

# ENERGY & WELL-BEING

## Pocketbook

*2nd Edition*

A pocketful of tips,  
tools and techniques  
to boost your  
energy, drive and  
enthusiasm at work



**Gillian Burn**

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Enjoy your reading!

# **THE ENERGY & WELL-BEING POCKETBOOK**

***2nd Edition***

By Gillian Burn

*Drawings by Phil Hailstone*

"Good health and fitness are often taken for granted – a few simple steps can make a real difference to maintaining a happy and healthy life for the future. This pocketbook gives practical and clear advice, in an easily understood format. A few minutes' reading and following it will reduce the need to meet a doctor in the future."

**Dr Steven Boorman, Chief Medical Adviser, Royal Mail Group**

"This is a surprisingly thorough book, packed with practical advice. It will prove invaluable for anyone who wants to enjoy consistently high energy levels and the simple pleasure of feeling great."

**Clive Lewis, Managing Director, Illumine Training**



*Published by:*

**Management Pocketbooks Ltd**

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First edition published 2004 ISBN 978 1 903776 09 4

This edition published 2014 ISBN 978 1 906610 74 6

E-book ISBN 978 1 908284 43 3

British Library Cataloguing-in-Publication Data – A catalogue record for this book is available from the British Library.

Design, typesetting and graphics by **efex ltd**. Printed in U.K.

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## INTRODUCTION

# ENHANCING GOOD HEALTH & BOOSTING EMPLOYEE WELL-BEING



Welcome to the Energy & Well-being Pocketbook. You will find tips, tools and techniques to boost your energy, drive and enthusiasm at work, and at home. Share the ideas with friends, family and work colleagues to help your energetic journey.

Being healthy is not only important, it is essential to how we perform at work and at home. If you are a manager, supporting the health of your team is also key for enhancing performance and motivation.

## INTRODUCTION

# ENHANCING GOOD HEALTH & BOOSTING EMPLOYEE WELL-BEING



The major health risk factors include:

- Smoking
- High blood pressure
- High blood cholesterol
- Insufficient exercise
- Diabetes and being obese or overweight

Coronary heart disease remains the UK's biggest killer, affecting one in six men and more than one in ten women. Strokes are also a major health problem, the third largest cause of death after heart disease and cancer\*. Addressing health risk factors is important for everyone.

This pocketbook helps address some of these risk factors to give your health a boost.

\*Source: British Heart Foundation



## INTRODUCTION

# ABSENTEEISM & 'PRESENTEEISM'



Sickness absence levels have been slowly reducing over the years, but the total direct cost of absence in the UK is still £14bn or £975 per employee per year (CBI Absence and Workplace Health Survey, 2013).

This works out at an average of 5.3 days per employee, a cost equating to 160 million working days lost across the UK workforce.

The main causes of absence include minor illness eg the common cold, back problems (back pain, musculo skeletal disorders), stress, anxiety, depression, migraine/ chronic headache, heart/ blood pressure problems and cancer.

It is estimated that around 12% of total sickness absence is non genuine (one day in eight of 'sickness' absence), equating to a cost of £1.7bn.

Whilst the level of absence is falling, the level of 'presenteeism' is rising. Almost a third of employers report an increase in the number of people going into work ill.

## INTRODUCTION



# PRESENTEEISM – HOW PRESENT ARE YOU AT WORK?

*Presenteeism is a reduction in productivity as a result of ill health*

The term 'presenteeism' refers to being at work but, owing to illness or other medical conditions, not fully functioning. This can reduce productivity by one-third or more. Most people need and want to continue working, but an illness may be preventing them working at their most effective or productive.

Health conditions can include chronic or episodic ailments such as seasonal allergies, asthma, headaches and migraines, back pain, arthritis, gastrointestinal disorders and depression.

Reasons that people come into work when unwell include:

- Illness not serious enough to keep them from work
- Workload too great to have time off
- Financial implications of taking time off
- Feeling guilty for taking sick leave
- Threatened by risk of job insecurity or redundancy

## INTRODUCTION

# PRESENTEEISM



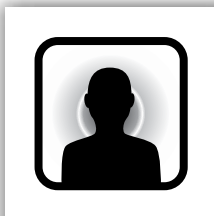
### **As a manager what can you do?**

- Recognise and understand when team members are not themselves
- Arrange time to talk through any issues they may have and offer support
- Encourage an active wellbeing programme to support physical and psychological health involving occupational health departments and management
- Reward people for the work they deliver, not the hours they put in

Good presenteeism management can contribute to a more engaged, healthier and more productive workforce.

### **As a sufferer/ individual what can you do to help yourself?**

- Notice health warning signs and treat conditions early, prevention is better than cure
- Make an appointment with your doctor to review your health concerns
- Ask for help and seek medical advice, eg via an employee assistance programme
- Gain support from colleagues, manager etc, to talk through issues/ concerns



# THE ENERGY FACTOR

## THE ENERGY FACTOR

### WHAT IS ENERGY?



Energy is essential for good health to nourish our bodies and minds.

We all need sufficient stores of energy every day to:

- Feel good
- Achieve what we want to achieve
- And enjoy each day to the full

If your energy is low you may feel lethargic, unhappy, lazy, tired, under pressure, not wanting to wake up in the mornings.

If your energy levels are high you may be smiling, happy, cheerful, able to complete tasks, raring to go, feeling full of vitality and vigour.