

Well-Being Calendar

Instructions

This calendar is designed to assist individuals, leaders, and teams to promote well-being and resilience every month of the year. Each month has a topic or theme with a reflection/links which can be used either by individuals or leaders in their personal or professional pursuits. Each month also has a monthly challenge to explore the subject matter in depth, which is intended for use by individuals, leaders, or teams. The team tips section was designed to help position the monthly theme for practice within a working team environment.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

January

***Vision for the Evolving You
in a New Year***



Be Visionary

If you close your eyes, how do you see yourself? Where do you see yourself in five, ten, or 20 years? Do you have a vision for your health, finances, family, relationships, and/or career? As great achievements take time and careful planning, it is important for you to have short-to-medium goals to take steps towards the vision you want to make a reality.

Monthly Challenge for Individuals, Leaders, or Teams

Create a vision board with categories (e.g., health, family, career) of where you see yourself in ten years. Consider cutting photos from magazines or journals and place them on a board or create a digital one using websites. Do not be afraid of thinking too big because this is the time to think beyond what you believe is feasibly possible.

Team Tips

- Although this may be out of season due to your organization's fiscal year, host a team meeting to either revisit your strategic plan and team plan.
- If you do not have a team plan, consider creating three goals where each team member can own a "piece of the puzzle" to create accountability and support the team towards achieving group goals.
- Create an electronic or physical board where the team goals can be referenced and visible within the workplace.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING & YOU

February

Intentional Connections



Relationships Matter

This month, reflect on the importance and the value of relationships. No matter who you are, no man is an island, and the pandemic reminded us of this. We need our family or loved ones, friends, and colleagues to edify our lives. Coaches and mentors are also essential for our well-being. ASHP offers a new guided mentorship program if you are interested in finding a mentor.

[ASHP Guided Mentorship Program \(for students\)](#)

Monthly Challenge for Individuals, Leaders, or Teams

Revisit your relationships and think of three (personal or professional) you would like to strengthen. Meet with each of these individuals at least once this month and determine a future meeting cadence in order to sustain the relationship over a time period.

Team Tips

Praise one team member per week to show how much you appreciate the work and value your team member brings. This will help increase and strengthen interpersonal relationships within your team.

Consider hosting one event per quarter where the team can join together to get to know one another outside of work and meetings. This can be through a book club, ice breakers, or casual conversation.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

March

Mindfulness



Relationships Matter

Studies show meditation helps reduce stress and burnout in health professionals, while boosting happiness, compassion, resilience, and overall life satisfaction.

Consider trying out a meditation app or an online guided meditation, even if it's just for a few minutes a day.

Monthly Challenge for Individuals, Leaders, or Teams

Complete ten meditation exercises this month. As you complete them, keep a personal journal, and consider the following:

1. How did you feel afterwards?
2. What are some ideas or new perspectives after completing the exercise?

Team Tips

- Block 30 minutes on your team's calendar to do mindful meditation. This can be a group activity or individual activity; however, scheduling an opportunity for mindfulness is key. Work to prioritize this meeting with your team.
- For leaders, ensure mindfulness is brought up within 1:1s or team discussions, particularly during stressful times.
- Consider partnering with your human resources department or appropriate resource to come to a team meeting to discuss ways to incorporate mindfulness into daily practice at work.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

May

Seeing Things Differently



Finding Joy

Joy is all around us. We just need to look for it.

The key tool we need to see things differently is not a microscope. The key tool we need in our toolbox of “seeing” is knowledge that there is always more to people and things than meets the eye. We simply need the courage to look deeper— and the insight to recognize how we might unlock those hidden wonders to transform the world that we do see each and every day.

For more click here: [Seeing Differently ASHP Connect Blog](#)

Monthly Challenge for Individuals, Leaders, or Teams

Joyspotting (n.) A simple practice of tuning your attention to the joy in your surroundings. The more you do it, the more joy you'll start noticing all on your own.

Keep a weekly tracker of joyspotting this month.

1. What joys can you find in the sky (rainbows, balloons, birds)?
2. On the ground (flowers, puddles, colorful shoes)?
3. In nature (flowers, birds, trees)?
4. In shapes around you (playful designs, symmetrical elements)?

Lee, I. *Joyspotting 101*. The Aesthetics of Joy. Published June 27, 2019. Retrieved January 11, 2022, from <https://aestheticsofjoy.com/2019/06/27/joyspotting-101/>

Team Tips

Have a joy tracking contest in the department:

- Have a joy jar: have team members put one colored marble in for every good thing that happened that day - take one marble out for every sad or frustrating thing.
- Have a joy board: have team members share colorful post-its of things that happened they are grateful for or joyful about for others to read.

Consider organizing a wellness or joy committee to help organize events for staff engagement all year long.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING & YOU

June

Goal Setting



Goals with a Purpose

Most of us set new goals at the beginning of the year and likely don't revisit them until the big Times Square New Year's Eve Ball appears on our TV reminding us that a New Year is again upon us.

Goal setting, both professional and personal, can allow us to assess the progress we are making and most importantly, it can help us to reach important milestones. When thinking about goals, it is important to make sure that they are SMART goals. SMART goals are Specific, Measurable, Achievable, Relevant, and Time-Bound.

Monthly Challenge for Individuals, Leaders, or Teams

If you set goals at the beginning of the year, take the time this month to revisit those goals. Are you exercising as much as you had hoped? Have you been able to complete that project on your to-do list?

If you didn't have a chance to set any goals at the beginning of the year, take the time to construct 3 professional goals and 3 personal goals this month. As you create your goals, start out by thinking about your role, broad areas of responsibility, and results for which you are accountable. To get the scope right, remember to focus on end results (not the tasks!).

Team Tips

As a team, take the time to revisit the goals your department set at the beginning of the fiscal year together and assess your progress.

Consider finding an accountability partner at work that will hold you responsible for at least one of your goals. Share with that individual because that goal is important to you.

Well-Being Calendar

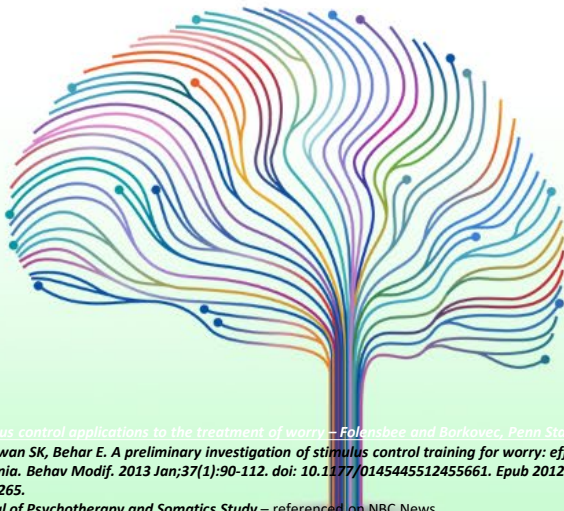


Pharmacy Practice
Leaders

ashp WELLBEING & YOU

July

Managing Stress Caused by Worrying



Stimulus control applications to the treatment of worry—Folensbee and Barkovec, Penn State University;
McGowan SK, Behar E. A preliminary investigation of stimulus control training for worry: effects on anxiety and
insomnia. Behav Modif. 2013 Jan;37(1):90-112. doi: 10.1177/0145445512455661. Epub 2012 Sep 12. PMID:
22977265.
Journal of Psychotherapy and Somatic Study – referenced on NBC News

Using “Worry Time” to Take Control of Chronic Worry

Simply telling yourself or someone not to worry is largely ineffective in changing behavior. We do not choose to worry and worry often occurs as ruminating thoughts. Chronic worriers often feel that they cannot control it.

“Worry time” is a cognitive behavioral therapy tool aimed to help the user control “worrying thoughts.” The goal is to be able to focus on one thing at a time, without having the additional stress of ruminating thoughts contributing to daily functions. By setting aside dedicated time for worry, the user also benefits from the ability to identify trends and track progress over time.

Monthly Challenge for Individuals, Leaders, or Teams

How to use “worry time”

1. Schedule 15 minutes a day dedicated to “worry time”. Try it for one week to start. Try to plan it at a time where it can be followed by something positive in your life (i.e. a long walk, a nice dinner, etc.). It is best not to do it right before bed.
2. During the time, write down all your worries. You do not have to solve/fix any of them in this step, but you may want to look back at them in future “worry time” meetings.
3. Do what you can to rid yourself of things you are worried about that you can’t control (throw the paper they are written on away, burn it in a bonfire, etc.)
4. When thoughts of worry arise outside of worry time, add it to your “worry time” list and think about it then. It is not productive to think about worries outside of dedicated “worry time”.
5. Look for trends within your “worry time” to help you identify areas on which to focus.

Team Tips

Worry time is a highly personal activity, however, there are ways it can be shared.

- Create a “worry time” standard operating procedure (SOP) that you can give out to employees who indicate they are stressed because of life or work circumstances. Consider having a few journals on hand to provide with the SOP to help them get started.
- Consider serving as an accountability partner for someone who wishes to try “worry time.” Ensure that time is being taken daily, ensure they are reflecting on trends, etc.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

August

Clinician Well-being

Channeling Creativity

Art can sometimes say what we cannot. See how hundreds of artists envision a future where there are no barriers to achieving clinician well-being through [Expressions of Clinician Well-Being](#).

Check out other art pieces created by pharmacists to express clinician well-being: [Pharmacy and the Art of Resilience](#)

Monthly Challenge for Individuals, Leaders, or Teams

As we get older, we don't often engage in art or drawing as much as we did as children. Research shows that the act of drawing or coloring abstract designs may help reduce anxiety in adults.

Subsequent studies have shown that coloring not only decreases anxiety, but also increases mindfulness and may also improve attention and creativity.

Break out the doodle pads or the coloring books this month and see how doodling or coloring one picture a week may help you in cultivating a mindfulness practice and also potentially boost your creativity in the process.

Team Tips

- Have an art appreciation day in the department or in the breakroom where colleagues can bring in their artwork and collectively enjoy the creativity of others. Serve crackers, cheese, sparkling cider, and finger foods like a real art gallery opening.
- In lieu of physically posting the art, consider taking photos of work done by your team and sharing at the beginning of meetings all month for group reflection. People can take turns guessing who did which piece.

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

September

Setting Boundaries



Boundaries are OK!

Healthy boundaries are necessary components for self-care. Without boundaries, we feel depleted, taken advantage of, taken for granted, or intruded upon. Whether it is in work or in our personal relationships, poor boundaries may lead to resentment, hurt, anger, and burnout.

Soghomonian, I. (2019, September 23). *Boundaries - Why are they important? Part 1*. The Resilience Centre. Retrieved November 27, 2021, from <https://www.theresiliencecentre.com.au/boundaries-why-are-they-important/>

Monthly Challenge for Individuals, Leaders, or Teams

Healthy boundaries start with self-awareness. If you do not like the way you feel or act, know that you have the power to change it. Embrace the uneasiness of being uncomfortable in saying no or setting boundaries that are important to you. Remember that “no” is a full sentence. Begin by saying no to what does not serve you and fill you up with joy.

Challenge yourself or your team to set a new boundary this month. Reflect on how you felt after setting that boundary.

Team Tips

- At work, if someone is consistently late, decide in your mind how long you're willing to wait beyond an agreed upon meeting time. Give yourself permission to leave or cancel an appointment if that time isn't met. If you're dealing with someone who is perpetually late, communicate this to them ahead of time: Let them know you will be leaving after a certain amount of time has passed. Try not to sound accusatory.
- Consider adding travel time on your calendar to allow yourself enough time to get to a particular event/meeting if you are interrupted or sidelined by an unexpected conversation or email.

Well-Being Calendar

October

*(Trick or) Treat Your Mind
Like You Treat Your Body*



Caring For Your Mind

In the same way you take care of your physical health, you must take steps to ensure that you are taking care of your mental health. Ignoring or passively caring for your mental health places you at risk for stress, worry, and burnout.

For more education on managing your mental health, check under Schedule of Event in ASHP eLearning here: [ASHP Well-Being and Resilience Series on eLearning](#)

Monthly Challenge for Individuals, Leaders, or Teams

The [ASHP Well-Being and Resilience Series](#) is a collection of webinars aimed at teaching and providing tools to pharmacists about mental health.

Take the opportunity to catch up on CE credit (CE at no charge to members) by completing the series by the end of the year.

Ways to incorporate it into your workday:

1. Watch a partial session while eating lunch. Resume the following day until complete.
2. Use the session as a topic discussion with students or residents.
3. Consider building a session into your team meeting agenda.

Team Tips

Beyond watching the webinars, it is helpful to reflect on the content. Consider writing down (or have your team write down) three key points from the session and one way that each person will incorporate a lesson learned into their practice. Build an environment of collaboration, sharing, and accountability to ensure participation.

Well-Being Calendar

November

Gratitude



Being Thankful

Everyone has the innate desire to feel appreciated and valued by others. Gratitude is the gift that keeps on giving. When we feel valued, our job satisfaction is higher, we are willing to work longer and harder, and we are more motivated to work collaboratively to achieve common goals.

Expressions of gratitude have been associated with lower levels of burnout and increased resilience among employees. Likewise, regular, focused reflections of gratitude help us to define what is valuable, meaningful, and fulfilling. Daily entries in gratitude diaries have been shown to improve mood, coping behaviors, and physical well-being.

A few minutes several times a week spent reflecting on what we are truly grateful for is time well spent for personal well-being and resilience.

Monthly Challenge for Individuals, Leaders, or Teams

It is not often that we take the opportunity to reflect with gratitude on those who have mentored us, inspired us, or consoled us in our lives and/or careers. Try this mindfulness exercise:

1. Find a place to sit quietly and comfortably for a few moments with paper and a pencil. Connect with your breath and settle into the present moment.
2. Think about the first person who touched your life in a positive way and write their name on your piece of paper. Continue through your lifetime and career and jot down the name of the individuals who have influenced your life in a positive or meaningful way. Try not to rush through this. If you get interrupted, just stop and come back to this practice later.
3. When you are done, read through all the names on your list. Without all these people, your life experience might have been very different. Send a message of thankfulness to each one of these people in your mind, and, as you do, pay close attention to what arises in your heart.

Team Tips

Express gratitude to each member of your team this month and ask them to pay it forward by doing the same with someone who they are thankful for/grateful to.

- Consider sending personalized thank you notes to each member of your team.
- Consider recognizing/highlighting team members' work/accomplishments at the beginning of meetings

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

December

Transformation

Embracing Transformation

Winter is a time of great transformation. It may not look like anything is happening in winter, but nothing could be further from the truth. Just beneath the surface, there is life waiting for the right time to emerge. In winter, transformation is secret, gentle, and quiet. Not at all what we really have come to associate transformation within life—overcoming adversity, obstacles, or pain. Which begs the question, is personal transformation made more difficult because we assume it should be that way?

Are we somehow programmed by our culture or experiences to think or feel that growth and change must be painful? If we shifted our ideas about transformation and change, would we better be able to find peace in the midst of all of the uncertainty swirling around us? Is there joy to be found in being able to move from one state of being to another?

For more, click here: [Metamorphosis and Transformational Change: Altering our Perspective \(ashp.org\)](http://ashp.org)

Monthly Challenge for Individuals, Leaders, or Teams

Winter can be a difficult time to find joy as we try and push our way through all the things we are supposed to do and feel around the holidays in addition to our work responsibilities.

See if you can push the "easy button" on a few things this month by trying a few of the following:

1. Do less (Can you get away with store bought goodies or prepared foods instead of making everything from scratch?)
2. Enlist help (Can you engage a friend to share the work you are doing and make it more enjoyable?)
3. Go slow (Can you take some time on those projects you have had on the back burner and let them simmer a while longer?)
4. Add tunes (Can music or dancing help lighten the burden of the things on which you are working?)
5. Add grace (Can you be gentle with yourself if you find that your expectations for yourself are perhaps too strict or limiting?)

Team Tips

Consider the following activities for your team:

- Organizing a potluck in the department to celebrate and spend time together.
- Sponsoring a family or participating in an angel tree for children.
- Setting up "Secret Santa" activity, but not where gifts are given, but rather notes of encouragement/inspirational quotes each week of the month leading to the reveal of identities in the final note
- Participating in a service activity with your team - partnering with community organizations or churches to community service, such as a toy drive or food bank boxing and/or delivery to families in need.



Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

Bonus

Rest

Sleep as Part of Wellness/Health

There are many connections between sleep and emotional wellness. Getting enough rest is important to your overall resilience at home and at work. Studies have shown that when we are sleep deprived, we tend to respond more quickly to negative stimuli.

Prioritize sleep above all else. Aim for eight hours a night. Carve out dedicated downtime. In addition to sleep, make sure you take at least one weekend day off. Not only will you be happier (and better rested), but you also will be a more effective team member when you return to work.

Monthly Challenge for Individuals, Leaders, or Teams

Instead of trying to nail a perfect sleep routine, commit one or two nights a week to extra sleep, or add a nap into your weekend schedule.

Track the amount of sleep you get each night. Establish a baseline in the first two weeks then challenge yourself in the second half of the month to make incremental improvements.

Team Tips

Have a team sleep challenge: Assign your team members to sleep teams and give team recognition or kudos to the people or teams with the most improved sleep schedules.

Aguilar, E. (2017, October 17). *Building resilience, preventing burnout*. Edutopia. Retrieved December 17, 2021, from <https://www.edutopia.org/article/building-resilience-preventing-burnout>

Peck, S. K. (2018, August 15). *8 ways to increase your mental resilience and avoid burnout*. Forbes. Retrieved December 17, 2021, from <https://www.forbes.com/sites/sarahkathleenpeck/2018/08/15/8-ways-to-increase-your-mental-resilience-and-avoid-burnout/?sh=51d79f471968>

Well-Being Calendar



Pharmacy Practice
Leaders

ashp WELLBEING&YOU

Content developed by:

Section of Pharmacy Practice Leaders Advisory Group on Frontline Leaders

Elva Angelique Van Devender, PhD, PharmD, BCPS, DPLA

Regional Program Manager, Clinical Pharmacy Education/ PGY1 Residency Program Director
Providence Health and Services, Oregon Region

Joshua Blackwell, PharmD, MS

Clinical Pharmacy Manager, Ambulatory Services
University of Texas Southwestern Medical Center

Laura B. Stokes, PharmD, MS, RPh

Assistant Director – Pharmacy Inpatient Operations
Texas Children's Hospital

Olga Vlashyn, PharmD, MS

Pharmacy Manager, Infusion Services
Dana-Farber Cancer Institute

Deidra Dickerson, PharmD, BCSCP

Pharmacy Manager, Sterile and Non-Sterile Compounding
Vanderbilt University Adult Hospital

Design developed by:

Aimen Naveed, PharmD, MHA Candidate

PGY2 Health-System Pharmacy Administration and Leadership Resident
Froedtert & the Medical College of Wisconsin