



**It is now more important than ever to mind yourself
and try and keep everything in balance.**

10th April 2020

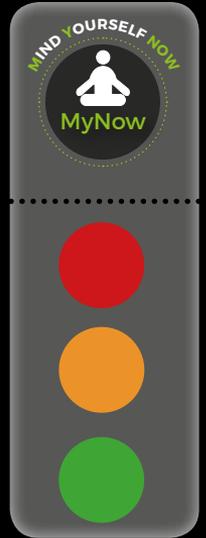


WHY MyNow IS IMPORTANT NOW

It is the 10th of April 2020.....

You and your 2,800 colleagues across the Broadlake Family of companies have been doing a phenomenal job under these challenging circumstances. Depending on where you are based the following is likely to be true:

- The last 4 weeks have been a struggle....
- Kids have been home from school for 2-3 weeks...
- You have been in isolation from your friends and family for 1-3 weeks...
- You have been working from home, which has been challenging and isolating or
- You have been working on the front line delivering services critical to saving lives and protecting people...
- You have seen people with COVID first hand or heard stories of somebody with it...
- You are tired, the days run into the evenings, the weeks run into the weekends, the COVID Cloud doesn't seem to be going away, you have ups and you have downs, you miss people, you feel locked up, the kids are frustrated...
- You are committed but every week is a little different and often harder...

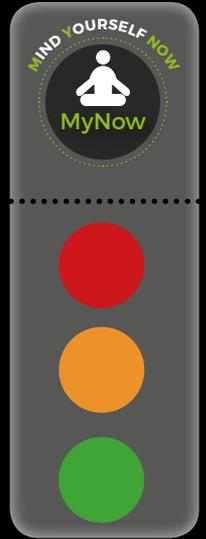


“So I can achieve what I want to.....”

MyNow – BECAUSE MY WELLBEING IS MY NO. 1 PRIORITY

WHY MyNow

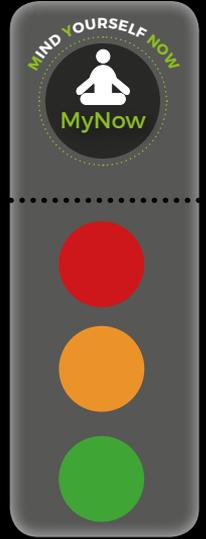
Your number 1 priority at this difficult and challenging time is to mind yourself. In Minding Yourself you need to mind yourself physically and mentally. This period is mentally tough and challenging. You wouldn't be human if you didn't find it tough. If you don't take care of yourself you can't take care of others including your family, friends, colleagues, service users or the sick. This COVID race is unfortunately a marathon and not a sprint. It will be months until the world starts to return to full normality and not weeks. We need to pace ourselves in this race. We are here to help you and we want to help you get through it.



“So I can achieve what I want to.....”

WHAT IS MyNow

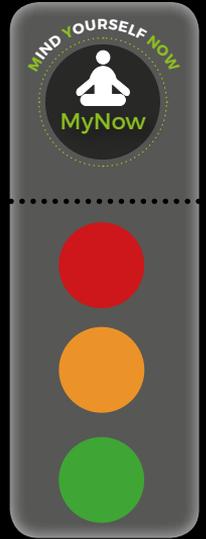
Our MyNow initiative is designed to provide you with a little tool to allow you to quickly check in on how you are doing and if you are in fact **Minding Yourself** and if not it will provide you with a few tips and assistance to start **Now**. It's a practical initiative and not designed to create zen like perfect gods and goddesses in these imperfect times – its designed to help each and every one of us normal people, weather this abnormal storm. There is something in it for everybody. MyNow allows you to check in a how you are doing under 6 simple heading: Physical, Mental, Emotional & Social, Work Balance, Financial and Piece of Mind. We like to think of these areas as 6 spokes of a wheel. All the spokes need to function for the wheel to turn and work. MyNow provides people with assistance and support across these 6 areas. Don't wait until one spoke (area) is broken before you work on it. Just like how we are fighting the virus – lets be proactive in trying to manage our own wellbeing.



“So I can achieve what I want to.....”

HOW DOES **MyNow** WORK

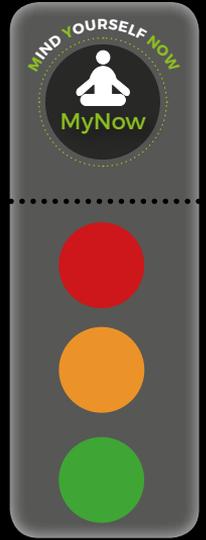
Behind this initiative is an army of expert help for you, should you need all or part of it. We have recruited some of our trusted friends who are experts in their specific fields of Employee Wellbeing to help us with this. Don't be shy if we can help you please ask. This is specifically designed for our people across the Group at all levels – the nurses, the doctors, the carers, the technicians, the manufacturing and office staff. Your roles may be different but a lot of your challenges are similar. It's a traffic light system, first you ask yourself the simple question: Am I Green (Good), Orange (Not so Good) or Red (Struggling) in each of the 6 areas.



“So I can achieve what I want to.....”

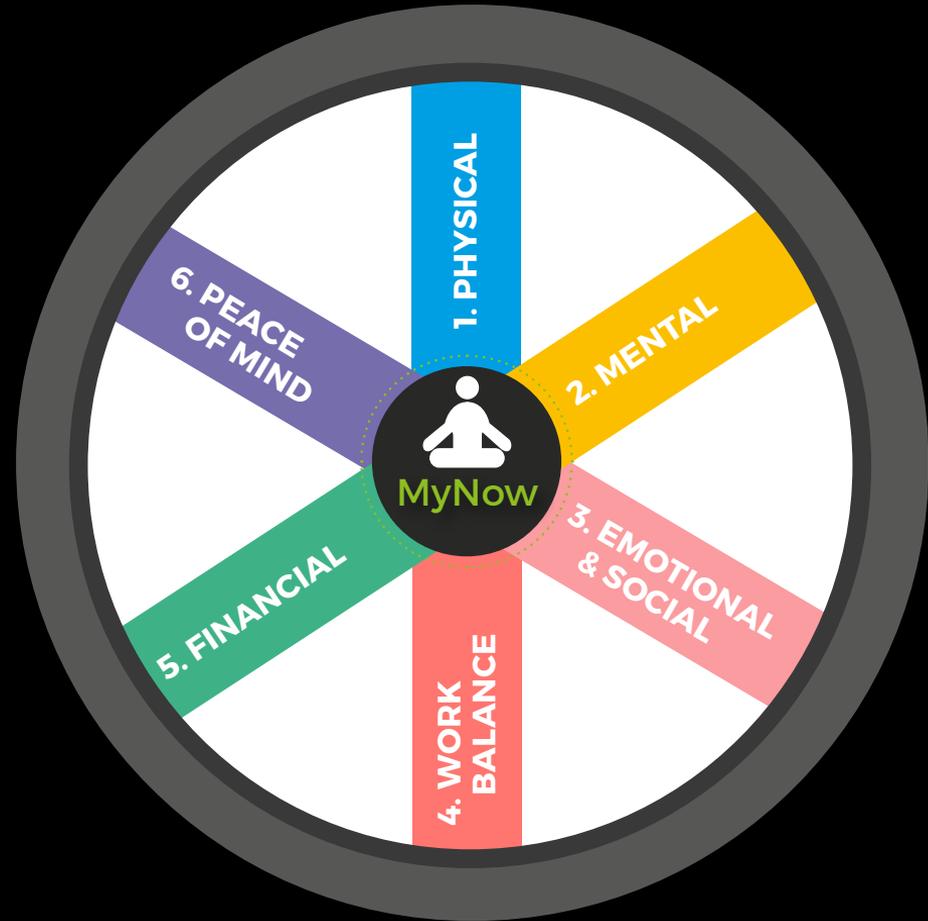
REMEMBER FOR **MyNow**

Its ok not to feel ok and absolutely ok to ask for help. This is a period we need to get through, and not a period to become experts in, and competitive in: home schooling, cooking, baking, home fitness, gardening, cleaning, DIY and other things in addition to our work. The strains of COVID are big enough without adding additional pressures on ourselves. Things are not going to be perfect for some time both at home and in work and that's ok. Go easy on yourself. **MyNow** is designed to try and identify when we are off balance so we can try and get back in balance. It's a traffic light system so lets catch the Orange ones before they turn to Red on each area (or spoke) of the wheel. If there are things we are doing to keep areas Green let's keep them up and stay green. Just like the wheel of a bicycle with 6 spokes if we break any spoke and let it get to Red the wheel won't function.



“So I can achieve what I want to.....”

6 SPOKES IN THE BALANCED WHEEL



MEET THE MyNow TEAM



PHYSICAL

Steffan is one of Irelands top personal trainers, he works with some of the leading names and talents in sports, fashion and showbiz. His passion lies in helping people achieve their goals through simplified, functional training and a convenient, healthier lifestyle



Steffan Fusco



MENTAL

"As a Chartered Psychologist, Neil has been involved in the area of people development for over 20 years. Having spent the early part of his career working with SHL, PwC and Pearn Kandola, Neil founded People Performance Ltd. in 2009. Neil's passion comes from helping individuals and organisations unlock their potential. People Performance has worked with many of the worlds leading organisations, bringing this mission to life."



Neil O'Brien



EMOTIONAL & SOCIAL

Ian works with individuals and businesses to help them reach their full potential. He has worked closely with the leadership teams across the group since 2015.



Ian Kingston



WORK BALANCE

Annie has a gift of challenging your body but making it really enjoyable with an emphasis on body awareness and form so you are always learning through the art of Pilates and yoga



Annie Kirwan



FINANCIAL

Lynda is a Fellow of the Association of Chartered Certified Accountants of Ireland. Lynda is Head of the Audit & Accountancy Department of Swan O'Sullivan Financial Accountants & Advisory. Lynda has over 20 years' experience in the practice, and has extensive knowledge over a wide and varied client base. Lynda works with and advises both Companies and Personal clients on diverse areas such as accountancy, business consultancy & taxation.



Lynda Davison



PEACE OF MIND

At the heart of everything Lee does is the belief that we can all live a joyful, curious and creative life and empower others to do the same. Her medium for sharing this and bringing this to others is through the platform yoga, mindfulness and meditation. Learning to use movement to feel into the body can then bring us towards the art of stillness and inner listening, which is game changing especially in turbulent times.



Lee Tracey

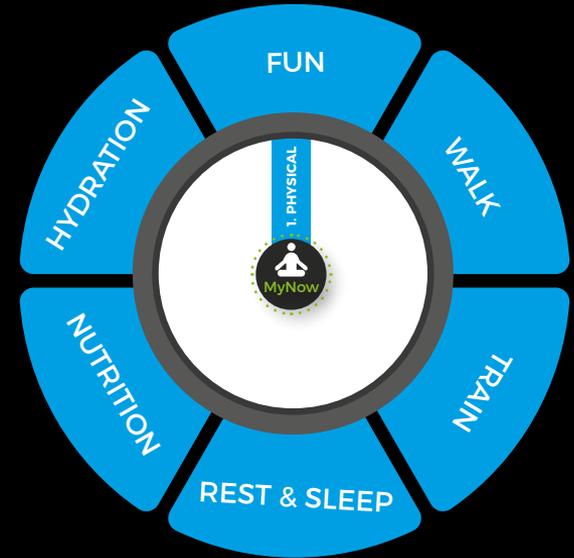


SPOKE OF WHEEL	COMPONENTS	TIP	Example Traffic Lights			
			Wk 1	Wk2	Wk3	Wk4
1. Physical	Exercise, Rest & Sleep, Nutrition & Hydration	Find something that works for you at a time that works for you. Schedule it and build it into your routine. Walk, run, weights or whatever – find something you enjoy and stick with it.. You need 8 hours sleep – set a bed time....				
2. Mental	Physical link, Clarity, Plan, Principles, Togetherness & Resilience	Realise what you are achieving instead of labouring on the little things. Have simple goals. Lean into The Family Principles to help you. Realise you are not alone. Leverage the Buddy Up Initiative. Ask for help.				
3. Emotional & Social	Family, Friends & Colleagues	Find the time for family. Be present when with them at home – put the phone away. If apart - Facetime, zoom or skype. Try and get face to face. Reach out to a couple of people you haven't spoken to in a long time each week.				
4. Work Balance	Expectations, Clear Tracks, Routine, Acceptance, Communication & Switch Off	Have clear goals and tracks agreed with your manager. Form a routine – start, break and finish times. Accept disruptions will happen if working from home. Be sure to set a finish time as it will make you more productive.				
5. Financial	Job Security, Financial Obligations, Supports, Financial Planning & Stress Management	You may have financial concerns. If ever concerned about job security talk to your manager. Develop a little home budget to give you piece of mind. Ask for help if this isn't an area of strength.				
6. Peace of Mind	One day at a time, Celebrate Daily Wins, Stay Busy, Help Others, Quiet & Outdoor time	Try live in the moment. Win the daily battles and celebrate them. Develop a routine that includes outdoor and quiet time for you to rest and repair				

The key to staying in balance is to quickly identify when something falls out of balance. Once you identify you can quickly try to rectify it. We are here to help.

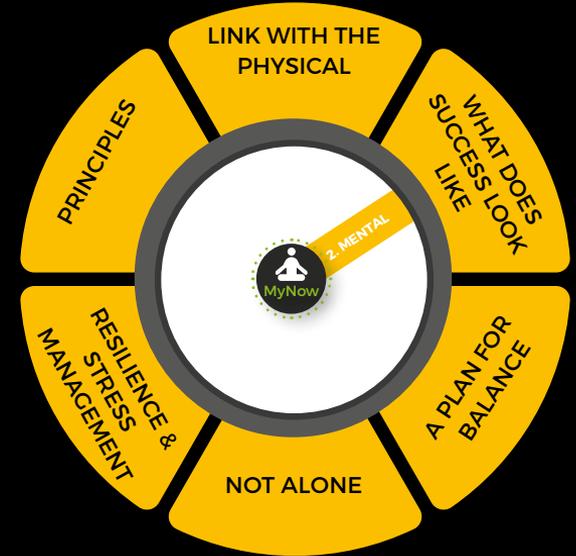
SPOKE 1 PHYSICAL

AREA	TIP	ACTIVITY
Fun	Physical exercise doesn't need to include lycra. It maybe gardening or football with the kids - find something that gets you moving and preferably something you enjoy.	Share what is working for you on workplace so we can all benefit
Walk	Walking has been proven to be the biggest single factor for physical and mental health. Walk daily at the same time. Schedule it. Enjoy the sound of the birds, music or a good audio book. Please practice social distancing while walking.	Join the 30,000 steps per week challenge - share any of nature's beauty that you see on your walks..
Train	Do what you like - circuits, yoga, pilates etc... the key is to schedule it and don't let yourself cancel it... do it early in the day...	We have live Zoom classes especially for you regardless of your level. Circuits, High Intensity training, Yoga and Pilates. We will record classes just in case you miss them.
Rest & Sleep	8 is the magic number - without setting a bed time you will struggle to get it as waking time is usually fixed. Create a ritual for going to sleep- a routine to help you unwind and let your body know it is time to switch off. It could be reading a book or a body scan meditation.	Share what is working for you on workplace so we can all benefit
Nutrition	Try for the old fashioned 3 meals a day. Go easy on picking in between and try save the alcohol for the weekend. Pick a new recipe a week to try.	
Hydration	Try and drink 3 litres of water a day - sounds a lot but helps weight loss and skin. Add lemon, mint or cucumber to keep it interesting.	



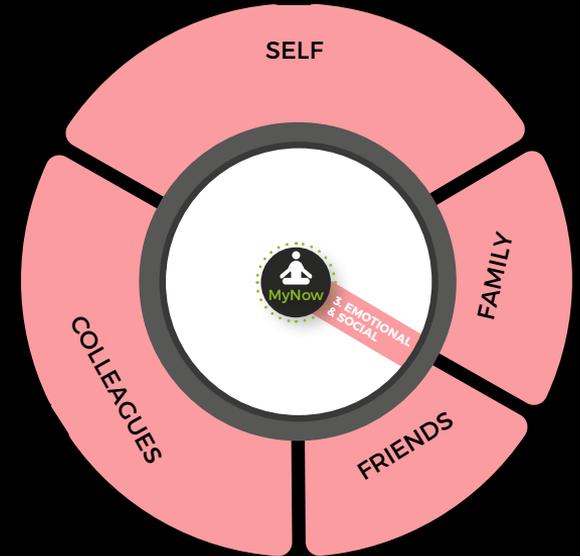
SPOKE 2 MENTAL

AREA	TIP	ACTIVITY
Link to Physical	To be in a strong place mentally it usually requires you to be in a strong place physically....	Keep moving or start moving...
What does success look like	We want to wake up looking forward to the day and going to bed feeling like we have achieved something.	2-3 minutes in the morning thinking about all the things that are good in you world and that you are thankful for - gets you off to a flying start....
A plan for balance	This period is all about winning the daily battles. To figure out at the end of the day if you have won the battle you need to know exactly what it is..	Daily and weekly goal setting to ensure you focus on the progress. We call it "imperfect progress" and we celebrate it as teams daily and weekly.
Not alone	We are committed to having no member of the team feel alone at this time. We need to continue to look out for each other.	Utilise the Buddy Up system to stay connected. Use video conferencing where possible.
Resilience & Stress Mgt.	This period is testing on everybody. Don't assume because you are "resilient" you are immune. "We have got to"	Zoom webinar on Resilience & Strees management. Zoom weekly Q&A
Principles	We have our 12 core Principles that we share across all group companies. Now is the time where we require these most to help us.	Weekly updates on where we are using them across the business to function and win.



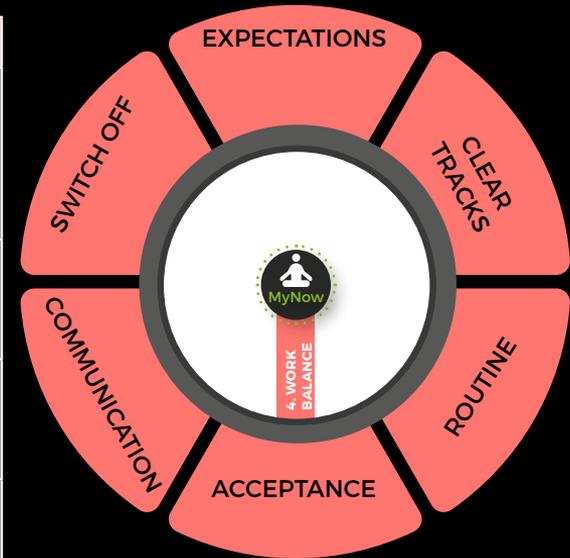
SPOKE 3 EMOTIONAL & SOCIAL

AREA	TIP	ACTIVITY
Self	You are responsible for your own oxygen mask, make sure you take time to REPAIR and RE-ENERGIZE.	ME TIME, Meditation, exercise, walking, reading
Family	Create a routine that suits your rhythm. Keep a clear distinction between family time and work time.....Put your phone away!!! Stay connected to remote members by videocall and call.	Share on Workplace... baking, walking, quizzes, makeup....
Friends	Try and phone "a friend a day" to keep loneliness at bay. Use houseparty or other apps where you can have group chats.	Make time for friends - to give support and friendship and receive it. Download Zoom or Houseparty to make it a bit more interactive...
Colleagues	Be sure you don't lose the social aspects of work. Videocall colleagues for chats and virtual cups of tea. Catch up on the gossip.	Try and stay in daily contact with colleagues. We will set up group calls and remember to stay in touch with your Buddy as part of the Buddy Up Program.



SPOKE 4 WORK BALANCE

AREA	TIP	ACTIVITY
Expectations	Be sure that the daily expectations you have of yourself are not too high.	As leaders and managers we are agreeing to be super clear.
Clear Tracks	Now it is important to "keep the main things the main things". Stay focused and have clarity with your manager around goals and expectations.	As leaders and managers we are agreeing to be super clear..
Routine	Get into a daily routine - one for your work days and a separate one for your rest days. You can achieve so much and retain a sense of achievement with a daily routine.	Your manager is available to help if useful.
Acceptance	We live in an imperfect world and we are seeking to make "imperfect progress". Be patient with each other and accept the road to success will be different for a while.	Collectively we agree to be more accepting with eachother - when kids enter meetings and sometimes deadlines are missed for good reasons.
Communication	With a lot of face to face communication removed across the Group we need to make sure we communicate effectively with eachother. Lets try and be very clear in both verbal and written communications so everybody is on the same page.	We are going to facilitate better communications across all companies
Switch Off	Set a time during your work day to switch off for breaks and after your workday to switch off. We need to switch off to get good nights sleep.	We have asked leaders and managers to be vigilant in identifying people who are pushing themselves too hard. You need your rest to recoup and repair.



SPOKE 5 FINANCIAL

AREA	TIP	ACTIVITY
Job Security	If concerned about your job security please ask. One of our principles is "Open & Honest".	We will keep you informed. Across the Group we have had a minimum number of Covid related redundancies and don't plan any more currently.
Financial Planning & Supports	If the financial circumstances of your household have changed and you are worried. Ask for advice and be aware of the government financial supports relevant to you.	1-2-1 advice for people concerned
Stress Management	The world is currently worried. We want you to be able to speak in confidence about any financial concerns you have to reduce stress.	Zoom webinars on managing stress in these uncertain times - "Controlling the Controllables".



SPOKE 6 PEACE OF MIND

AREA	TIP	ACTIVITY
One day at a time	We are focused on winning the daily battles – this will result in us winning the war.	Have daily goals. If you are setting goals that are too high (personal, work or home) bring them down a little for tomorrow.
Celebrate the wins	Have a moment with yourself to “acknowledge the wins of the day”. Do it with your colleagues to acknowledge their successes where possible.	Acknowledge the successes of the day before switching off, to end the day on a high.
Stay Busy	Stay active – don’t obsess with the news or overdose with anything. Everything in moderation.	Get into a routine that supports your MyNow goals with time for yourself, family, friends, work, colleagues etc...
Help Others	In giving you will receive. One positive emerging out of Covid is the increased sense of community spirit.	Do something to help somebody else – a neighbour, the elderly etc...
Quiet Time	Give meditation a go. Sit still, reflect, rest and reboot. Meditation is personal and for everybody its different - you can’t fail at meditation so give it a go.	Join one of Lee’s amazing zoom guided meditations which is relevant for beginners and those experienced in meditation.
Get Outdoors	Day or night, wet or warm, sunny or cloudy – get out and breath Fresh Air.	Get outdoors several times a day – to walk or just stand. Listen to the birds and smell the flowers. The world is now quieter and you can hear so much more...



WEEK 1 (W/C 13/04/2020)

Details of times and Zoom codes on workplace

	ACTIVITY					
		MON	TUE	WED	THURS	FRI
1. Physical	AM	Home Training with Steffan	Pilates with Annie	Home Training with Steffan	Diet Tips with Steffan	Home Training with Steffan
	LUNCH				Home Training with Steffan	
	PM	Pilates with Annie	Home Training with Steffan	Pilates with Annie		
2. Mental	AM		"Top Tips for managing Mental Health" Webinar with Neil			
	LUNCH					Resilience & Stress Management Workshop with Neil
	PM			Q&A with Neil		
3. Emotional & Social	AM					
	LUNCH		"Managing Emotions in these Crazy Times" Webinar with Ian	Q&A Zoom with Ian	"Getting into a work and family rhythm" Webinar with Ian	
	PM					
4. Work Balance	AM			"Tricks for working from home"		Q&A Zoom
	LUNCH					
	PM					
5. Financial	AM					
	LUNCH					Q&A Zoom with Lynda
	PM		"Common Financial Concerns Covered" with Lynda	Home Budgeting with Lynda		
6. Peace of Mind	AM					Yoga and Q&A with Lee
	LUNCH		Meditation with Lee	Yoga with Lee		
	PM				Yoga with Lee	

WEEK 2 (W/C 20/04/2020)

Details of times and Zoom codes on workplace

		ACTIVITY					
		MON	TUE	WED	THURS	FRI	
1. Physical	AM	Home Training with Steffan	Pilates with Annie	Home Training with Steffan	Diet Tips with Steffan	Home Training with Steffan	
	LUNCH				Home Training with Steffan		
	PM	Pilates with Annie	Home Training with Steffan	Pilates with Annie			
2. Mental	AM		"Top Tips for managing Mental Health" Webinar with Neil				
	LUNCH					Resilience & Stress Management Workshop with Neil	
	PM			Q&A with Neil			
3. Emotional & Social	AM						
	LUNCH						
	PM						
4. Work Balance	AM					Q&A Zoom	
	LUNCH						
	PM						
5. Financial	AM						
	LUNCH					Q&A Zoom with Lynda	
	PM		"Common Financial Concerns Covered" with Lynda	Home Budgeting with Lynda			
6. Peace of Mind	AM					Yoga and Q&A with Lee	
	LUNCH		Meditation with Lee	Yoga with Lee			
	PM				Yoga with Lee		

DRAFT SCHEDULE
CONFIRMED END OF WEEK 1

WEEK 3 (W/C 27/04/2020)

Details of times and Zoom codes on workplace

		ACTIVITY					
		MON	TUE	WED	THURS	FRI	
1. Physical	AM	Home Training with Steffan	Pilates with Annie	Home Training with Steffan	Diet Tips with Steffan	Home Training with Steffan	
	LUNCH				Home Training with Steffan		
	PM	Pilates with Annie	Home Training with Steffan	Pilates with Annie			
2. Mental	AM		"Top Tips for managing Mental Health" Webinar with Neil				
	LUNCH					Resilience & Stress Management Workshop with Neil	
	PM			Q&A with Neil			
3. Emotional & Social	AM						
	LUNCH						
	PM						
4. Work Balance	AM					Q&A Zoom	
	LUNCH						
	PM						
5. Financial	AM						
	LUNCH					Q&A Zoom with Lynda	
	PM		"Common Financial Concerns Covered" with Lynda	Home Budgeting with Lynda			
6. Peace of Mind	AM					Yoga and Q&A with Lee	
	LUNCH		Meditation with Lee	Yoga with Lee			
	PM				Yoga with Lee		

DRAFT SCHEDULE
CONFIRMED END OF WEEK 2

WEEK 4 (W/C 04/05/2020)

Details of times and Zoom codes on workplace

		ACTIVITY					
		MON	TUE	WED	THURS	FRI	
1. Physical	AM	Home Training with Steffan	Pilates with Annie	Home Training with Steffan	Diet Tips with Steffan	Home Training with Steffan	
	LUNCH				Home Training with Steffan		
	PM	Pilates with Annie	Home Training with Steffan	Pilates with Annie			
2. Mental	AM		"Top Tips for managing Mental Health" Webinar with Neil				
	LUNCH					Resilience & Stress Management Workshop with Neil	
	PM			Q&A with Neil			
3. Emotional & Social	AM						
	LUNCH						
	PM						
4. Work Balance	AM					Q&A Zoom	
	LUNCH						
	PM						
5. Financial	AM						
	LUNCH					Q&A Zoom with Lynda	
	PM		"Common Financial Concerns Covered" with Lynda	Home Budgeting with Lynda			
6. Peace of Mind	AM					Yoga and Q&A with Lee	
	LUNCH		Meditation with Lee	Yoga with Lee			
	PM				Yoga with Lee		

DRAFT SCHEDULE
CONFIRMED END OF WEEK 3

A BIG THANKS TO OUR PARTNERS

REFORMATION
Waterloo Lane Studios

Swan O Sullivan
Registered Auditors Accountants

 People
Performance
Realising Potential


STEFFAN FUSCO
PERSONAL TRAINING


ESSENTIAL TRAINING
with IAN KINGSTON

LET'S TRY AND KEEP OUR SIX SPOKES STRONG TO KEEP YOUR WHEEL TURNING

PHYSICAL



MENTAL



EMOTIONAL & SOCIAL



WORK BALANCE



FINANCIAL



PEACE OF MIND



TO AVOID

