**Email blurbs for New Workplace, New You**

**Introduction email:**

Sometimes change can be scary and that includes working at a new workplace. However, starting off at a new place can be a great opportunity to prune off old habits, and start practicing some new habits. These next four weeks will focus on time management, taking control of your health, thinking more positively, and enhancing your diet.

**Week 1 Getting Organized with Time Management:**

This week is all about managing your time. As you know, this is crucial to any effective and efficient workplace and it all comes down to the employees – you. Whether you are great at time management, or if could really use some help, this week will provide you the top 10 tips to time management.

**Week 2 Take Control of Your Health:**

Knowing where you stand from a health point of view is the first step to decreasing your health risks. This second week outlines three methods that are commonly used to assess your risk of developing chronic diseases: body mass index, waist circumference, and disease risk profile. Being aware of your health status NOW can save you a lot of time, money, and possibly you life, years down the road.

**Week 3 The Power of Positive Thinking**

I am beautiful. I am strong. I am smart. I am capable. When was the last time you said or thought these things about yourself? *What you say to yourself can have as much impact on your health as eating right and exercise!* This week is essential to a normal, healthy life. Read on to see how you take charge of your mental health.

**Week 4 Enhancing your Health with what you Eat**

Welcome to the last week of New Workplace, New You! This week is about what foods you are fueling your body with. If you want to start off this new workplace with the best possible version with yourself, it comes down to what you are putting into your body. Try doing each tip each day of the week. After this week, combine everything you learned in small ways each day, and soon it will transform into a natural part of your lifestyle!