

Taking Care of Your Well-Being

Step away from that cell phone, draw some healthy boundaries and learn how to take care of your mental, emotional, spiritual and physical well-being.



According to [Mental Health America](#), the number of people looking for mental health assistance online increased by 500 percent between 2019 and 2021. Across the board, levels of anxiety, suicidal ideation and PTSD increased, especially for Black individuals. Prior to the pandemic, event planning already consistently ranked among the [most stressful jobs](#). The Type-A personality traits that allow planners to multitask and pay attention to details can also lead to perfectionism, which makes it difficult to delegate tasks. Combine all this with the reality of shrinking teams and increased responsibilities, and conditions are ripe for industry [burnout and disengagement](#).

You probably have been focused on taking care of your team to retain their talent. But when was the last time you focused on taking care of yourself? If you can't remember, or if it's infrequent, it's time to focus on your own mental, emotional and physical well-being. "How productive could you be if you had enough hours in the day, actually slept well and had time to do the things you love? I bet you would thrive personally and professionally in a way you never imagined," says Deana Brown Mitchell, a speaker, coach and mental health advocate who keynoted at IMEX America.

Here are some suggestions for each area of your well-being to help you (and your team) achieve a more manageable work-life balance.



4 ways to support your mental well-being

1. Take frequent breaks from work
2. Put down the phone and connect with people in real life
3. Use sick days as mental health days
4. Seek help if you need it from [SAMHSA's National Helpline](#)

4 ways to care for your emotional well-being

1. Share the workload; delegate, train and let go of things you don't enjoy.
2. Partner with companies like Encore that offer end-to-end solutions and can manage creative, production and technology event elements that fall outside of your area of expertise.
3. Create healthy boundaries between work and home life. For example, don't check emails after 6 p.m., before 7 a.m. or on the weekends; schedule send emails so you're not cutting into other people's social time; manage expectations; and train people to respect the lines you've drawn.
4. Partner with event providers, like Encore, who treat you as a collaborative partner to reduce friction at work, take time to understand your needs and offer full-service capabilities.



4 ways to protect your spiritual well-being

1. Celebrate your successes and team achievements
2. Take time to be in nature or enjoy the world around you
3. Focus your thoughts and energy inward, through freewriting, creative activities, prayer or meditation
4. Inventory things that you need more of and things you want to stop doing in all areas of your life



4 ways to increase physical well-being

1. Enforce an electronics ban an hour before bed, create sleep rituals and keep a regular sleep schedule
2. During extended work periods (more than six hours), make sure you and your team get an uninterrupted 30-minute lunch break with at least one 10-minute rest period. Assign volunteers or colleagues to act as back-ups so you and your team can take these breaks onsite.
3. Start moving – every hour get up and move around – even if it's desk exercises
4. Remember: Food is fuel. The cleaner you eat, the better you'll feel.



Help your team manage their well-being

Now that you've discovered ways to manage and improve your health, share these tips with your team. Another way to quickly pulse-check how your reports feel is to conduct regular standing meetings. Check in with them daily for brief report-outs to answer the following questions:

- > How are you feeling?
- > What needs are or are not being met?
- > What are the blockers?

These should be no longer than 15 minutes so people can solve problems on their feet and get back to work. Incorporating this practice daily can dolphin up potential issues that need more attention and keep small problems from growing larger.



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