

Please use the email templates below to communicate Public Service Recognition Week (PSRW) activities with your department. Feel free to adjust the wording and details to align with your department's planned activities and level of participation. If your department is not hosting specific events, you can modify the messages to highlight general appreciation for employees and encourage engagement in statewide PSRW initiatives.

EMAIL #1: Monday, May 5

Subject line: It's Public Service Recognition Week! – Career Wellbeing

California's Public Service Recognition Week kicks off today! This week, we celebrate the vital work performed by the state's public servants.

Monday's theme is Career Wellbeing: You like what you do every day.

Please see below for today's activities, reflection questions and resources to celebrate Public Service Recognition Week.

Activities:

- Hear and learn from executive and management staff in a meet and greet. Discuss career development and more. [\[insert your department's meeting link\]](#)
- Listen to a video message from executive leaders: [\[insert your department's link to video\]](#)
- Recognize your career achievements from the past year with our career recognition activity. [\[insert your department's activity details\]](#)

Reflection questions:

- What is one skill or area you'd like to grow in over the next year?
- How can our team support your career goals?

Resources:

- On-Demand Webinars from EAP:
 - [Creating Civility in Your Work Environment](#)
 - [Transition from Individual Contributor to Leader](#)
- Read about [Finding Purpose in Your Work](#) on Healthier U Connections (use registration code: StateofCA)

Download the [PSRW Virtual Background: Career Wellbeing](#)

We hope you take time today to celebrate your career achievements and engage in activities that support your growth. Look forward to more ways to celebrate Public Service Recognition Week throughout the week!

EMAIL #2: Tuesday, May 6

Subject line: Public Service Recognition Week - Social Wellbeing

During Public Service Recognition Week, we express our heartfelt appreciation for public servants across the state.

Tuesday's theme is Social Wellbeing: You have meaningful friendships in your social life.

Please see below for today's activities, reflection questions and resources to celebrate Public Service Recognition Week.

Activities:

- Participate in a speed networking event with colleagues, focusing on strengths/skills recognition. [\[insert your department's meeting link\]](#)
 - [Review speed networking questions/prompts here](#)
- Spend five to ten minutes creating one slide with your personal interests and hobbies. Send it to your manager who will compile it into a fun afternoon presentation to get to know your coworkers.

Reflection questions:

- What's something you learned about a coworker this week?
- How can we strengthen our connections as a team?

Resources:

- On-Demand Webinars from EAP:
 - [Motivating Others to Be Their Best Self](#)
 - For managers, [Help Your Employees Manage Workplace Stress](#)
- Read about [Living a Well-Balanced Life](#) on Healthier U Connections (use registration code: StateofCA)
- View [Eight Tips for Setting Healthy Boundaries](#) from UnitedHealthcare
- Learn ways to [Discuss Social Media Safety With Your Teen](#) from Sutter Health

Download the [PSRW Virtual Background: Social Wellbeing](#)

Building strong connections with colleagues can enhance your overall wellbeing and workplace experience. We hope you take time today to engage in activities that strengthen your social connections. Stay tuned for tomorrow's focus on Physical Wellbeing!

EMAIL #3: Wednesday, May 7

Subject line: Public Service Recognition Week - Physical Wellbeing

This Public Service Recognition Week, we thank you for your dedication to serving the common good.

Wednesday's theme is Physical Wellbeing: You have energy to get things done.

Please see below for today's activities, reflection questions and resources to celebrate Public Service Recognition Week.

Activities:

- Join managers and coworkers for a health snack meeting or a walk and talk break. [\[insert your department's meeting link\]](#)

Reflection questions:

- How do you prioritize your physical health during the workday?
- What is one healthy habit you'd like to build into your routine?

Resources:

- On-Demand Webinars from EAP:
 - [Power Your Life with Better Sleep](#)
 - [Using the Power of Meditation to Restore Wellbeing and Improve Health](#)
- Explore Employee Wellness Program resources (use registration code: StateofCA):
 - [Propel Studio](#) (on-demand workouts)
 - [Virtual Kitchen](#)
- Take a look at [Mind-Body Wellness resources](#) from Kaiser Permanente.

Download the [PSRW Virtual Background: Physical Wellbeing](#)

Prioritizing your Physical Wellbeing can help you stay energized and productive. Tomorrow, we'll focus on Community Wellbeing and ways to make a positive impact together!

EMAIL #4: Thursday, May 8

Subject line: Public Service Recognition Week – Community Wellbeing

State workers keep California running! Public Service Recognition Week is all about honoring the work you do.

Thursday's theme is Community Wellbeing: Creating a place where you feel you belong and can make a meaningful difference.

Please see below for today's activities, reflection questions and resources to celebrate Public Service Recognition Week.

Activities:

- Watch one of two on-demand webinars with your team:
 - [Motivating Others to Be Their Best \(View Handout\)](#)
 - [Coping and Supporting Others Through Grief \(View Handout\)](#)

Reflection questions:

- How does our work contribute to the larger community?
- What aspects of your community make you proud?

Resources:

- EAP On-Demand Webinar:
 - [Creating Psychological Safety: A Guide for Leaders](#)
- Listen to the Healthier U Connections Podcast on [Getting Involved in Your Community](#) (use registration code: StateofCA)
- [Find Community Resources Near You](#) with Kaiser Permanente
- Learn how to [Get Involved in Shaping Healthy Communities](#) from the California Department of Public Health

Download the [PSRW Virtual Background: Community Wellbeing](#)

Being part of a strong community can create a sense of belonging and purpose. We hope today's activities inspire you to connect and make a meaningful impact. Tomorrow is the final day of Public Service Recognition Week, where we'll focus on Financial Wellbeing!

EMAIL #5: Friday, May 9

Subject line: Public Service Recognition Week – Financial Wellbeing

As Public Service Recognition Week comes to a close, we want to thank you for all that you do and continue to do.

Friday's theme is Financial Wellbeing: The perception you have enough money to do what you want to do.

Please see below for today's activities, reflection questions and resources to celebrate Public Service Recognition Week.

Activities:

- Invest in yourself by participating in our collaboration with Savings Plus today from 12:00 – 1:00 p.m. [Register here](#)
- Attend our PSRW wrap-up activity. [\[insert your department's activity details and/or meeting link here\]](#)

Reflection questions:

- What financial goals are you working toward this year?
- What resources could help you feel more confident about your Financial Wellbeing?

Resources:

- EAP On-Demand Webinars:
 - [Balancing Your Financial and Emotional Wellbeing](#)
 - [Budget Essentials](#) (To access the webinar recording, please log in or register for [My Secure Advantage](#))
- Complete the [Financial Wellbeing Personal Program](#) on Healthier U Connections (use registration code: StateofCA)
- Watch [Balanced Budget, Balanced Brain](#), an on-demand webinar from Blue Shield
- Learn about the [ScholarShare 529 plan](#), a flexible and tax-advantaged savings plan for your child's higher education available to State of California employees

Download the [PSRW Virtual Background: Financial Wellbeing](#)

Thank you for your dedication and contributions to public service. We hope this week has provided meaningful opportunities to reflect on your wellbeing and celebrate your impact. As PSRW comes to a close, we encourage you to carry these insights forward and continue prioritizing your personal and professional growth.