

The Essential Wellness Guide

at UC San Francisco



Juanita Clemena and Zumba team, Supervisor of ACC Call Center at Executive Park

How do you live well at work?

For more information please visit

livingwell.ucsf.edu



Dear Colleagues:

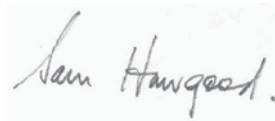
Thank you for helping to promote a culture of wellness at UC San Francisco. This initiative has been designed to support healthy behaviors among all staff.

A recent survey conducted at UCSF showed that an overwhelming number of employees do not take time for wellness-based activities at work because they feel there is an expectation that their work should come first and their well-being last.

As leaders of your organization, we need your help to create a culture shift and encourage making time for health and well-being each day. Work can get very busy, and the balancing act of our managing our jobs and life can feel overwhelming at times, but even small activities like leading a walking meeting, eating lunch away from your desk, or stepping away to visit the farmers' market, can make a big difference in the quality of our work and health.

Creating a culture of wellness at UCSF not only allows our employees to live healthier lives but also sets the standard for our entire community.

Please join us as we encourage all our staff and ourselves, to live well at UCSF.



Sam Hawgood
Chancellor
UC San Francisco



Mark Laret
CEO
UC San Francisco Medical Center

Medical Center CEO, Mark Laret





UCSF step it up! Challenge

Step up your fitness level and healthy behaviors by engaging in online wellness challenges. Track your progress and earn points to win prizes. Participating is easy and fun.

Get started now at stepitup.ucsf.edu.

A chance to win prizes is available for most challenges.

stepitup.ucsf.edu

Essential Tips for Living Well at Work



Brittany Harris, M.D. Candidate, Class of 2016, School of Medicine

Treat Your Body Right

Work shouldn't hurt! Take care of your body by making sure your work station is properly set up. Move safely when lifting. Refer to these tricks and tips. Doesn't that feel better?

Easy Back-saving Trick

Goal: Take the pressure off your lower back while seated

How? Step 1: Roll a towel, jacket, sweater, or other soft cloth
Step 2: Sit up straight with your back & bottom against the chair
Step 3: Place towel between your lower back and chair

Adjust towel size for comfort. Your back should not be over arched or slouched.
Use this towel trick whenever you're sitting for a long time in the car, plane, train, etc.
Seriously. Try it.



Ankle Circles

Goal: Prevent swollen feet and legs from sitting or standing too long

How? Keep your blood flowing by rolling your ankles 10 times clockwise, and 10 times counterclockwise in big circles. Do this every hour while sitting or standing.

Hold on to a chair, counter, or wall for balance when you do this exercise standing.



Proper Lifting Technique

Goal: Avoid strain on your back and other joints when lifting

How? Use this easy-to-remember acronym when you lift (BACK)
Base. Make a wide base of support with your legs
Abs. Keep your abs tight and lift using your core
Close. Keep the load close to your body
Knees. Bend with knees and hips and lift using your legs



Never twist when you're lifting or carrying heavier objects.
Get help if necessary to avoid over-straining yourself!

Developed by Doctor of Physical Therapy candidates; Carolina Zubiri, Andrew Tran, Kara Mantani, Jon Chiu, Raad Shebib, Olga Nezhevenko, and Ilka Felsen

Take this section out for a stretching guide to post at your desk or in your office break room. Cut and save yummy, healthy recipes too!

Shilpa Patel, Analyst, Academic Senate



Daily Stretching Exercises

1. Relax into each stretch 2. Do not bounce 3. Hold each stretch for 30 seconds

Back



- Front Bend:** Feel stretch in lower back & legs
- Bend forward at waist
 - Keep hands on thighs
 - Relax head, neck, and shoulders



- Standing Knee to Chest:** Feel stretch in upper leg
- Use wall or chair for support
 - Raise knee toward chest
 - Hold knee with free hand(s)



- Standing Hip Flexor:** Feel stretch in hips
- Slide one leg behind you, knee bent, heel raised
 - Bend front knee
 - Push hips forward



- Standing Hamstring:** Feel stretch in back of leg
- Stand with one leg in front, toes flexed
 - Place weight on back leg
 - Rest palms on rear leg to support body weight
 - Bend forward at waist

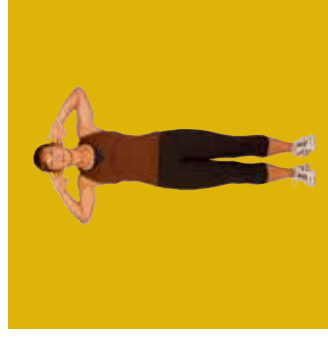
Neck & Shoulders



- Head Side Bend:** Feel stretch along side of neck
- Bend neck gently to one side
 - Relax shoulders
 - Use light support from hand, if needed



- Head Front Bend:** Feel stretch in back of neck
- Let your head hang forward, toward chest
 - Relax shoulders
 - Use light support from hand, if needed



- Chest Opener:** Feel stretch in chest & shoulders
- Place both hands gently behind head
 - Stretch elbows wide to each side
 - Pull shoulder blades together



- Side Bend:** Feel stretch along side of the body
- Raise hands overhead
 - Interlace fingers, if possible
 - Slowly lean to one side

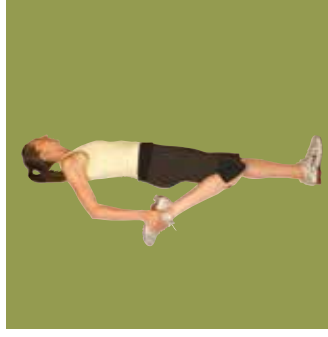
Hips & Legs



- Hip Circles:** Feel increased movement in hips
- Place hands on hips
 - Slowly make 10 circles in one direction
 - Repeat 10 circles in opposite direction



- Cross Over:** Feel stretch along side of leg & hip
- Cross one foot in front of the other
 - Slowly lean toward the rear foot
 - Press hips to the side
 - Switch feet to repeat on opposite side



- Quad Stretch:** Feel stretch in front of bent leg
- Use a wall or chair for support, if needed
 - Stand on one foot and bend other leg back
 - Grasp top of ankle or forefoot with hand
 - Gently pull heel towards body



- Side Lunge:** Feel stretch in inner thigh
- Take a wide step to one side
 - Shift your weight by bending one knee
 - Keep other leg straight, and feet flat on the ground

Arms & Hands



- Wrist Flexion/Extension:** Feel stretch in wrist & forearm
- Extend arm at length
 - Turn palm downward
 - Apply light pressure with opposite hand
 - Can be repeated with palm facing upward



- Shoulder Circles:** Feel increased movement in back & shoulders
- Let arms relax at sides
 - Slowly make 10 large circles by pulling shoulders up, back, and down



- Shoulder Cross Over:** Feel stretch in shoulder & upper arm
- Lengthen arm in front of chest
 - Use free hand to gently press arm closer to body
 - Keep shoulders relaxed
 - Repeat on opposite side



- Extended Arm Stretch:** Feel stretch in upper back & arms
- Interface fingers and reach arms in front of body
 - Palms should be facing forward
 - Keep shoulders relaxed and even

UCSF Campus Life
Services

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Try these recipes for your next potluck or lunch at work.
(Gently pull out this section and cut on orange dots).



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cabbage-almond slaw

- 1 medium** cabbage (napa, savoy, green), sliced into small, thin pieces, core discarded
6 green onions, cleaned and sliced
1/2 c almond slivers, lightly toasted until fragrant, optional* (see note)
1/4 c sesame seeds, lightly toasted until fragrant, optional* (see note)

Dressing ingredients

1/3 c flax seed oil* (see note)

1/3 c apple cider vinegar

1/2 tsp unrefined sea salt

3 TBS honey or agave nectar

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(over for more*)

roasted squash & barley salad

- 3 small** winter squash (delicata, carnival, ambercup, autumncup, buttercup or gold nugget squash) oil, for brushing on squash

Preheat oven to 375 F. Rinse the squash and pat dry. Carefully cut each squash in half so that you have two "bowls." You may have to slice off a small bit from the tops and/or bottoms so that they will sit flat on a plate. Scoop out the seeds (and save for roasting, if desired) and rub cut sides of the squash with a small amount of oil. Place hollow side down on a baking dish and place in oven. Let roast for about 20-30 minutes or until a fork can easily pierce through the squash. Remove and turn over so they will cool.

Fill each squash half with the barley salad and serve (recipe on back).

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Try these recipes for your next potluck or lunch at work.
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lentil & brown rice soup



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healthy trail mix



Serves 4

- 1 c of lentil-brown rice and spice mixture*
- 6 c water or vegetable broth
- 1 c medium onion, diced
- 3 garlic cloves, pressed
- 2 c minced fresh chard or kale leaves
- salt and fresh lemon, to taste

Bring the water to a boil in a large soup pot. Add the lentils and brown rice mixture. Then add the diced onions and garlic. Reduce heat, cover loosely, and let simmer, stirring occasionally, for about 45 minutes, or until the lentils and rice are tender. Then add the chopped greens and stir. Season with salt and lemon juice to taste. Enjoy!

*Lentil-Brown Rice and Spice Mixture: 1/2 cup dried brown or green lentils, 1/2 cup short-grain brown rice, chile pepper, red pepper, cumin, garlic, and oregano

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Barley Salad with Lemon Dressing

- 2 c barley (ruffled, not pearled), rinsed and drained
- 5 c vegetable broth (may substitute water)
- 1/2 c sweet onion, small dice
- 3 stalks celery, small dice
- 1 c of shredded red cabbage
- 1 c dried cherries or cranberries
- 1/4 bunch of parsley, cleaned, trimmed, and minced
- 2 carrots, grated
- 3/4 c raw walnuts, chopped
- 2 TBS tamarind or shoyu soy sauce
- 1/4 c lemon juice
- 3 TBS olive oil
- 1 tsp Dijon mustard

Combine the barley and broth in a large pan. Bring to a boil, reduce heat to low and cover. Simmer for 45 minutes to 1 hour. Stir periodically to make sure nothing is sticking to the bottom of the pan, adding more water if necessary. Once the barley is cooked through, rinse and drain well. Move barley to a bowl. Add the onions, celery, cabbage, carrots, walnuts, dried fruit and parsley. In a food processor combine the tamarind, lemon juice, olive oil and mustard. Pulse to bring the dressing together. Toss this with the rice mixture and serve as a stuffing in roasted squash.

Cabbage-almond slaw

Toss salad ingredients together in a large bowl. Whisk dressing ingredients together in a small bowl or combine in a blender. Toss dressing with salad gradually as you may not need all of the dressing (depending on the size of your cabbage).

*Toast the almonds by placing in a dry skillet and heating over low heat while stirring almost constantly until they begin to smell nutty. Immediately remove from the pan onto a plate to cool. Do the same with the sesame seeds, taking care not to burn them. The heat should be low!

* Do not heat this dressing - flax seed oil should never be heated or the beneficial Omega-3-EFA (essential fatty acid) will be destroyed. Omega-3 is a heart-healthy fat.
Serves 6

Have Healthier Potlucks

Food comas and sugar crashes don't have to happen due to poor potluck planning. These are some of the best rules to live by for potlucks that we can all feel good about.

- ♥ Embrace a rainbow of different colored vegetables and fruits. These colorful foods are packed with antioxidants that keep your body healthy.
- ♥ Ban the can. Fresh produce tastes better and your body will thank you.
- ♥ Keep it local. Buy produce from local farms and farmers' markets.
- ♥ Use organic ingredients, especially for the "dirty dozen plus" which include: apples, celery, cherry tomatoes, cucumbers, grapes, hot peppers, nectarines, peaches, potatoes, spinach, strawberries, sweet bell peppers, kale, collard greens, and summer squash.
- ♥ If you bring meat, eggs, dairy, or fish, be sure it is high quality (organic, pasture-raised and safe seafood.) We are what we eat!
- ♥ Eliminate or minimize added sugars. Whole fruit, or variations of fruit salads are perfect for dessert.
- ♥ Replace refined grains with whole grains. Instead of white rice, use brown rice. Use whole grain pasta. These fiber-rich foods are a lot more nourishing.
- ♥ Avoid fried foods. The extra fat and calories from frying are not good for anyone.
- ♥ Avoid artificial ingredients. Check out this list of chemicals to say no to: <http://bit.ly/potluckartificial>
- ♥ Keep recipes low in fat and cholesterol by avoiding added oils and animal products.
- ♥ Bring copies of the recipe you used, or, at the very least, a list of ingredients. People with allergies or other dietary restrictions will appreciate it.
- ♥ Bring food in a reusable container, and avoid using disposable plastic utensils or Styrofoam. Be green!



BONUS! No store-bought meals. Homemade dishes only.
Please make an effort in the kitchen - it's good practice for healthy eating!



Marie Pompa, Manager & Senior Buyer, Purchasing

Stay Healthy & Fit on the Job

Don't leave your health at the door when you work! There are so many little ways to work in healthy actions. Your body and mind need attention throughout the day. Which tips will you try today?



Fitness Tips at Work

- ♥ Keep a pair of walking shoes at work. Take walking breaks daily.
- ♥ If you are not able to take a 20-minute (or longer) walk at once, take two 10-minute walks instead. It all adds up.
- ♥ Hold walking meetings. Great ideas will be generated.
- ♥ Walk or ride your bike to work. Or park further away from your destination. Every step counts!
- ♥ Get off the bus or shuttle a few stops earlier and walk the rest of the way.
- ♥ Forget the elevator. Use the stairs. How many floors can you climb?
- ♥ Stretch throughout the day. Watch this video and learn how you can stretch at your desk! <http://bit.ly/workstretch>
- ♥ Squeeze a tennis ball to strengthen your hands and wrists.
- ♥ Do calf raises to increase muscle strength (brace yourself using a chair or wall).
- ♥ Stand while on phone calls and you'll burn more calories.
- ♥ Do ten shoulder shrugs and ten shoulder rolls circling forwards and backwards. (See your Daily Stretching Exercises poster).
- ♥ Leave your desk and move around for a few minutes every hour.
- ♥ Keep resistance bands or small hand weights in a desk drawer. Do a few arm curls before lunch each day.



John Orlando & Derek Vital, RNs at Mt. Zion

- ♥ Do 10-20 squats each time you go to the restroom.
- ♥ If you go out to lunch, choose a location some distance away and walk there.
- ♥ If you don't feel like working out, put your exercise clothes on anyway and chances are you'll do at least a short workout.
- ♥ If you get bored with your exercise routine, try something new. Take a group fitness class. Find something you love.
- ♥ Wear a pedometer. Aim to take 10,000 steps a day.
- ♥ Put a sticky note at your work station that says "sit up straight" to remind you to engage core muscles while sitting.

Nutrition Tips at Work



- ♥ Eat breakfast. Give your body proper fuel in the morning for sustained energy. Rolled oats with fresh fruit and nuts is a great way to start the day!
- ♥ Pack your lunch and fill it with healthy foods and snacks. Aim for fresh vegetables or fruit to fill half of your plate at each meal.
- ♥ Keep a water cup (or bottle) close by at all times. Drink an average of 8 glasses of water daily. Add lemon or drink unsweetened herbal tea for variety.
- ♥ For sustained energy, eat whole grains, fruits, vegetables nuts, and seeds.
- ♥ Avoid refined carbs (white rice, white tortillas, white bread, pastries, and bagels). Avoid fried foods.
- ♥ If you buy your lunch at work, try choosing a SmartChoice option: <http://bit.ly/smartchoiceucsf>
- ♥ Choose healthy foods you actually like! Eating healthy does not have to be bland or boring.



Kathy Balestreri, Executive Director, Patient Services



De-Stress Tips at Work

- ♥ If possible, listen to music at work that makes you happy.
- ♥ When feeling stressed, practice deep-breathing, and go for a short walk to clear your head.
- ♥ If possible, bring in serene, natural images to your workstation or computer desktop.
- ♥ Every time you leave for a restroom break, meditate for one minute.
- ♥ Make friendly connections at work. Engage with others for good mental health.
- ♥ Keep this booklet handy and practice these tips for your total wellness at work.



Gail Lee, Sustainability Manager

Wellness Resources at UCSF

We're in this together. Take advantage of the resources, services and programs UCSF offers to help you stay healthy and happy at work. Read on for more about LivingWell's programs.

Know Your Numbers

Health assessments with a chance to earn a participation incentive.

Step it Up

Healthy online wellness challenges

WorkFit

Flexible department-wide programs designed to reduce workplace injury and improve employee satisfaction.

WalkFit

Enjoy neighborhood walks with other UCSF employees and still have time to finish your lunch.

For additional information on the above programs, visit livingwell.ucsf.edu.

Additional Wellness Resources at UCSF:

- **UC Living Well (Health Risk Assessment):** <http://uclivingwell.ucop.edu/>.
This system-wide wellness initiative is available to all eligible UC employees.
- **Tobacco Policies & Cessation Programs:** Tobaccofree.ucsf.edu
- **Student Health:** studenthealth.ucsf.edu
- **Ergonomics:** bit.ly/ucsf_ergonomics
- **Occupational Health Program:** bit.ly/UCSF_occuhealth
- **Fitness & Recreation at UCSF:** bit.ly/UCSF_FitRec
- **Bicycle Shower Program:** bit.ly/ucsfshower
- **UCSF PhysFit Therapy Health & Wellness Center:** bit.ly/physfitpt
- **UCSF Farmers' Market:** bit.ly/UCSF_FarmersMarket
- **Smart Choice Food Awareness:** bit.ly/smartchoiceucsf
- **Faculty & Staff Assistance:** bit.ly/facultystaffassistance
- **Stress Management Programs:** bit.ly/stressmanagementUCSF
- **Stress Management Tips:** bit.ly/de-stresstips

We want to hear from you! Please email livingwell@ucsf.edu with feedback or comments.

Sign up for our newsletter to receive monthly wellness news and updates:

bit.ly/livingwellnews.



Artemio Cardenas, Senior Senate Analyst, Academic Senate

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*Police Chief Pamela Roskowski and
Officers Kennan Sievers and Roland Lam*



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