

# The Torch

The official newsletter for Indiana state employees

#### October 2021

## State Employees' Community Campaign We Make a Difference

### 2021-2022 Goal: \$1.5 Million

## SECC giving is where state of Indiana employees shine

With about a month left, the State Employees' Community Campaign (SECC) has seen some serious success, but the work is not done. Reaching our campaign goal of \$1.5 million is not just about attaining a goal, it is about the people across Indiana who are in need and will benefit from your donations.

Through the SECC, when you give to your favorite charity or nonprofit group through payroll deductions, you are giving a sustaining push to one, two or more of the 1,600 charities that have benefited from your giving.

The beauty of the SECC program: You get to choose exactly where your donated dollars go!

#### Be part of the SECC family

All you have to do is go to <u>https://</u> <u>charities.org/SECC</u>, sign up for payroll deduction (you pick the amount), designate what charity or charities you want your donation to go to and you're all set!

#### Still time to get involved

There have been a number of great fundraising events this year, and more to come! Your agency, department or facility still has time to put together a fundraiser specific to your group. Need ideas? Contact your agency's SECC coordinator, or <u>email the statewide</u> <u>SECC team</u>.

Is your agency or department looking for ways to get involved? Here is an event to consider:

#### Kickball Tournament on Oct. 19

The first annual SECC Kickball Tournament will take place on Tuesday, Oct. 19, at the Chuck Klein

## In this issue

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- 7 Health department strike teams mobilize amid Delta variant surge
- Indiana State Police partners with DEA for drug take-back day, Oct. 22

Haunted Happenings

*The Torch* is published monthly by the Indiana State Personnel Department and is available online at <u>on.in.gov/TheTorch</u>.

## Got a story?

Submit your story ideas to: spdcommunications@spd.in.gov

## Social media



Follow @SOIEmployees



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Follow <u>State of Indiana</u> <u>Employees</u>

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### SECC giving is where state of Indiana employees shine

Sports complex in Indianapolis. The event will begin at 2 p.m.

Teams from 10 to 20 state employees are signing up now, and we're looking for more teams to join in on the fun! The entry fee is \$200 per team. Don't have a team? The tournament organizers are also accepting individual players to be placed on free agent teams, so sign up today!

Sign up as a team or individual by emailing <u>spdcommunications@</u> <u>spd.in.gov</u>. Once your team is confirmed by INSPD Communications, your team will be provided with additional tournament details, day-of logistics, and information about how to make your registration payment online.

#### **Spectators Encouraged**

The Indiana Bureau of Motor Vehicles (BMV) is sponsoring the annual Tug of War event on Thursday, Oct. 7 at 11:30 a.m. north of the Washington Street garage in downtown Indianapolis. Come cheer on your co-workers, then grab lunch at the Statehouse Market.

Spectators are also encouraged to attend the Kickball Tournament. Bring your agency to cheer your team to victory! Besides the tournament, there will be a selection of local food trucks at the event throughout the afternoon. Part of the proceeds from their sales will be donated to the Office of the Lt. Governor's chairty of choice, INARF.

## Lesson 6 is now available! Explore the Indiana Transparency Portal

## MANAGEMENT **Performancehub**

The Indiana Management Performance Hub, the state's data agency, hopes that we've been able to help employees across the state understand their role in data and to skill-up. Our sixth lesson should have arrived in your inbox last week and is now posted on the Data Proficiency Program website: www.in.gov/mph/data-proficiencyprogram.

#### The latest lesson features the Indiana Transparency Portal (ITP)

and all of the information available at your fingertips via this data visualization tool. The ITP contains information ranging from agency budgets to state contracts and agency performance measures. The lesson is the first of a series that will earn you a Blue Badge upon completion of the Level 2 series!

If you've not started your data proficiency training, there's no time like the present. The first five lessons are posted on the <u>Data</u> <u>Proficiency Program Home</u>. Once you complete those, take a short quiz about those lessons to earn your Level 1: Green Badge. Upon successful completion of the quiz, MPH will send you details on how to collect your badge via email. Then it's off to Level 2!



## Invest In Your Health

## Plan to get your flu shot this fall

The best protection against the flu is to get a flu shot every year before the flu season starts. Since influenza viruses change over time, it is important to get a shot every year.

Flu shot clinics will be held at many state facilities across Indiana. The on-site vaccination clinics are available to state employees and dependents, 6 months of age and older, covered by state employee insurance. The flu vaccine is covered at 100 percent. Don't forget to bring your employee badge and insurance ID card when attending a flu shot clinic. This year, employees need to register in advance to receive their vaccinations during an on-site clinic. While walk-ins may be accepted, they cannot be guaranteed due to current safety protocols, availability of vaccines, and staffing. Registering in advance ensures that there will be enough of each vaccine for each person attending.

### **Register for a Flu Shot**

Enrollment code: IN97832

For those not covered by the State



employee insurance, please do not be discouraged. Visit your doctor or a retail pharmacy location to receive your dose of the flu vaccine.

Please contact the Benefits Hotline at 317-232-1167 or 877-248-0007 with any questions.

## Still time to earn e-gift cards for health assessment and wellness visit

You can still earn gift card rewards just by completing two important health check-ups!

## Complete a wellness visit to earn a \$100 gift card

Complete your 2021 wellness visit for free through one of these two options.

## OPTION 1: Schedule an annual physical with your primary care provider (PCP).

- Print Annual Physical Results Form from your <u>ActiveHealth</u> <u>portal</u> and have your PCP fill it out during the appointment.
- Follow instructions on form to submit results to ActiveHealth.

Don't have a PCP? Use the Sydney app or call the Anthem Health Guide at 877-814-9709.

#### **OPTION 2: Visit CVS Minute Clinic**

- Print MinuteClinic voucher from the <u>ActiveHealth portal</u>.
- CVS MinuteClinic will submit your results to ActiveHealth. But don't delay! It typically takes two to four weeks for results to be loaded into the ActiveHealth portal, and the results must be visible in the portal by Nov. 30 to receive your gift card.

#### Additional Resources

- Wellness Visit Guide
- <u>investinyourhealthindiana.</u> <u>com/wellness-visit</u>
- <u>Guide to Redeeming Gift Cards</u>

## Complete a health assessment to earn a \$25 gift card

Log in to your <u>ActiveHealth</u> portal and complete your health assessment by Nov. 30. It only takes about 10 minutes, and your gift card is available to redeem immediately after completion in your ActiveHealth Rewards Center.

Gift card rewards can be earned by employees and spouses on an Indiana State Personnel Department-sponsored health plan.





## **Well-Being Wednesday Webinar series**



ActiveHealth is launching a new webinar series, Well-Being Wednesday Webinars. The webinar series will take place from 12 to 12:30 p.m. three Wednesdays per month throughout October, November and December. Each webinar will cover a different wellness-related topic with a focus on helping you and your loved ones lead a happy and healthy life.

### **Register for a Webinar**

View the list of upcoming webinars below, along with a brief description of each session.

Oct. 13 | Aging Healthfully and Gracefully: Being active is important at any age. But it's an even more important part as you get older. Even if you're living with a condition. Join us to talk about how you can exercise safely and effectively as you age.

Oct. 20 | Balance your diet and

your life: You know your body needs energy. But where do you get it? In this session you'll learn that, and more. We'll talk about six ways to eat healthy and how to set goals that can help you change your eating habits for good.

Oct. 27 | Solving the puzzle: what your biometric numbers mean for you: What are biometrics? We'll talk about numbers like height, weight and blood pressure, and how they relate to your overall health.

Nov. 3 | Fall in love with veggies: Most of us don't eat enough veggies. But they can add some sizzle to your diet. We'll talk about fun ways to add more veggies to your meals. You'll get some tips on how to pump up the flavor, too.

Nov. 10 | Tobacco-free living: This session isn't just for smokers. We'll go over how tobacco affects the body and the various ways the people use nicotine, like vaping. We'll talk about how you can get ready to quit or help a loved one start the path to tobacco-free living.

Nov. 17 | Diabetes and the

**holidays:** It can be hard to deal with the holidays and diabetes. But there's good news! We can help you find better ways to handle it all. Discover some tips and tricks for healthy eating, staying active and managing stress.

Dec. 1 | Reduce Holiday Stress with mindfulness: The holiday season can be a time for celebration. But they can also be one of the most stressful times of the year. Learn how to practice mindfulness and self-care during this busy time.

Dec. 8 | Overcoming emotional eating: We all have struggles in our lives. And they often come with feelings like stress, anger and loneliness. Many of us eat to cope with these feelings. But this can lead to weight gain. In this session we'll talk about healthy ways to overcome emotional eating.

Dec. 15 | The gift of better health: Do you associate the holidays with feelings of guilt and stress? We'll talk about how to enjoy the holidays this year. You'll learn ways to get more out of the food, family and celebrations.



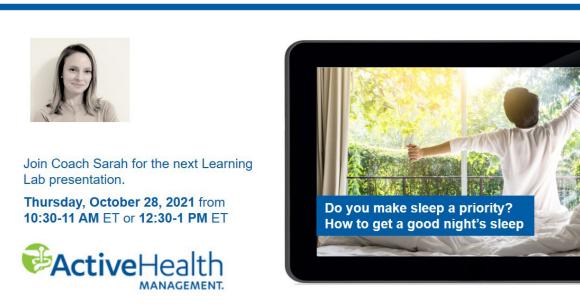
## 2022 Open Enrollment Oct. 27 - Nov. 17 by noon (ET)

More information about Open Enrollment 2022 will be shared over the next few weeks. Subscribe to all INSPD's communication channels to stay informed.

Publications: <u>The Torch</u> • <u>Around the Circle</u> | <u>Social Media: Twitter</u> • <u>Facebook</u> Web: <u>Open Enrollment</u> • <u>Invest In Your Health</u> | <u>Text: Benefits alerts</u>

## Invest In Your Health

## **Register for upcoming ActiveHealth Learning Lab**



Join ActiveHealth's Learning Labs hosted by your ActiveHealth coach, Sarah. Come and explore important, lasting changes you can make in your daily life. Each Learning Lab will last 30 minutes.

#### **October Learning Lab**

**Do you make sleep a priority? How to get a good night's sleep.** Do you know the signs of poor sleep? Sleep is an important part of your daily routine -- you spend about one-third of your life doing it. Paying attention to good sleep habits (sometimes called "sleep hygiene") is one of the most straightforward ways that you can set yourself up for a better sleep.

You'll learn:

- Why your sleep habits are important.
- Good sleep habits to practice.

- Is sleep hygiene the same for everyone?
- How to set healthy sleep goals.w

Bring your questions and get ready to find what works for you! Join one of the virtual classes on Thursday, Oct. 28.

**Register for Learning Lab** 



## Stay informed about your state of Indiana health benefits.

Sign up to receive text alerts about your employee benefits including wellness rewards, insurance updates, open enrollment, and more.



## State of Indiana employees can help INDOT win \$10,000 for charity



INDOT's Grand Valley Boulevard Bridge project in Martinsville has been

named one of the nation's top 12 transportation projects and is competing for the America's Transportation Awards People's Choice Award. The honor will be determined by the number of votes received in online voting through Oct. 25. The winner receives a \$10,000 prize to donate to a charity of its choice.

If successful, INDOT will donate the funds to the Indiana State Transportation Workers Foundation, which was created in 2006 to support the families of INDOT workers who are killed or disabled on the job. You can vote once within a 24-hour period for the Grand Valley Boulevard Bridge project by clicking the top banner on the <u>I-69 Finish Line project</u> website.

An independent panel of transportation industry experts will select the Grand Prize winner; the public will decide the People's Choice Award winner through online voting. Online votes will be weighted to each state's population, allowing for greater competition between states with larger and smaller populations.

"We want to honor and remember those we have lost by choosing the ISTWF Scholarship Program as the recipient of the prize winnings





The Grand Valley Boulevard Bridge features a bright "M" (top photo) as a nod to nearby Martinsville High School and 6½-foot sidewalks on each side.

should we be named a winner," said INDOT Commissioner Joe McGuinness. "We ask everyone to go online and <u>vote daily</u> for the Grand Valley Boulevard Bridge project so we can continue to help out the families of our fallen employees."

The final 12 projects were whittled down from 80 nominees from 35 state DOTs via four U.S. regional contests (Midwest, Northeast, South, and West). The Grand Valley Boulevard Bridge project received the Midwest region's Best Use of Innovation award in the small project size category.

INDOT opened the Grand Valley Boulevard Bridge on June 15, 2020, over four-lane State Road 37 (future I-69). The bridge provides drivers and pedestrians a safe connection to neighborhoods, schools, and businesses. Prior to the bridge, the intersection on SR 37 would see frequent backups (only a single traffic signal controlled the traffic flow). The three-span bridge measures 373 feet in length with 6½-foot-wide sidewalks on each side. The \$5.64 million project has already become a standout in the community for how it immediately addressed safety concerns, created additional transportation options for travelers to get where they need to be, and delivered a smoother commute.

The bridge is part of the I-69 Finish Line project. The bright "M" on the bridge is a nod to nearby Martinsville High School. The brick on the mechanically stabilized earth walls pay homage to downtown Martinsville by matching the Morgan County Courthouse brick, and the aesthetics of the pier "fin walls" tie into the fence details and resemble artesian wells as a tribute to the mineral wells in the area.

## Health department strike teams mobilize amid Delta variant surge

Indiana Department of Health

The Indiana Department of Health has been front and center since the COVID-19 pandemic began in March 2020.

The response has included health department employees, National Guard members and others who've volunteered their time to help inform Hoosiers about the COVID-19 vaccines, test for infection and do their part to help keep their fellow Hoosiers healthy and safe.

To that end, COVID-19 strike teams have been in action throughout the state and have increased their presence as the Delta variant fuels a rise in cases. Throughout much of that time, Brandon Halleck has been on those front lines.

Halleck first joined the strike teams early in the pandemic in the spring of 2020, just as the need for that type of response became clear. He has worked on the strike teams in multiple capacities, crisscrossing much of the state, from South Bend to Gary, Tell City to Warsaw, and just about everywhere in between.

He was on his way to Parke County in September when he took time to talk about his strike team participation, which most recently has seen him work in a supervisory or coordinator role. That work – a



Brandon Halleck (front row, in blue shirt) worked with a COVID-19 strike team of Indiana National Guard members at the Parke County Fairgrounds Sept. 8. INNG members are (left to right) Cpl. Pugh, Sgt. Bell, Cpl. Lee, Spc. Laney, Pfc Jenkins, and Sgt. Cooper.

departure from his regular duties as a linkage to care coordinator for people living with HIV – usually involves talking with the public as well as the strike team, answering questions and ensuring enough supplies are available for the current mission. The latter task requires coordination with the Indiana National Guard.

Halleck's conversations with the public have helped people make informed decisions about whether they should take a COVID-19 vaccine and have helped clear up misconceptions about the virus, testing and vaccinations. He said he has spoken to at least two individuals who opted to get a COVID-19 vaccine after learning more about it. Medical experts continue to stress that the COVID-19 vaccine is the best protection against becoming seriously ill from the virus.

As the pandemic stretched well into its 18th month, however, Halleck acknowledged that, for all they've accomplished and all the good they've done, the strike team members are "tired and burned out." They're no less committed than they were on Day One, but some new recruits could be a big help to the strike team members by boosting morale and bringing what Halleck called "a fresh perspective" to the teams.

"It sounds like a cliché, but we're all in this together," he said. "You can really make a significant difference in people's lives."

Story by Brent Brown, Indiana Department of Health





Indiana State Police is again partnering with the DEA for its 20th nationwide "take back" day, created to prevent prescription drug abuse and theft

> at the Indiana Government Center North Capitol Police Desk located inside the public entrance

Friday, October 22 from 11:00 a.m. to 1:00 p.m



## HAUNTED HAPPENINGS

## The State Museum and Historic Sites Are Ready to Celebrate Halloween



Temperatures are dropping, leaves are beginning to show off fall colors and it's time for all things spooky, haunted and Halloween.

The <u>Indiana State Museum and</u> <u>Historic Sites</u> has spooktacular events all over the state of Indiana for every taste and scare level – all socially distanced, of course.



#### FAMILY FRIGHT NIGHT

**Indiana State Museum** 650 W Washington St., Indianapolis Oct. 8, 6 – 8 p.m.

Dress in your Halloween best for a night of spooky fun! Conduct eerie experiments and visit our mad scientist's lab for a frightful scientific show. Discover the creepy monsters of Indiana's past as you wind your way through our chilling galleries by flashlight. Hear spinetingling tales during story time, and don't forget to show off your cool costume on the haunted dance floor! <u>Tickets here</u>.



#### TWILIGHT TALES

#### Indiana State Museum

Oct. 20, 21, 27 and 28, 7 – 8 p.m. and 8:30 – 9:30 p.m.

Venture through our museum in the dark on this flashlight tour to visit some of the creepiest artifacts in our collection as staff share how these items are connected to supernatural rumors and Indiana folklore. The museum will have flashlights for you to use. Be sure to wear comfortable clothing and shoes for this walking tour. **Tickets here.** 

#### TODDLER TIME: A NOT-SO-SPOOKY EXPLORATION Indiana State Museum

Oct. 28, 10 – 11 a.m.

Let's explore all things Halloween through spooky sensory play, pumpkin art and a not-so-spooky story time! Through play, children will learn skills like problemsolving and social-emotional communication and develop their fine and gross motor skills. This program is for children ages 18 – 36 months. Tickets here.



#### **HIGH SPIRITS**

T.C. Steele State Historic Site 4220 TC Steele Rd. Nashville, IN Oct. 8, Family Show: 4 – 5 p.m. Enjoy an evening of mystery and magic as Richard Darshwood presents a show that must be seen to be believed! The family show is appropriate for ages 5+. The High Spirits family show takes place in the visitor center. Family Show tickets here.

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### The State Museum and Historic Sites Are Ready to Celebrate Halloween



## GHOST STORIES UNDER THE OCTOBER SKY

#### T.C. Steele State Historic Site

Oct. 15, 7 – 9 p.m.

Join us near the cemetery at T.C. Steele for an evening under the stars as you experience thrills and chills from spooky storytelling by the Bloomington Storytellers Guild. Pack a flashlight, a blanket and a picnic and hear famous and local ghost stories. Recommended for ages 8+. <u>Tickets here</u>.



OWL-OWEEN Gene Stratton-Porter State Historic Site

1205 Pleasant Point, Rome City Oct. 16, 5 – 8 p.m.

Learn about owls, bats, raccoons, snakes and other creatures of the night, plus natural remedies – and even radioactivity – during this annual event. Children are encouraged to attend this Halloween event in costume and enjoy treats at various stops along the way. Dress for the weather and bring a flashlight. This is a rain-orshine event. <u>Tickets here</u>.



LITERALLY, A HAUNTED HOUSE Culbertson Mansion

*914 E Main St., New Albany* Oct. 8, 9, 15, 16, 22, 23, 29, and 30; 7 – 8 p.m.

Scaring visitors since 1985, the Culbertson Mansion's annual haunted house is full of thrills and chills taking place in the mansion's Carriage House. After the mansion was auctioned off, the Carriage House fell into disuse, but dark legends abound concerning fires, spiritual activity and even demonic possession. Are you brave enough to enter? Come if you dare! Masks are strongly encouraged during this event. Call Culbertson Mansion State Historic Site at (812) 944-9600 to reserve your tickets.



Haunted Storytime Corydon Capitol State Historic Site

202 E Walnut St., Corydon Oct. 29, 6:30 – 7:30 p.m. Celebrate the spooktacular Halloween season with some age-appropriate spooky stories and ghoulish tales in the candlelit parlor of the Governor's Headquarters. Registration required by Oct. 28. <u>Tickets here</u>.



#### REAL HAUNTED HAPPENINGS: DARK CORNERS OF CORYDON

Corydon Capitol State Historic Site

Oct. 30, tours at 8 and 9:30 p.m. Explore spooky and sometimes grim history during a lantern-lit guided tour of historic downtown Corydon. Visit a variety of locations, including the Capitol and the Governor's Headquarters where guides will share stories of unexplained happenings in the 200-year-old buildings. Registration required by Oct. 29. <u>8 p.m. tickets</u> here; <u>9:30 p.m. tickets here</u>.



#### REAL HAUNTED HAPPENINGS: OVERNIGHT PARANORMAL INVESTIGATION

#### **Corydon Capitol State Historic Site**

Oct. 30-31, 11 p.m. – 6 a.m.

Beware! This overnight paranormal investigation isn't for the faint of heart! Join Friday Night Paranormal as they lead a public investigation through the Capitol, Governor's Headquarters, and the First State Office Building. Get up-close and learn about the specialized equipment they use during their tours. Registration required by Oct. 27. <u>Tickets here</u>.



HALLOWEEN HULLABALLOO Angel Mounds State Historic Site 8215 Pollack Ave., Evansville Oct. 16 and 23, 6 – 9 p.m. Test your bravery while traveling along our haunted trails or (Continued on page 11)

#### (Continued from page 10)

### The State Museum and Historic Sites Are Ready to Celebrate Halloween

attempting to escape the mummy's curse in The Tomb. For those a little less brave, check out spooky games, create a creepy craft and take a tour of the property on a haunted hayride. Costumes are encouraged, but not required. Don't forget your trick-or-treat bags for some Halloween goodies! **Tickets here.** 



#### DOWNTOWN VINCENNES GHOST WALK

#### **Vincennes State Historic Site**

Oct. 15, 7 – 10 p.m.

Explore downtown Vincennes during a guided evening walk and hear local ghost stories and other scary tales at various locations – just in time for Halloween. Registration required by noon on Oct. 15. This program begins at the Old State Bank, 114 N. Second St., Vincennes, and is recommended for ages 15+. <u>Tickets here</u>.



### GHOST HUNT AT FORT KNOX II Vincennes State Historic Site

Oct. 16, 7 – 10 p.m.

Explore the unexplained during a ghost investigation at Fort Knox II. Join Friday Night Paranormal – a paranormal investigation team – to see what mysterious happenings can be discovered while also learning about the history of the historic fort. This program is recommended for ages 15+. Registration required by Oct. 15. This program takes place at Fort Knox II, 3090 N. Old Fort Knox Road, Vincennes. <u>Tickets here</u>.



#### A SPOOK-A-LICIOUS EXTRAVAGANZA

Vincennes State Historic Site

October 23, 6 – 8 p.m.

It's a Halloween party just for kids! Play some spooktacular games, listen to a few not-sospooky stories, take a haunted walk around the grounds and bring along your trick-or-treat bags for some sweet treats! This program is recommended for ages 4-11. Registration required by noon on Oct. 23. This event takes place near the Visitor Center, 1 W. Harrison St., Vincennes. <u>Tickets here</u>.

<u>Click here to learn more</u> about all upcoming events with the Indiana State Museum and Historic Sites.

## **CIDIG to present virtual DNA workshop in October**

On Saturday, Oct. 9 from 11 a.m. to 3:30 p.m., the <u>Central</u> <u>Indiana DNA Interest Group</u> (CIDIG), in partnership with the Indiana State Library, will present "Using DNA to Explore Genetic Relationships." This free virtual workshop will focus on effectively using DNA to better understand genetic relationships and to solve genealogical mysteries.

Speakers from CIDIG will explore research methodology and tools, such as AncestryDNA<sup>®</sup> groups, in

addition to examining ThruLines<sup>™</sup>, Lucidchart and DNAPainter to analyze DNA matches, organize results and create genetic networks. Using the Zoom chat feature, attendees will be able to submit questions during the sessions and during the panel discussion at the end of the program.

Sessions include "Visualizing Your DNA Matches with Your Family Tree," presented by Angela Guntz; "Do's and Don'ts for Using DNA as



Proof," presented by Ann Raymont; and "Examining DNA Results for Unknown Parentage," presented by Steven Frank.

This workshop is eligible for three LEUs for Indiana library staff.

<u>Click here to register</u> and to read session descriptions.



## 4 ways to practice gratitude

One of the simplest ways to experience more joy and less stress is to focus on gratitude. Try these easy tips to become more grateful:

**Make a gratitude "vow".** It could be as simple as "I vow to be thankful for at least one thing each day".

**Remember the not-so-good times.** To be grateful in the present, it can be helpful to remember the hard times that you had in the past.

**Share your gratitude with others.** When your partner, friend or family member does something you appreciate, be sure to let them know.

**Keep a gratitude journal.** About 1-3 times a week, write down the good things you enjoy in a notebook. Remember a good event, experience, person, or thing in your life—then enjoy the good emotions that come with it.



## **Wellness Webinar Series**

An attitude of gratitude: Learn how to add happiness and gratitude to your life. October 19, 2021 | 10:00 AM, 12:30 PM and 4:30 PM, ET http://go.activehealth.com/wellness-webinars2.html



Coach Tricia CHES

## Coach's corner

As a Certified Wellness Coach, Tricia is passionate about health and enthusiastic to inspire others to work towards being their best version of themselves.

## Tricia's well-being tips:

Practicing gratitude may improve your well-being, decrease your anger, increase your resilience, lower stress and contribute to your overall happiness. Expressing gratitude can be as simple as:

- Saying 'thank you' more often.
- Waving to neighbors.
- Starting a family ritual to give thanks at mealtime.

Try it today and see the difference it makes in your life!



## Sweet Potato Skins with Guacamole

This healthy take on classic potato skins is an easy, crowd-pleasing recipe. Get more recipes at: **MyActiveHealth.com > Resources > Learning Center.** 

## How to keep a gratitude journal

Cultivate happiness as you take note of the world around you. Aim to write for 15 minutes, one to three days a week. As you write, here are a few important tips:

- Be as specific as possible. "I'm grateful that my co-worker shared lunch with me," is more effective than, "I'm grateful for my co-workers."
- **Go for quality, not quantity.** Get into detail about what made you feel grateful instead of having a long list of many things.
- See good things in your life as "gifts." This prevents you from taking them for granted.
- **Don't just count the good things.** Be grateful for the negative outcomes you avoided or turned into something positive -- and appreciate lessons learned when something didn't go as planned.



For more tips on how to manage your well-being, visit MyActiveHealth.com



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