



Wellness and Tips for work places

Wellness is an important part of your life, in order to do our jobs well and to have a healthy personal lifestyle, we have to be well.

MJKO has created this document for those interested in maintaining a good work and home life balance.

How to create boundaries

- **Know/name your limits**
Learn and adapt to what you can and cannot tolerate and be mindful. Be mindful of what you are/aren't comfortable with and let others know – don't be shy about it!
- **Tune into your feelings**
Be aware of how you feel about certain things. Use the 1-10 scale, 1 being the most comfortable and 10 being the most uncomfortable to help you get the sense of what you are OK with.
- **Set time for yourself**
Take some time out of the day to yourself, let others know they are not to disturb you at this time. It is to be said that you need at least an hour to yourself to wind down, to get in tune with yourself.
- **Be direct**
Being direct doesn't always mean you are being harsh; it just means you are just being clear and concise with others and yourself. It is OK to be direct and tell them how you feel, e.g "I don't feel right when you ask me in a rude way." This will let others know how you feel and they will hopefully not do it again. For relationships especially, it is important to be direct with your partners.
- **Me time**
Don't be shy to communicate your needs with yourself and others. It's important to take time alone to self-reflect and decompress. It perfectly normal to need time alone.



How to not bring work home with you

- **Leave it at the Champion Centre**
Leave all your work-related paperwork at work. Do not bring paperwork or confidential discussions home. Eliminate any distractions, e.g. work emails at home, or memos. If you work from home, set time for work, and do not bring your work (laptop/paper work) to bed or to your couch; work in an office setting, like using a table and chair.
- **Develop good mobile habits**
Work emails, phone calls, texts are only for work hours – not for off hours. If it is important, they can call you or inform you that it is urgent, but, other than that do not check. If you have two phones, one for personal use and one for work use, turn off your work phone at home or put a "do not disturb" mode on.
- **Have an end-of-work habit**

Sometimes it takes time to un-wind your brain from work, generally what people do while on their commute to home, they read books, or listening to music/news. Or some people go to the gym, running, mediating or doing some classes after work. Think about what helps you to unwind from your work habits and do those things, also set time, especially after a long day of work.

- **Establish good support network**

Have a good support network, like your friends, families, to help you with stress – and they all can be amazing de-stressors but it isn't fair to put too much pressure on them. Unloading your stress can put strain on relationships. It is OK to let out your frustrations and concerns to them every once in a while.

Burn out – more often than you think, many people do get burned out at work.

What is a “burnout?”

A burn out is...*"A state of physical, emotional, and mental exhaustion caused by long term involvement in emotionally demanding situations."* – Ayala Pines and Elliot Aronson.

How do you know if you are burned out?

- Having trouble sleeping
- Loss of interest in the things you love
- Blaming others for your mistakes
- Having a negative and critical attitude
- Dreading going into work, and wanting to leave once you're there
- Being irritated by your work or your coworkers
- Feeling that your work is going unrecognised

To avoid burn out, follow these tips:

- Take breaks at work
- Exercise regularly
- Learn to manage stress
- Learn to say no
- Put yourself first
- Take control and actively manage your time
- Give yourself some down time at work/home when needed
- Look for a support group
- Understand that recovering from burnout is a process – it does not simply go away if you take a break. You must actively work towards a healthier way of life.



There are many resources online and there are professionals who are designed to help people feeling burnt-out. At MJKO, we are committed to helping our staff live happy and well-balanced lives. If you feel like you may benefit from counselling services please contact Miranda Kamal. In addition to counselling services online apps like HeadSpace can be life changing. Gentle and regular exercise can also help bring you back to a state of “feeling” good. Meditation and yoga help to teach us great breathing techniques.

There are programs all across Toronto that provides health wellness workshops for those interested in helping themselves and/or others in need. If you are a student, there are mental health and counselling services at your schools to help. Services provided are usually free!

Remember, HEALTH BEFORE WEALTH.

For those who are not students, below are websites and centres to help you find services you require:

Toronto Wellness Centre	1744 Queen St East Toronto, ON M4L 1G7	https://mnict.org/wellness-place/	
Stella's Place (Young Adult Mental Health)	18 Camden Place, Toronto, ON M5V 1V1	https://stellasplace.ca/	
Family Service Toronto	Various Locations	https://familyserVICetoronto.org/	
Healthy Workplaces	Toronto Public Heath	https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/healthy-workplaces/	E-chat with a public health nurse - toronto.ca/health/eChat

And remember, Coaches at MJKO will always be here to listen to your concerns, be there for you and will help you to de-stress.

Do not hesitate to contact any of us. If there are serious issues, then coaches will recommend you see a professional to seek professional guidance.

MJKO is a safe place with no barriers and is a very adaptable environment.

The office hours are:

Monday to Friday from 8:00 am to 7:00 pm.

Located at 186 Cowan Ave.

Lots of love,

MJKO Family.



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