greater detriment to health than obesity, smoking and high blood pressure. People who feel more connected to others have lower levels of anxiety and depression. Moreover, studies show they also have higher self-esteem, greater empathy for others, are more trusting and cooperative and, as a consequence, others are more open to trusting and cooperating with them. In other words, social connectedness generates a positive feedback loop of social, emotional and physical well-being.

Research unfortunately shows that loneliness is on the rise. Despite its clear importance for health and survival, research shows that social connectedness is waning at an alarming rate in the US. A revealing sociological study showed that the modal number of close others (i.e., people with whom one feels comfortable sharing a personal problem) Americans claimed to have in 1985 was only three. In 2004 it dropped to zero, with over 25% of Americans saying that they have no one to confide in. This survey suggests that one in four people that we meet may have no one they call a close friend!



### Well-Being Connection (How/Why Does this Work?)

People low in social connection are more vulnerable to anxiety, depression, antisocial behavior, and even suicidal behaviors which tend to further increase their isolation. Most poignantly, a landmark survey showed that lack of social connectedness predicts vulnerability to disease and death beyond traditional risk factors such as smoking, blood pressure, and physical activity! Eat your greens and exercise, yes, but don't forget to connect.

So how do you improve your social well-being?

Research has found that positivity spirals can lead to increased social well-being and happiness at work.

What makes us happier at work?

- Encouragement – project teams with encouraging managers performed 31% better than those teams whose managers were less positive and open with praise
- Recognition – Studies reported that when recognition is specific and deliberately delivered, it is even more motivating than money
- Warm Leaders – in a study that tested performance relative to a manager's speaking tone, "cheerful enthusiasm" and "serene warmth" provided most effective (and generated greater profits!)

### Procedure

#### LEVEL 1:

The below can be done at an individual or an organizational level for low to minimal cost.

For individuals –

[Note: any of the below can be done on an organization level as well – following the Post-It Activity format for organizations below]

Fill out The Power Lead – and act on it today! [See attached worksheet – The Power Lead]  
Take a moment to think about your happiness rules – what are they? Use this sign to write them down and post it in a visible spot in your workplace. [See attached worksheet – Happiness Rules]

#### a. Preparation

Create your own ripple effect by sharing your passion and purpose with others! Use this worksheet to get started. [See attached worksheet – The Ripple Effect]

For Organizations:

Prep:

#### Post-It Meaning Activity:

Ask leaders to think about what brings them the most meaning or purpose at work right now on a post-it note and post it on their office doors/cubicles. They should share what it is with others when they ask about it and encourage their teams to do the same. They should also lead by example by asking about other people's notes through the day.

Color Me Happy Activity:



Procedure

Prep:

Reserve a conference room. Print the attached coloring pages. Put colored pencils in the room. {Optional – aromatherapy diffuser or relaxing low music}. Print the benefits of coloring cards and place in each person's mailbox. Let leaders know what is going on and ask them to encourage their teams to take 5-20 minute breaks together in the room to color on the day when it is all set up.

LEVEL 3:

Organize a volunteering activity for the firm to participate in together for the day.

WillsforHeroes.org is a great option that allows lawyers to get CLE credit, pro bono hours, and there are tasks if the event is handled at the organization's location that staff can participate in too together with the lawyers.

a. Preparation

Wills for Heroes programs provide free wills and other estate planning documents to first responders and their spouse or domestic partner. Qualified first responders include firefighters, police officers, paramedics, corrections and probation officers from federal, state, county, city and town departments and agencies. The Wills for Heroes Foundation encourages its affiliates to include retired and volunteer first responders in their programs.

It is done through a software system that the organization brings and trains lawyers and lay people how to use (takes about 30 minutes) and allows them to have wills and health directives created. The organization also helps to advertise and manage it if you decide to host a day!

For more information, please click here: <http://www.willsforheroes.org/program.htm>



### Suggestions for Resources

#### Videos:

- [1] Achor, Shawn (2010). *The Happiness Advantage: The Seven principles of Positive Psychology That Fuel Success and Performance at Work*. Random House Inc.
- [2] Fredrickson, B.L. & Branigan, C. (2005). Positive emotions broaden the scope of attention and thought-action repertoires. *Cognition and Emotion*, 19, 313-332.
- [3] Gallup-Healthways Well-Being Index. (2008)
- [4] Seligman, M.E.P. (2002). *Authentic Happiness*. New York: Free Press, at 4.
- [5] Gallager, W. (2009). *Rapt*. New York: Penguin, at 36.
- [6] Estrada, C.A., Isen, A. M. & Young, M. J. (1997). Positive affect facilitates integration of information and decreases anchoring in reasoning among physicians. *Organization Behavior and Human Decision Processes*, 72, 117-135.
- [7] Deci, E. L. (1996). *Why We Do What We Do*. New York: Penguin.
- [8] Kjerulf, A. (2006). *Happy Hour Is 9 to 5*. Lulu Publishing.
- [9] Bachman, W. (1998). Nice Guys Finish First: A SYMLOG Analysis of U.S. Naval commands. In: Polley, R. B. et al. (Eds). *The SYMLOG Practitioner: Applications of Small Group Research*. New York: Prager. As cited in Goleman, D.(1998). *Working with Emotional Intelligence*. New York: Bantam, at 188.
- [10] Connelly, J.(2002). All together now. *Gallup Management Journal*, 2, 12-8.
- [11] <http://www.sciencedaily.com/releases/2009/02/090203142512.htm>
- [12] <http://www.forbes.com/sites/stevecooper/2012/07/30/make-more-money-by-making-your-employees-happy/>
- [13] <http://www.physorg.com/news63293074.html>
- [14] Lyubormirsky, S. (2007). *The How of Happiness*. New York: Penguin, at 127-0129
- [15] Frank, R.H. (2000). *Luxury Fever*. New York: Princeton University Press.
- [16] Dunn, E., Aknin, L.B., & Norton, M.I. (2008). Spending money on others promotes happiness. *Science*, 319, 1697-1688.

#### Social Media Posts:

See attached folder of memes that can be used and shared by attorneys and organizations.

# The Upward Spiral Activity Materials & Resources

- Benefits of Coloring Example Cards for Printing
- Printable Adult Coloring Pages
- Creating Patterns of Success Worksheet
- Sense of Control Worksheets
- Sense of Progress Worksheets
- Sharing the Ripple Effect Worksheet
- Your Happiness Franchise Worksheet
- The Power Lead Worksheet
- Everyday Mindful Workplace Worksheets



# AMAZING BENEFITS OF COLORING

## The top 7 benefits of coloring for adults:

- Your brain experiences relief by entering a meditative state
- Stress and anxiety levels have the potential to be lowered
- Negative thoughts are expelled as you take in positivity
- Focusing on the present helps you achieve mindfulness
- Unplugging from technology promotes creation over consumption
- Coloring can be done by anyone, not just artists or creative types
- It's a hobby that can be taken with you wherever you go

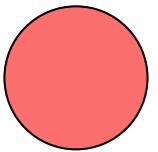
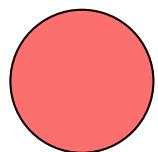
DrinkerBiddle®



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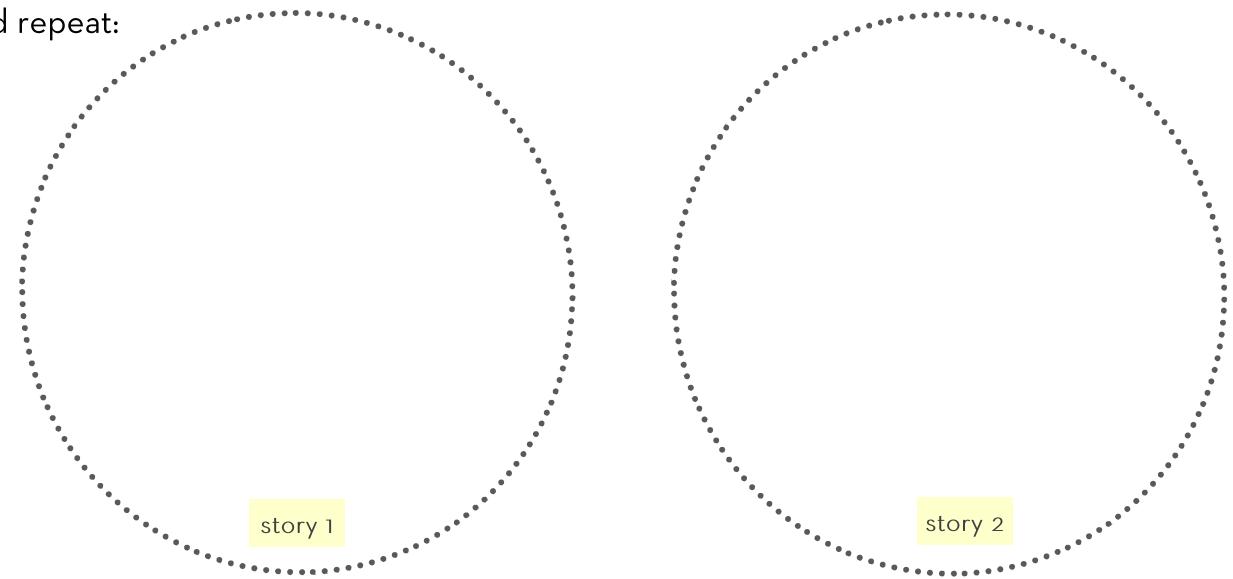
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## Success in Life is Based on Patterns

To help you feel confident when working on future goals, it is important to remember past successes. Write down two success stories in your personal or professional life you would like to franchise and repeat:



Compare the stories to discern your positive success formula. **My positive success formula is:**

Brainstorm ways that you can replicate these successes on a current project/goal.

1

2

3

# sense of control

AUTONOMY

FREEDOM

INDEPENDENCE

To scale successfully, leadership teams have to give **more autonomy** to their employees. When you have **purpose and core values** at the foundation of your culture, trusting your teams to make the best decisions for your business comes easier. When **everyone is aligned** on what solutions are best in accordance with the culture and business strategy, your company becomes a vehicle that always moves in the right direction.

The opposite is micromanagement and it doesn't allow for **our sense of control** to thrive. Even as you continue to grow as a leader, you may still remember past bosses who have micromanaged you before. Your employees **want to feel trusted** to get the job done - so let's work to build that trust.

People are nearly

**2.5X** more likely

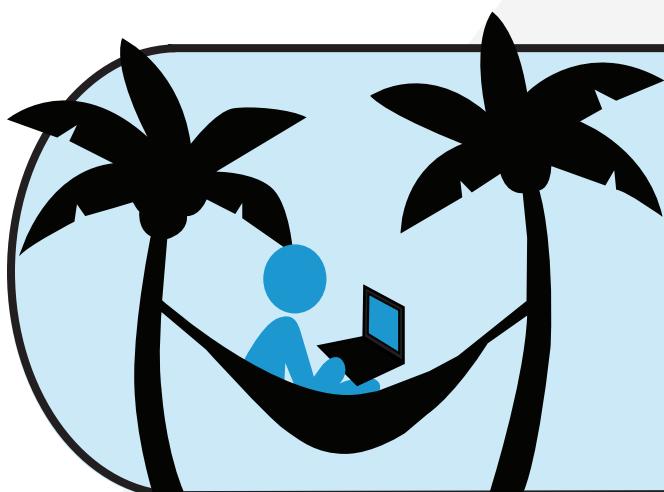
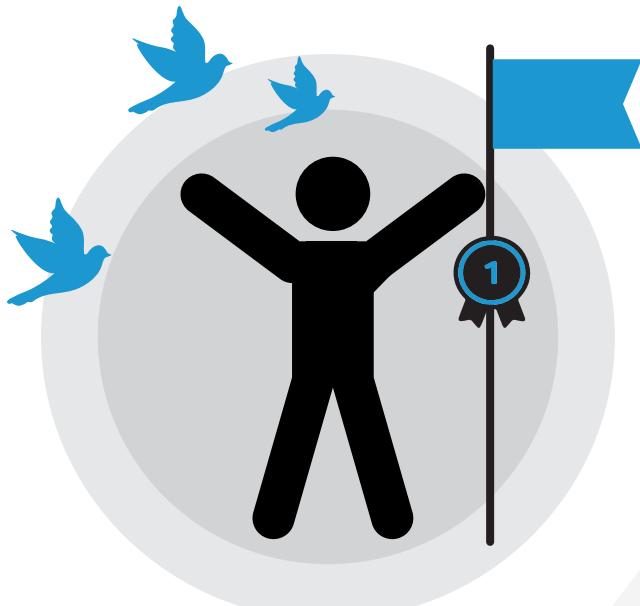
to take a job with more

autonomy



than to take a job  
with more

influence



Employees with flexible  
work options are more  
likely to have less stress  
and better mental health.



# YOUR SUPERPOWER MINDSET

For the situations below, list one mindset you had for each:

1. Think about a time a mindset has saved you or helped you pull it together in a challenging situation.
2. Think about the advice you would give yourself on what mindset to take when you're outside your comfort zone.
3. Think of a difficult situation like giving negative feedback to colleague and list what mindset helped you do it well.

*Examples: Curiosity, Gratitude, Courage, Playfulness, etc.*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Pick just one you'd like to master; list your superpower mindset here: \_\_\_\_\_

Go back to a time when you were in this mindset:

What activity were you doing? \_\_\_\_\_

What does it feel like? \_\_\_\_\_

What is one ritual you can do to start your day with this mindset, or to set an intention to embody this mindset? \_\_\_\_\_

How can you call upon this mindset during times you are overwhelmed?



## TAKE IT TO THE TEAM

Go through the 'Superpower Mindset' exercise with your team, and start by walking them through your completed exercise. After the exercise, work together to create a list of what makes the team feel in control at work. **Have everyone share at least one way they feel more control.**

Discuss:

- What are some ways you already have a good sense of control at work?
- Share and agree on 3 ways as a team we could improve sense of control.
- What would the impact be?

# sense of progress

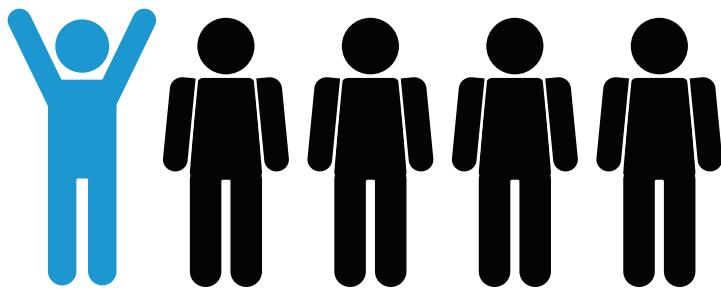
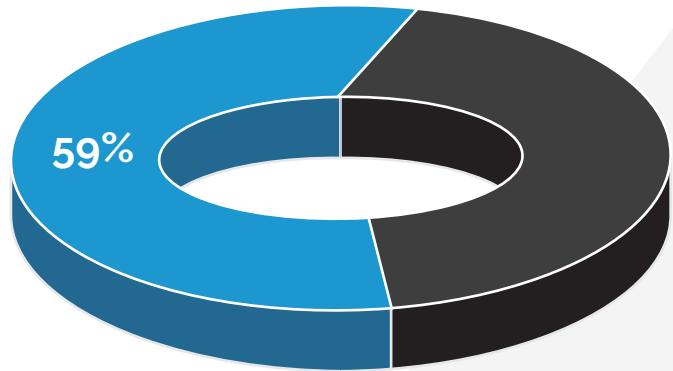
- GROWTH
- MOVING FORWARD
- FEELING 'UNSTUCK'

We're here to talk about your wins. Whether you recognize it or not, you achieve wins every day. Big or small – these achievements are **like stepping stones** laid down to create and direct your path of progress. In business, a lack of progress results in employees who **feel unmotivated** and stagnant in their jobs. Some indicators include **high turnover**, quicker burnout, and complaints about the **lack of growth** or career opportunities.

**Let's be honest** — outside of needing to give your employees a fair and competitive wage, **money is not going to motivate** them to do their best in the long run. There's a better way to do it through **progress**.

**59%**

of millennials say opportunities to learn and grow are **extremely important** to them when looking for a job.



**ONLY 1  
out of 5**

employees say their **performance is managed** in a way that motivates them to do outstanding work.



Does more money **create** happier employees?

A meta-analysis of **15,000 individuals** found that the correlation between salary and job satisfaction is **very weak**.

# CELEBRATING YOUR SENSE OF PROGRESS

Over time, we remember our lives based on milestones or moments that matter. Let's look at how you mark your wins.



List three wins you had this year:

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List two wins you had this month:

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List one win you had today:

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## Reflect:

Did you celebrate all of these wins? If not, why? If you did, how did it make you feel?

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## TAKE IT TO THE TEAM: SPEED-CELEBRATING LIL' WINS



1. Bring sticky notes to your next meeting, and ask your team to write wins on them.
2. Set a timer (10-15 secs per person) and have people go around and share as many wins as they can before the time runs out.
3. Applaud, cheer, and celebrate each win! Then continue on with your agenda.

## Reflect:

How did the tone of meeting change afterwards? What about the energy?

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# Sharing The Ripple Effect

Shawn speaks of inception and sharing your positivity and belief that happiness is possible in both *Before Happiness* and *The Happiness Advantage*. Take time to think through how you can **franchise your happiness** with your team, family, and friends.



How will you **show** (not **tell**) those around you about your belief in the power of a positive mindset?

Then, craft an **elevator pitch** to share your ideas with those who ask.

1

goal

2

personal  
experience  
to share

3

why you care

4

follow up

5

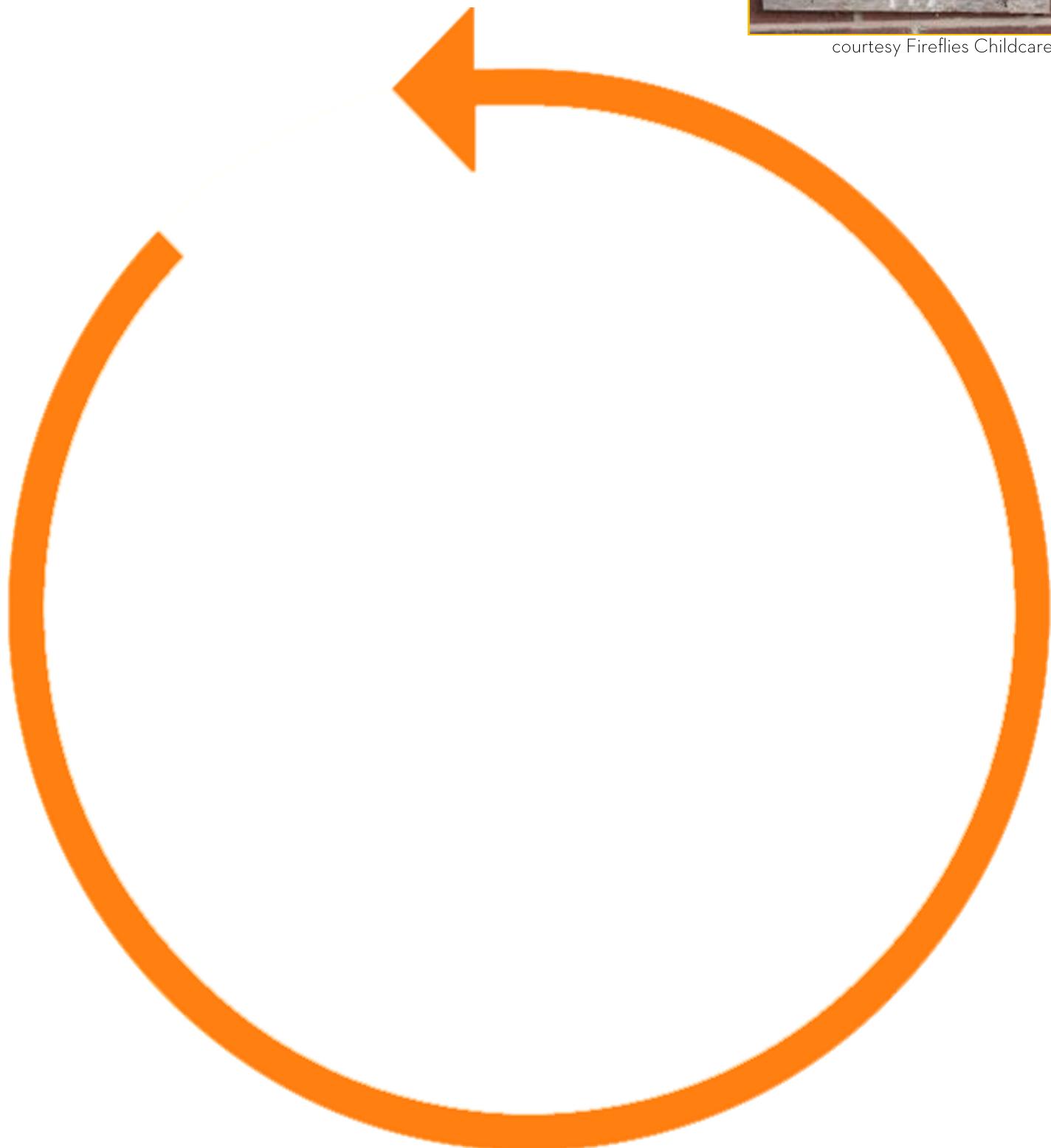
Practice it! What do you get across in 30 seconds?

# Create a Happiness Franchise

Discover simple, emotional, and **positive patterns** you can replicate and franchise to others around you. Write your rule in the circle below and share it with others in your workplace or household. Use this sign from a San Antonio daycare as inspiration.



courtesy Fireflies Childcare



# The Power Lead: Starting an Upward Spiral

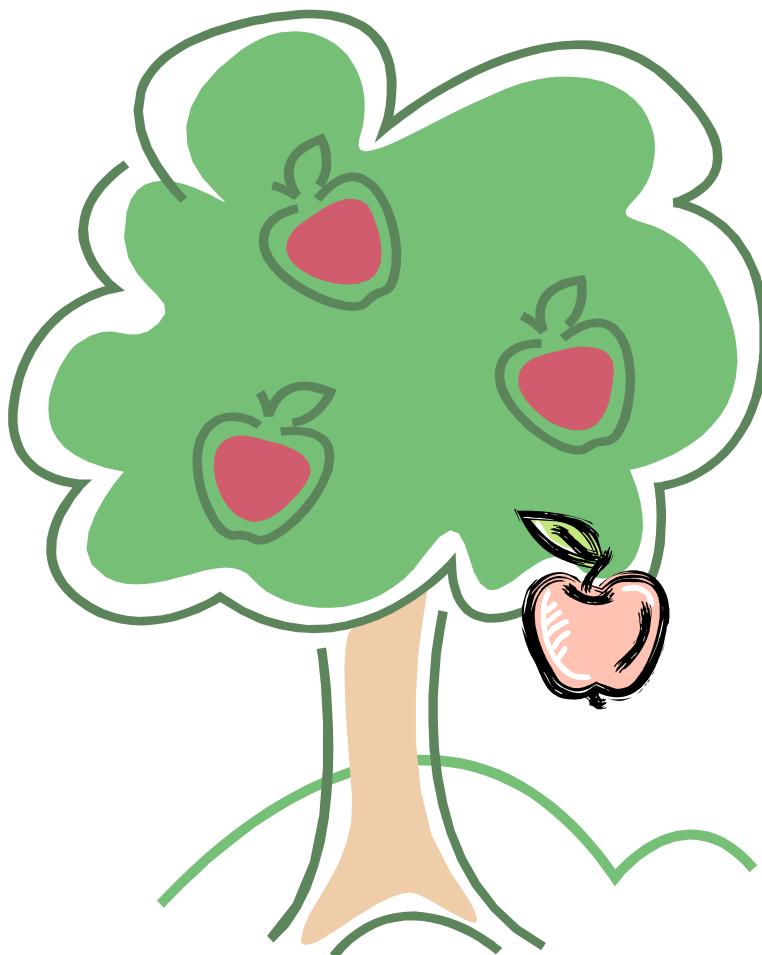
Shawn introduces Michelle Gielan's concept of **The Power Lead**: starting a conversation on a positive note to sustain positive change in your life. Think of a co-worker, friend, or family member with whom you have a strained interaction because of past interactions. Maybe you forgot their name? Maybe you always say hello but never stop to talk? Maybe you are stuck talking only about surface issues? **Brainstorm ways that you can change the social script with how you interact and then try it out!**

**Who-** I will try the power lead with: \_\_\_\_\_

**Why:** \_\_\_\_\_

**When:** \_\_\_\_\_

**How:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Raise Social Happiness

If you want to influence those around you to practice happiness, remember to look for the low hanging fruit when trying to share your social influence.

Start with “**easy converts**” to raise the numbers of people practicing happiness hygiene in your world.

**“raising numbers  
builds influence”**

Reminder: we know that social influence is defined by **S + I + N**:

- S strength of the message**
- I immediacy of the message**
- N number of people delivering the message**



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# Everyday Mindfulness

## Refocus | Recharge | Reconnect

Mindfulness can be an effective tool to reduce stress and anxiety, increase focus, and enhance our connections to others. We can view mindfulness as a ***state*** and a ***practice***, where we are actively paying attention to what is happening in the moment. In a state of mindfulness, we experience a heightened state of **awareness** and **concentration**, and an ability to **choose** that which we want to focus on.

The beauty of mindfulness is that we can practice it anywhere. Taking a few moments a day to consciously practice **paying attention** can go a long way in improving individual and collective well being and performance. The following practices are designed to be short and easily interjected into a busy work-day.



# Individual Practices

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## Taking a breath

Transitioning between tasks creates an opportunity for us to reset. Taking **3 (or more) deep breaths** with eyes closed is an effective way to clear the mind and redirect our focus. Next time you are shifting between tasks, go ahead and take a **moment to be with your breath**.

## Writing it out

When our mind is focused on the future or past, we are unable to maximize productivity in the present. Taking **2-5 minutes** to write out **whatever** is on your mind clears cognitive space for creativity, ingenuity, and efficient processing to emerge.

## Reflection Questions

1. How do you feel different after your practice?
  2. What is your intention for the rest of your day?
- 

## Everyday Opportunities

### Mindful Eating

Try and chew each bite 20 times

### Walking

Pay attention to sounds, smells, and feeling of feet as you walk

### Driving

Count your breaths. When you lose count, start over at 0.



# Group Practices

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## Mindful Meetings

Begin the meeting by setting a collective intention. Agreeing upon a common goal or group norm, increases group cohesion, productivity, and efficiency.

Example: *In this meeting, we will actively listen to others, be open to feedback, and work together to arrive at a solution.*

## Mindful Conversations

We all want to be heard. One way to show others that you are present and engaged when they are speaking is to actively listen. This is easier said than done. Make it a goal to give someone your full attention during a conversation. Confirm your understanding of what they are saying by following-up with phrases such as, “It sounds like you are saying \_\_\_, is that right?” or “That sounds frustrating, how did you feel?”

## Reflection Questions

1. How did it *feel* to practice being fully present in conversation?
  

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2. What is 1 action you can take to improve the feeling of connectedness at work?
  

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## Everyday Opportunities

### Being Present

Turn your phone on airplane mode when at lunch with others.

### Curiosity

Ask a co-worker about their life outside of the office.

### Centering

Start a meeting or conversation by taking 3 deep breaths together



# Jordan Hamilton

**Refocus | Recharge | Reconnect**

As a former collegiate and professional athlete, Jordan had the unique opportunity to serve as a leader in a variety of contexts and countries. After graduating from Lehigh University, Jordan went on to play professional basketball in Canada, Mexico, Luxembourg, and Germany.

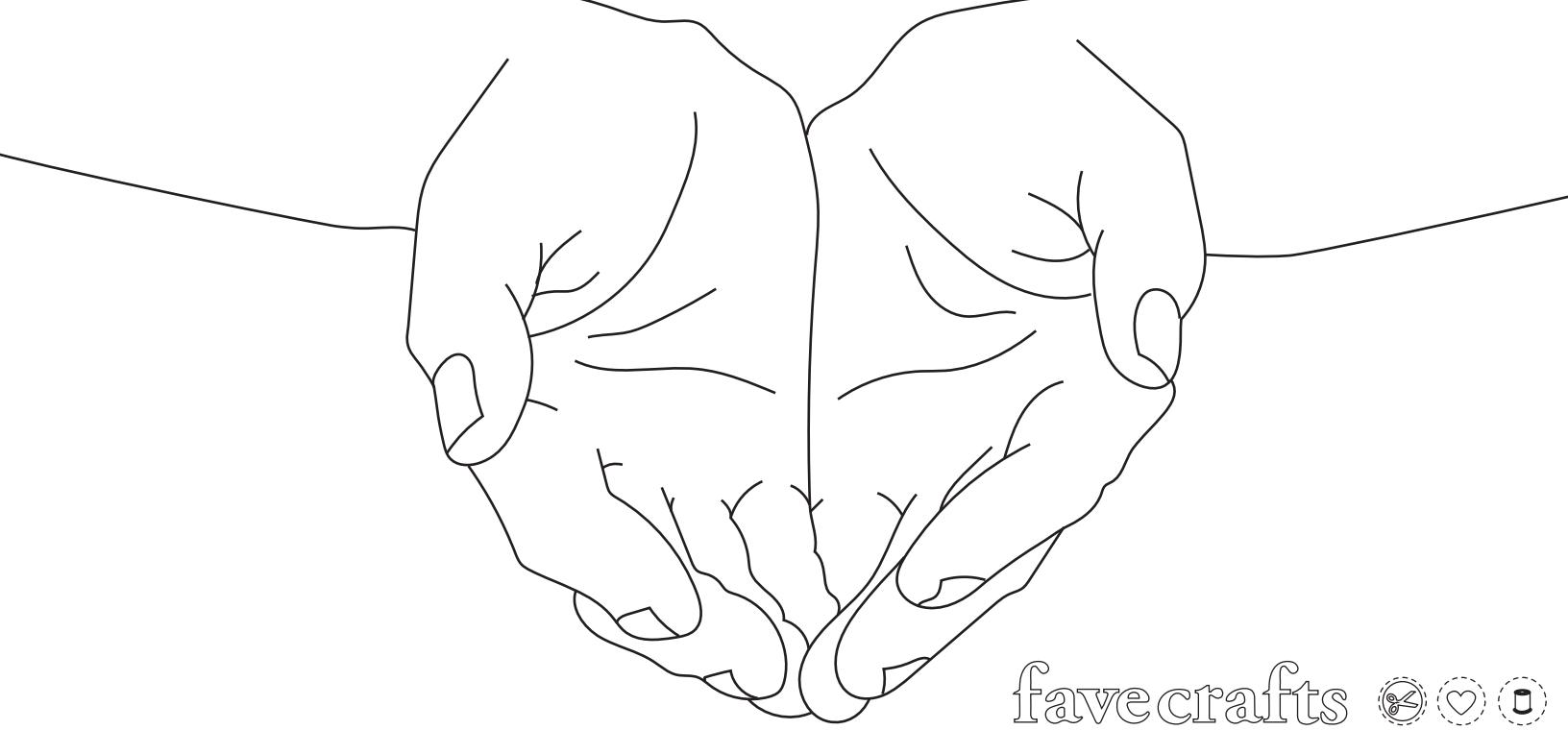
Jordan then served as chief empowerment officer for a startup (Prose), where he worked with the executive team on how to lead effectively and develop a thriving culture and completed his master's degree in positive organizational psychology and evaluation.

For the last several years, Jordan has consulted with law firms, academic organizations, businesses, executives, and collegiate athletic teams to develop solutions designed to improve team and individual performance. Specializing in mindfulness interventions, he creates industry tailored programs based on the latest research and science that integrate mindfulness into daily work settings so that lasting habits are built for peak performance.

As a coach, Jordan works with clients to establish clear goals, develop tangible action steps, identify and address limiting beliefs, and leverage strengths. For the last two years, Jordan has worked in conjunction with LeAD labs to provide training and oversee executive coaches as part of an immersive leadership development program.

Jordan is currently pursuing his doctoral degree from at Claremont Graduate University in Psychology. Jordan's research interests include mindfulness, group flow, and mental wellness. In his free time, he enjoys hiking, surfing, meditating, writing, volleyball, basketball, and virtually anything that involves movement and the outdoors.

IT'S NOT ABOUT YOUR SIZE  
IT'S ALL ABOUT YOUR HEART





iColor Outside  
THE LINES  
that's what  
makes you  
UNIQUE

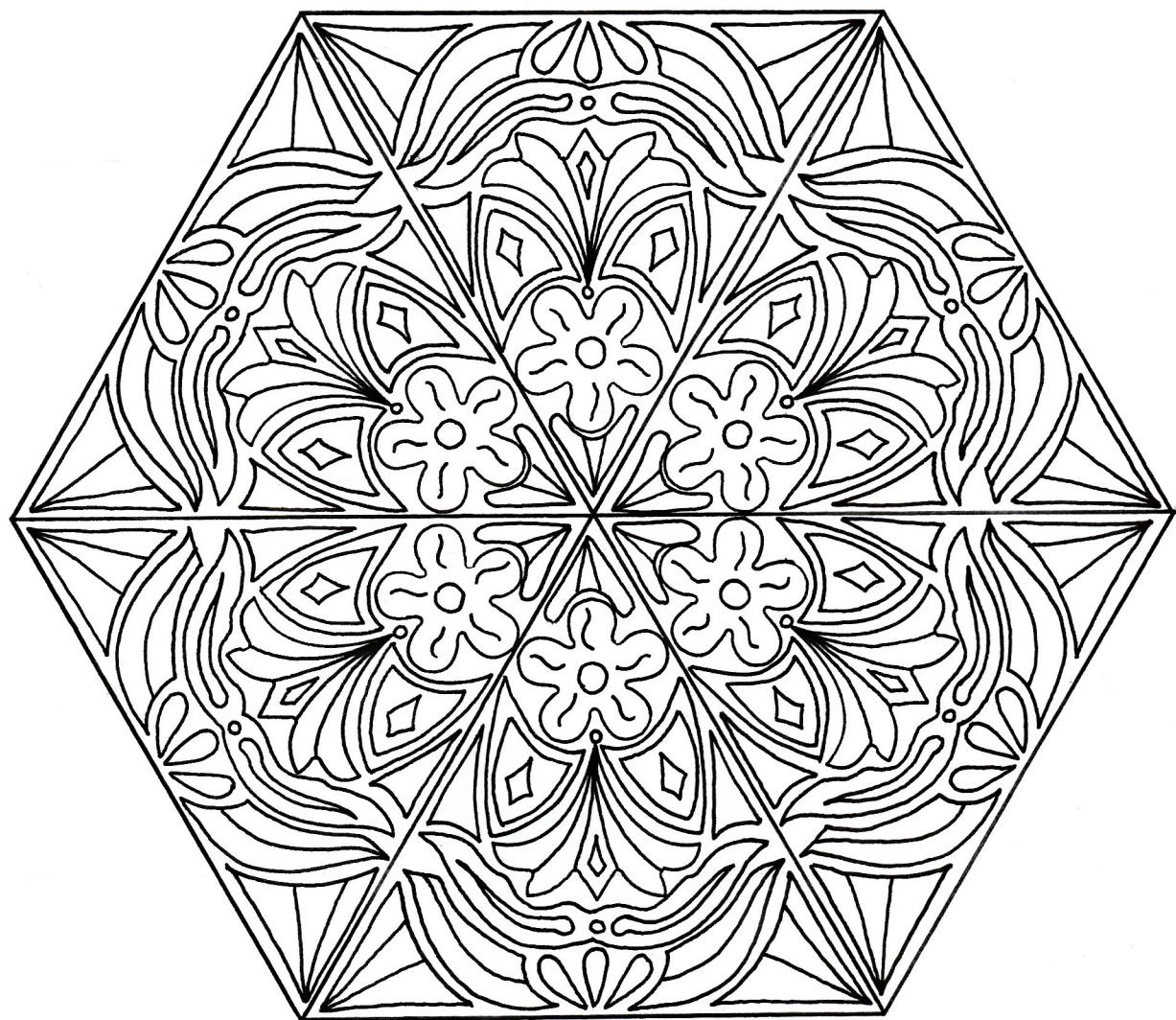


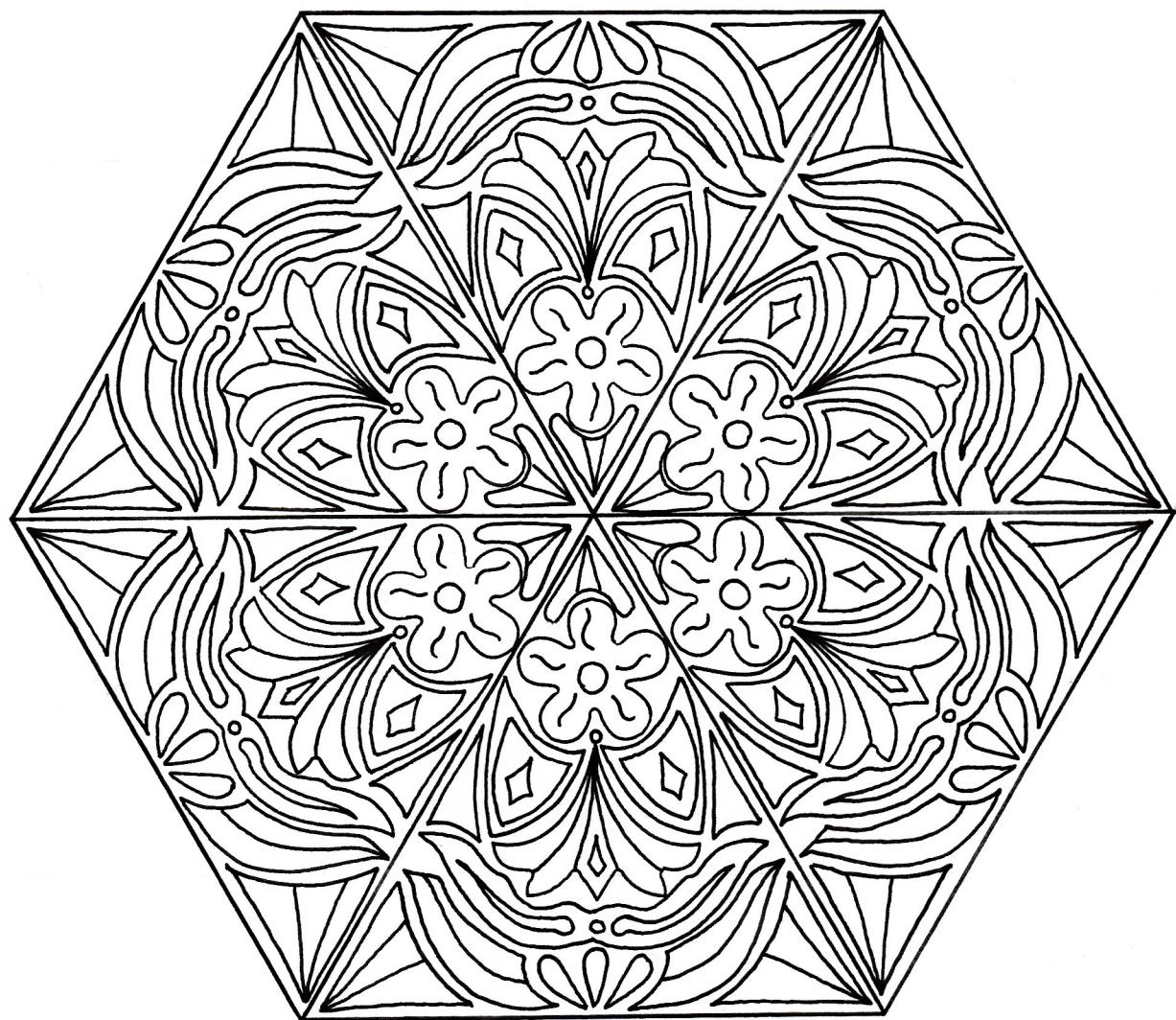
*Grow through  
what you  
go through*

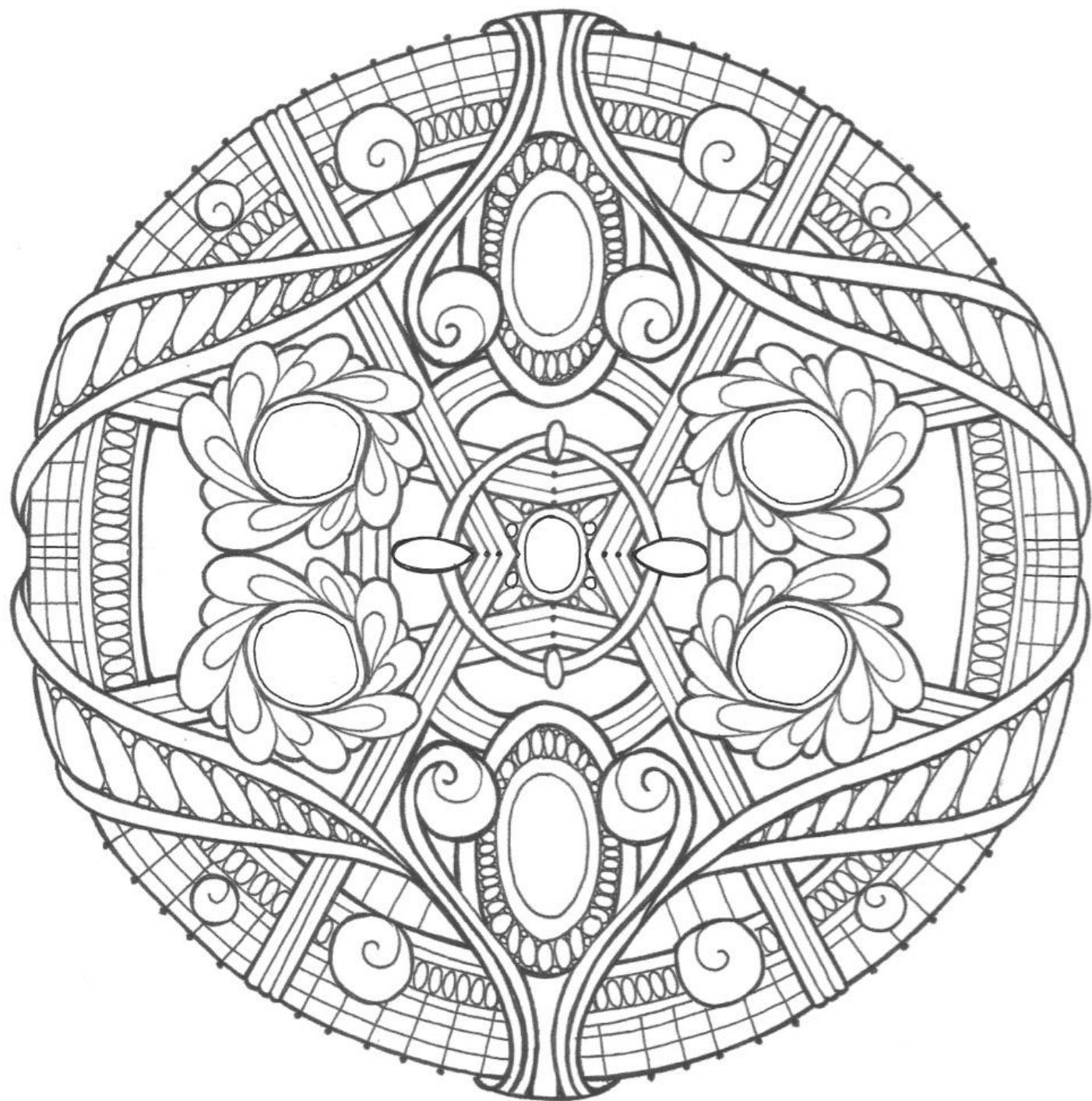
When it  
rains,

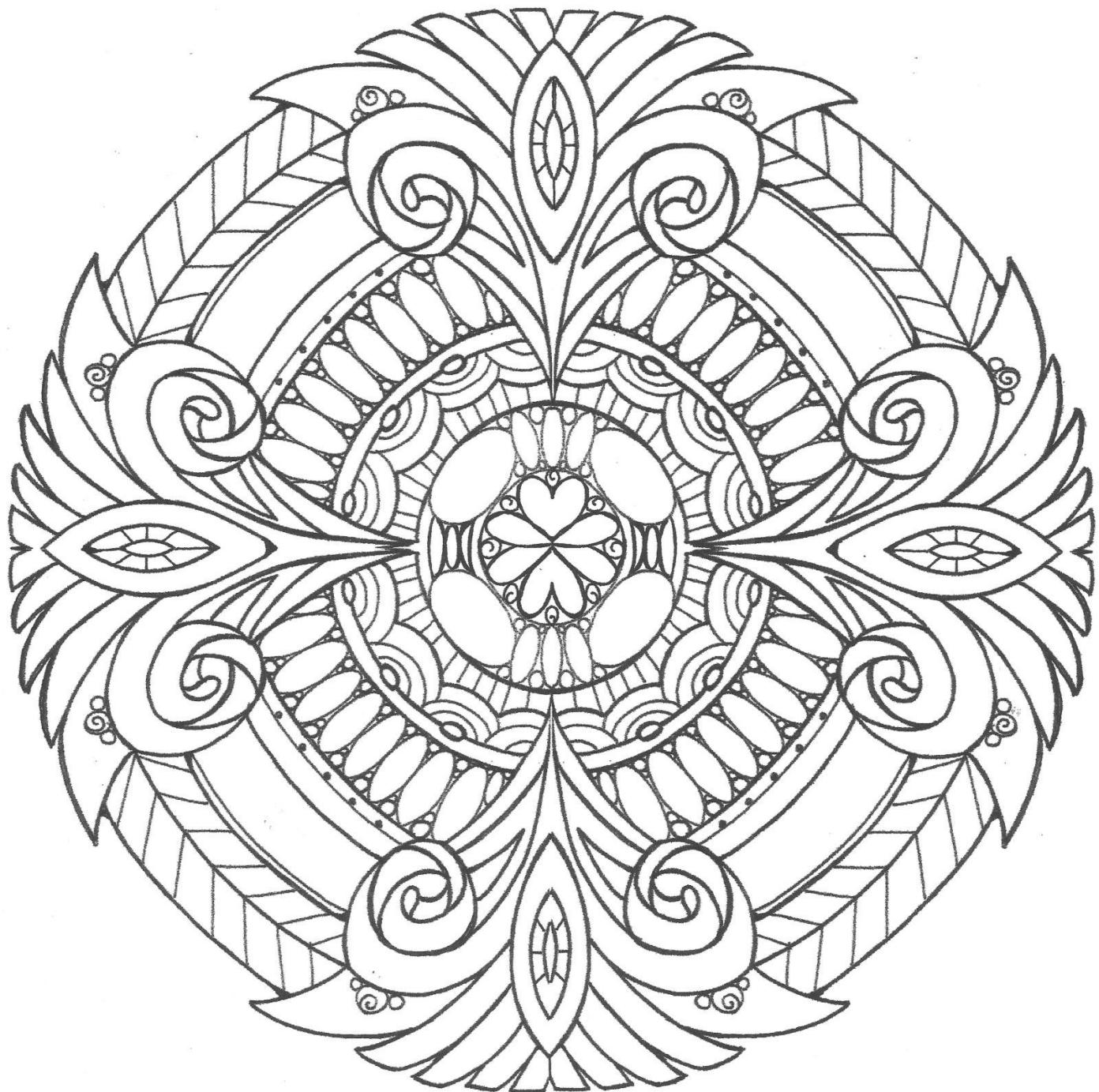
Look for  
rainbows

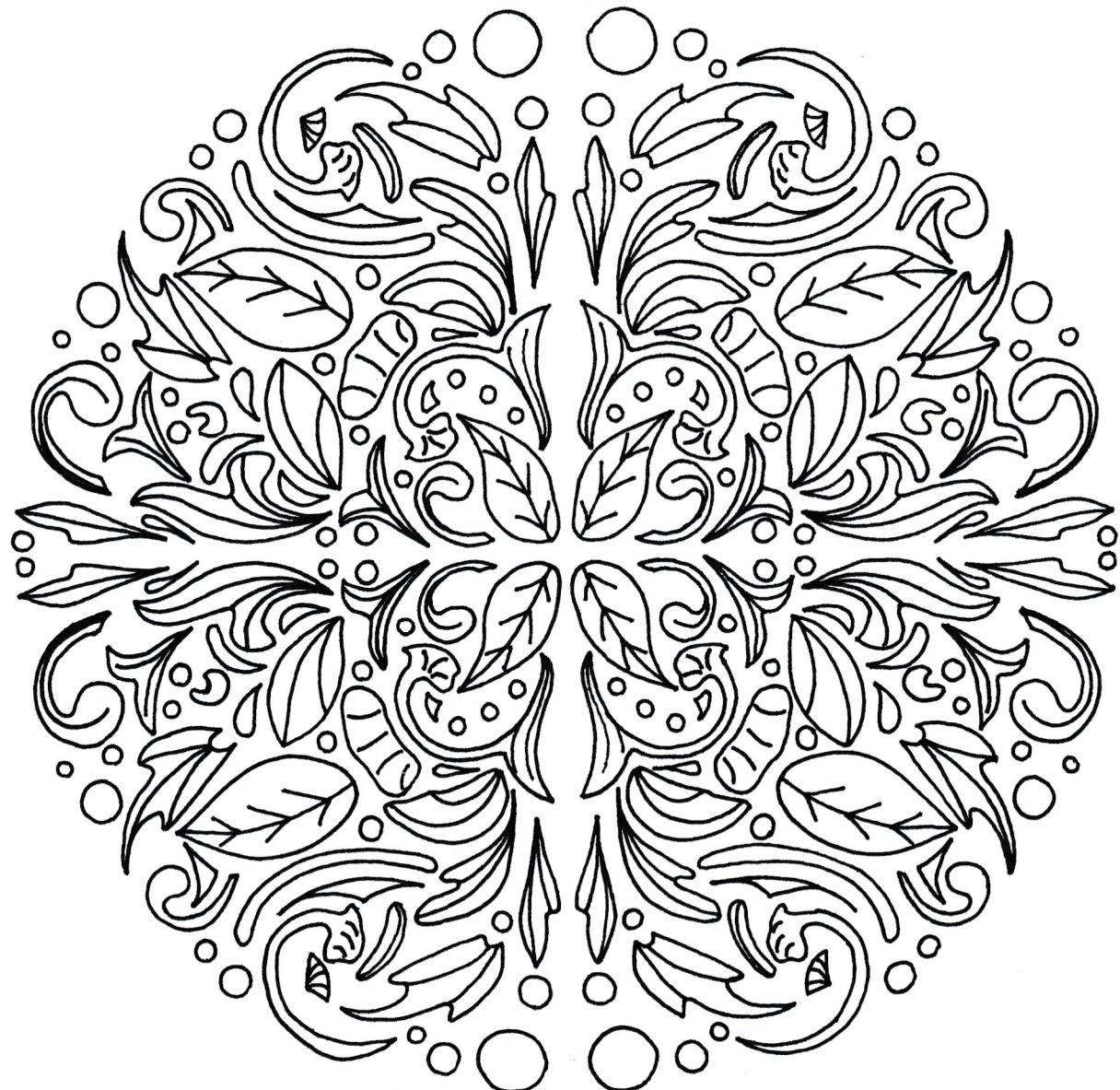


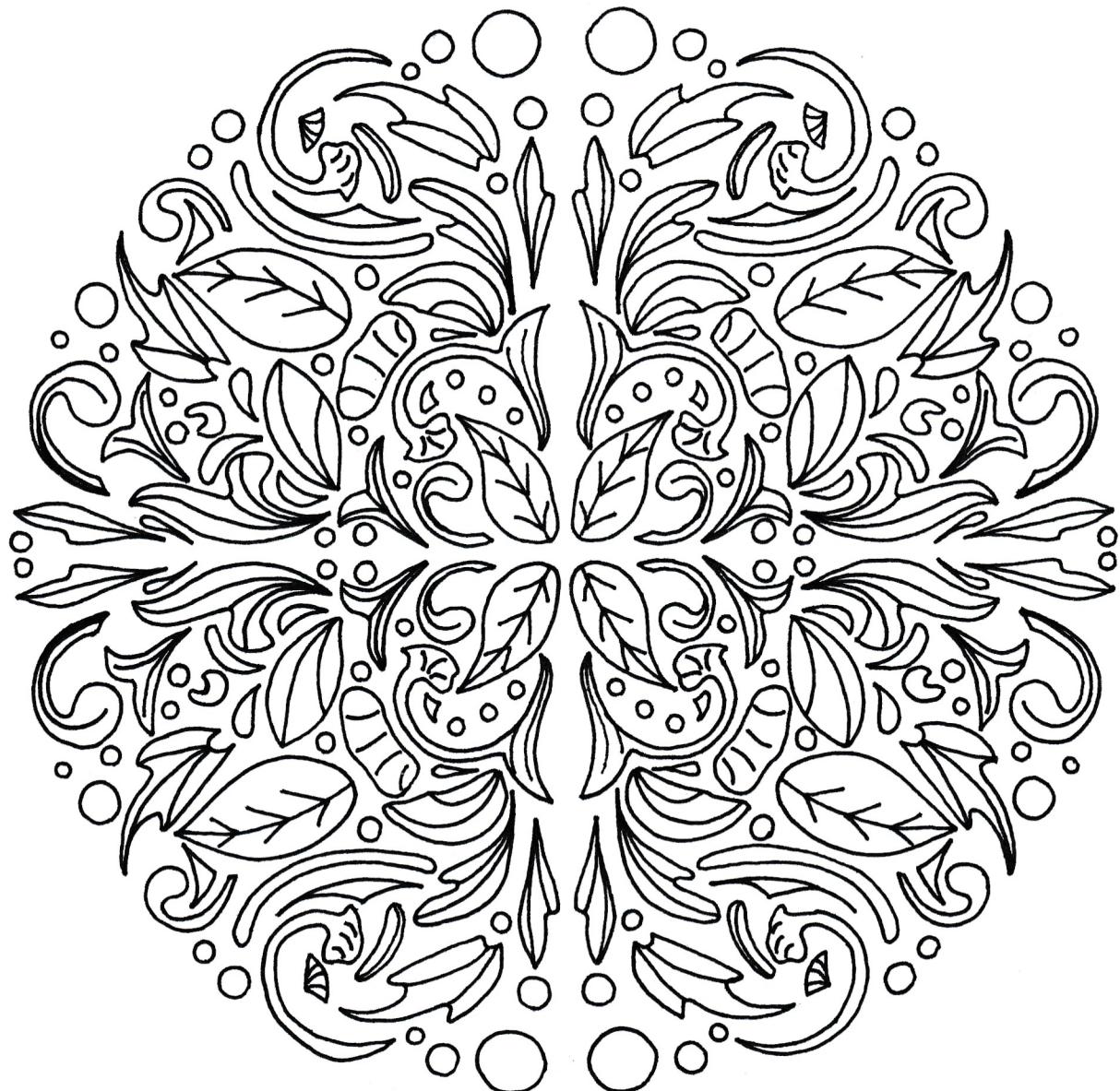


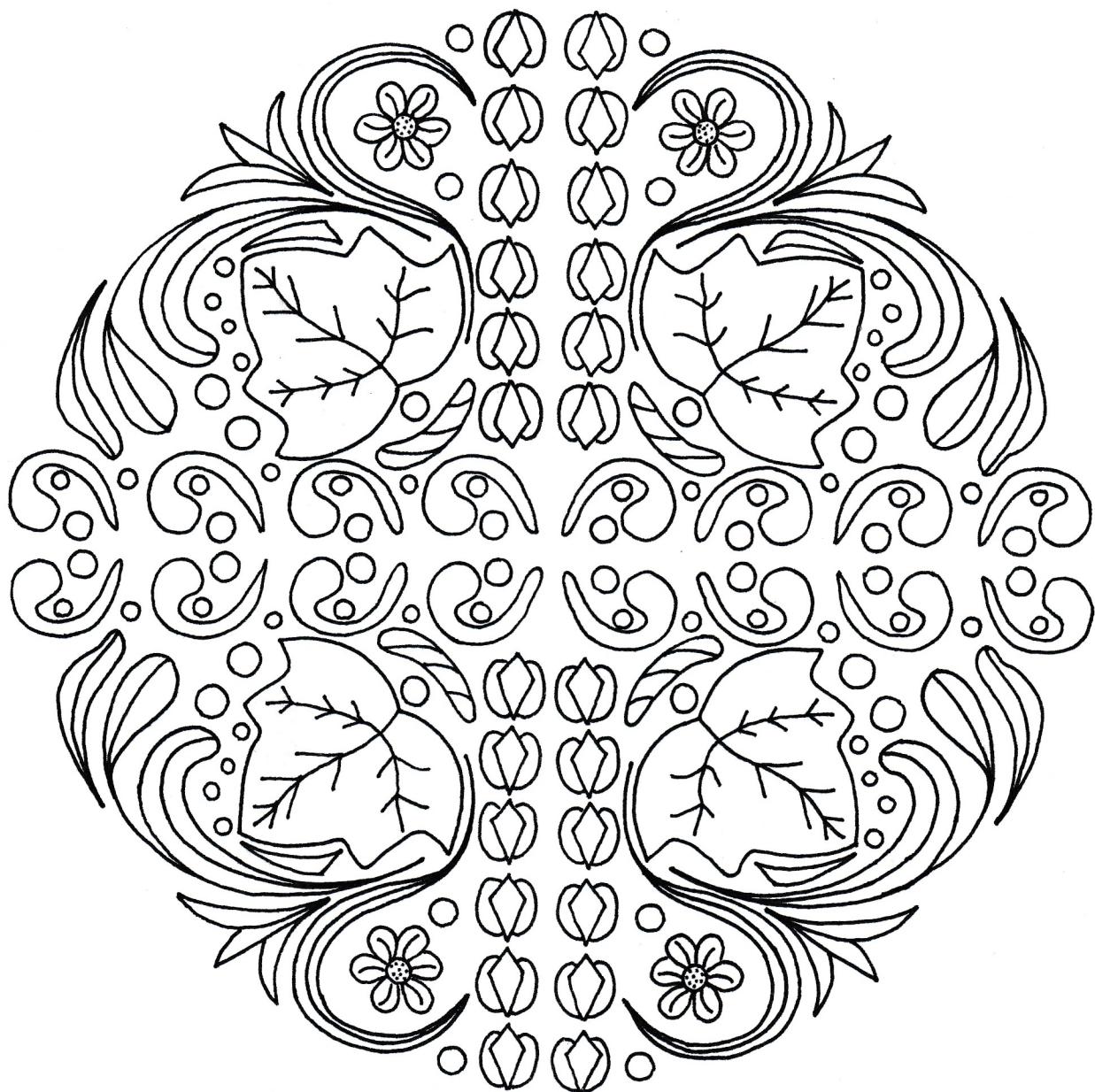














**WHAT IF  
I FALL?**

**OH, BUT MY  
DARLING  
WHAT IF  
YOU FLY?**