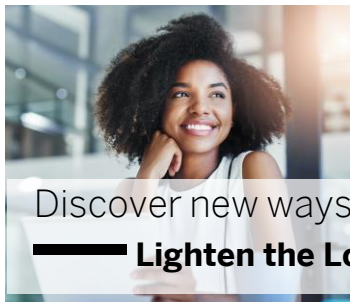


Discover new ways to **Lighten the Load**



Discover new ways to
Lighten the Load



Design your **Personal Health Strategy** with healthy habits



SAP is partnering with
EU Healthy Workplaces 'Lighten the Load'

Lighten the Load

Get to know your habits

Do your habits energize or drain you?



The power of habits

Did you know... 40% of what we do is based on habits. Habits are subconscious routine thinking and behaviour. They save our brain power and energy by taking care of the things we do regularly so we don't have to relearn things over and over again.

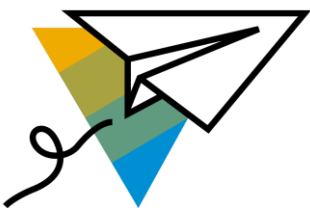


Efficient and straightforward?

Not always! Habits can help or hinder us. Healthy habits and a healthy mindset help us achieve our goals sustainably. However, not all our habits may be serving us well.

Deep rooted unhealthy habits can weigh us down and stop us from reaching our full potential.

Ask yourself, do your habits energize or drain you?



Discover new ways

Lighten the load with healthy positive habits.

Create your health strategy - start with small habits that pack a big punch to your lifestyle and work performance!

Over the following slides learn more about habits and think about healthy habits you want to foster.

Lighten the Load

Get to know your habits

Take time to reflect before you start:



Know your habits

1. Which habits help you stay productive and run at your best? e.g. exercise, positive mindset, etc.
2. Which habits slow you down in the long term? e.g. procrastination, negative thinking, sedentary lifestyle, etc.
3. What can you change today to run better tomorrow? Keep reading on for tips and micro-habits to get you started!



Tips to stick to your habits:

- ✓ Remember the big picture and your reasons for change
- ✓ Go easy on yourself, make your goals SMART
- ✓ Know the risk of not making changes
- ✓ Visualize the benefits of the habits
- ✓ Get your priorities straight
- ✓ Celebrate your progress



Need more help before starting?

- [Lighten the Load SharePoint](#)
- [Employee Assistance Program](#)
- [SAP Global Health & Well-Being Portal Page](#)
- [SAP Global Mindfulness Jam](#)
- [SAP Global Coaching](#)

Lighten the Load

Your Personal Health Strategy

Follow these 5 Personal Health Strategy steps to foster healthy habits:

1

Reflect on the habits you want to change / foster

Crafting SMART goals (Specific, Measurable, Achievable, Relevant & Time-bound) improves your chances of success.

2

Commit by writing them down

Don't be too hard on yourself if something does not work out. Adjust and begin again. Experiment with your habits until you nail it! Consider writing down or journaling your experience (see next slides for ideas).

3

Break it down and plan

One journey is many steps. Start small and build up. Do the easiest task first and don't get stuck in detailed planning as it can lead to procrastination.

4

Set aside time for triggers

You can trigger success. Set small reminders throughout the day to help you establish a routine. Also, anticipate obstacles & determine a response when things don't go as planned.

5

Track your progress

Document improvement. Incorporate daily, weekly, & monthly reviews. Celebrate small & large milestones along the way.

Lighten the Load

The future you

Write it down!



List the habits which do not serve you well in the long run:

Write down any concerns that you have about setting healthy habits:

Write down what will help you stick to your new habits:

Lighten the Load

Writing your personal health strategy

Keep going – you can do it!

You become 42% more likely to achieve your goals, simply by writing them down on a regular basis.

Use this space for personal notes, ideas or concerns to help you stick to your healthy habits.

Lighten the Load

Your Personal Health Strategy

What could be more important than taking good care of yourself?

Prolonged sedentary sitting and stress are common occupational risk factors with long-term health implications. With the right mindset and healthy habits, we can mitigate these risks.

Find your purpose

Set effective **health habits** to maximize the quality of your life. Healthy habits should revolve around a purpose in your life: What matters to you now and long term? What is important to you? What influences your current lifestyle, and focus on what you want to achieve?

Make it meaningful and personal

After taking time to reflect on your purpose, the question becomes ‘how do I make the changes?’ Defining purpose can be difficult, start by relating to a healthy habit that you can visualize.

For example, instead of saying you want to exercise more, connect it with a **meaningful outcome** like improved strength from exercise will give me the stamina to take a cross-country trip, perform better at work, or play more actively with my children.

Create the habit sustainably

Don't overwhelm yourself or set yourself up for failure. Successful execution of health goals need to be clear and connected. Regularly track and re-align progress so you can recognize and celebrate achievements on the journey.

Even more resources!



Know your stress triggers

Conduct the [Stress-Satisfaction-Score](#) regularly



Take time to recharge

Practice [mindfulness](#) and make sure to get [good sleep](#)!



Be physically active

Start the habit today with the [Active@SAP Video Channel](#) & activity challenges on [Fit@SAP](#)



Learn more healthy habits

Check out [new health learning offerings](#) to stick to your healthy routine