



Quiet Tuesdays

ABC News reports that more than half of Americans feel overworked or overwhelmed by their job. This is caused by a variety of reasons including long hours, overstretched responsibilities, employee conflicts and exhaustion. Employee and student burnout becomes a burden on the department in ample ways. Overworked employees and students often have low productivity, low retention rates and low happiness levels in the workplace. This free intervention is a simple solution to creating a healthier and happier workplace. Choose one day out of the week and prohibit any staff meetings in the morning of that day, meaning that meeting rooms are unbookable from 9am to 12pm that day. If the budget permits, bring in some light healthy refreshments, like fruit or trail mix, to encourage social interaction after the quiet talk timeframe. Budget: free to \$50/week.

How to Implement

- Find department heads and managers who are willing to pilot this program
- Inform students and employees through email or other communication devices that there will be no meetings scheduled from here on out between 9am and 12pm on a certain day of the week
- Ask managers to encourage this rule by following it
- Remind students of quiet hours so that they can schedule meetings with employees/faculty at other times
- Post flyers such as the one below to remind individuals of the quiet hours
- Allow students and employees to use the morning to practice some mindfulness
- Remind managers, employees, and students of trainings to address work stress
 - <https://pshcompass.csod.com/GlobalSearch/search.aspx?s=1&q=stress>
Incentivize usage of the room by entering employees for a monthly drawing each time they visit the room.
- Encourage mediation and mindfulness in the office by hanging mindfulness techniques flyers in the office
 - Optional: bring in light refreshments that day to show staff appreciation

Evaluation

To assess the impact of the intervention:

- Poll the department, do the employees enjoy a morning of quiet without any meetings?
- Is the free signage hung in a visible area?
- Poll the department, are they utilizing the mindfulness techniques? Have they found any particular technique to be helpful?

Free Mindfulness Technique Flyers:

The following website gives a brief synopsis of mindfulness and provides ample worksheets for you to provide to your employees, <https://mindfulnessexercises.com/free-mindfulness-worksheets/>.



Example Pre and Post Questions:

- Anonymously rate your energy level on a scale from 0-10. **(Ask pre/post each usage)**

- Anonymously rate your mental alertness on a scale from 0-10. **(Ask pre/post each usage)**

- Thinking about your mental health, which includes stress, depression, and problems with emotions, for how many days during the past 30 days was your mental health not good?

- How often do you find your work or school load stressful?
 - Always
 - Often
 - Sometimes
 - Hardly ever
 - Never

- What is your biggest barrier to positive mental health? (Check all that apply.)
 - Work stress
 - Micromanagement
 - Home stress
 - Busy schedule
 - Coworkers
 - Relationships outside of work
 - Other

- Over the last 2 weeks, how many days have you had trouble falling asleep or staying asleep or sleeping too much?

- How often do you find your work or school load stressful?
 - Always
 - Often
 - Sometimes
 - Hardly ever
 - Never



- How often do you have physical symptoms that are likely stress related? (e.g., teeth grinding, headaches, palpitations, stomach aches, back aches)?
 - Never
 - Once a month
 - A few times per month
 - Once a week
 - Multiple times per week
 - Daily
 - N/A or I'd prefer to not answer

- How satisfied are you with current wellness programs?
 - Very satisfied
 - Satisfied
 - Neutral
 - Dissatisfied
 - Very dissatisfied

- All in all, how satisfied would you say you are with your job?
 - Very satisfied
 - Somewhat satisfied
 - Not too satisfied
 - Not at all satisfied

- How many hours do you spend on campus each week working and/or doing school work?

- During the past 30 days, for about how many days have you felt worried, tense, or anxious?

- Now thinking about your physical health, which includes physical illness and injury, for how many days during the past 30 days was your physical health not good?

- During the past month, other than your regular job or school load, did you participate in any physical activities or exercises such as running, calisthenics, golf, gardening, or walking for exercise?
 - Yes
 - No

- How many times per month did you take part in this activity during the past month?
 - And when you took part in this activity, for how many minutes did you usually keep at it?



PennState
LionPulse

Remember,

QUIET
HOURS

TUESDAYS
9am-12pm