

BUILDING A BETTER WORKPLACE

YOUR HEALTHY WORKPLACE MONTH TOOLKIT



LET'S MAKE WORKPLACE WELLNESS A PRIORITY THIS OCTOBER!

Healthy Workplace Month offers a perfect opportunity to prioritize and enhance wellness in the workplace. Investing in the health and well-being of employees is not just a trend - it's essential for fostering a positive, productive work environment. A healthy workplace promotes physical, mental, and emotional well-being, which in turn drives engagement, reduces absenteeism, and boosts overall job satisfaction.

This toolkit is designed to help you recognize and celebrate Healthy Workplace Month with a variety of resources and ideas. Inside, you'll find actionable strategies, creative activities, and useful tips to engage your team and cultivate a culture of wellness. Let's work together to create a healthier, happier work environment!

What's Inside...

- ❑ **Reading Resources:** A selection of blog posts, articles, and videos focused on workplace wellness and creating a positive work environment.
- ❑ **Healthy Workplace Month Calendar:** Packed with daily wellness activities and ideas to inspire your team and keep everyone motivated and focused on their well-being throughout the month.
- ❑ **Poster and Media Image:** Download visuals to post in your workplace to spread the word on Healthy Workplace Month and the importance of prioritizing health and well-being.
- ❑ **DIY Activities:** A collection of resources and ideas you can use to create Healthy Workplace Month activities that work for your team. You'll find:
 - 4 Ways to Stay Healthy as the Season Changes
 - Pause and Reset: A 7-Day Challenge
 - Stretch It Out

READING RESOURCES

From Our Blog

Workplace Wellness Isn't Effective...A Rebuttal [▶](#)

The Importance of Creating a Culture of Caring: An Infographic [▶](#)

Celebrating Your Workplace Culture: Maximizing Healthy Workplace Month [▶](#)

Wellness in the Walls: Insights from the 2023 Benefits Canada Healthcare Survey [▶](#)

Articles

The Importance of Nurturing a Culture of Caring [▶](#)

Business London Magazine

Building Cultures of Health and Well-Being [▶](#)

Videos

A Culture of Caring Explained [▶](#)

Initial Steps in Achieving a Healthy Culture [▶](#)

A conversation with Lisa Kelly, Executive Wellness Coach

Workplace Wellness is Helping Human Beings be Human Beings at Work [▶](#)

A conversation with Laura Putnam, Author of *Workplace Wellness That Works*

A MONTH OF HEALTHY ACTIVITIES

Check out our Healthy Workplace Month calendar that includes a variety of activities and tips related to nutrition, mental health, physical activity, and self-care. Share the entire calendar with employees or use it as a guide and send out daily messages encouraging them to focus on the tip of the day!

October is Healthy Workplace Month!

Making a commitment to health!



1 Start the month off right and do something just for YOU!

2 Add an extra serving of fruits and vegetables to the menu today.

3 Exercise outside to soak up some vitamin D. Don't forget sunscreen!

4 Start a gratitude journal or jar. Add what you're thankful for each day.

5 Remember to take your breaks and lunch away from your desk.

6 Stay hydrated! drink 8 glasses of water today. Make it a goal every day!

7 Set a new fitness goal: walk 5000 steps, try yoga, start strength training.

8 Share a kind word or compliment with a friend, co-worker, or even a stranger!

9 Plan something to look forward to: a coffee date, massage, a walk on a new trail.

10 Buy a fruit or vegetable you've never eaten and try it in a recipe.

11 Enjoy the fresh air and a 30-minute walk. Invite a friend!

12 Call a friend or family member you haven't spoken with in a while.

13 Set a goal for the future. Write it down and the steps needed to achieve it.

14 Try a green smoothie. Dark leafy greens are a great source of vitamins!

15 Pair your coffee break with a 15-minute walk.

16 Laugh! Hang with a funny friend, watch a comedy, or find videos online.

17 Find YOUR way to relax: a bubble bath, warm tea, meditation.

18 Cut back on the caffeine. Even one less cup can make a difference!

19 Stretch! When you wake up, at your desk, while lunch is heating.

20 Add something positive to your workspace: a photo, plant, memento.

21 Read a new book or try a new podcast. Take the time to enjoy it.

22 Pack your lunch and add healthy snacks to keep you going.

23 Get techie. Try an online workout or fitness app to get you moving.

24 Experiment with a new skill or hobby.

25 Watch your favourite feel-good movie. Me-time is important!

26 Make it a meatless Monday! Give a vegetarian or vegan recipe a try.

27 Add 3 micro workouts into your day. 10 minutes of exercise adds up!

28 Work through stress and worry by writing it down.

29 Set up a good sleep routine to ensure you're getting enough rest.

30 Spruce up Your meals with herbs and spices instead of salt.

31 Dance while you make dinner or do housework. Get the family to join in.

ACTION FOR HEALTH



PROMOTE HEALTHY WORKPLACE MONTH

As we celebrate Healthy Workplace Month, it's important to highlight our dedication to creating a thriving and supportive work environment. Raising awareness about health and wellness can significantly impact employee engagement and overall well-being.

Help spread this important message by downloading the poster and media images below. Whether for bulletin boards, team communications, or social media, these visuals are an effective way to inspire your team to focus on their health and participate actively in the month's activities.

Media Image

Poster 8.5 x 11

Poster 11x17



4 WAYS TO STAY HEALTHY AS THE SEASON CHANGES

Fall is the perfect time to embrace a fresh start for healthy habits. Take this opportunity to boost wellness in the office and share valuable tips that employees can also apply at home. Here are a few ideas to consider:

1. EAT RIGHT

Summer gets touted as the go-to season for fresh food, but fall offers its own host of options to enjoy. Cooler weather can also mean cravings for cozy, high-calorie foods and beverages, so we need to make an effort to keep nutrition on point!

- ❑ Boost your vitamin D with foods like fatty fish (salmon, trout, tuna), egg yolks, and cheese, and consider adding a supplement to your nutrition routine. During the summer, most of us get our recommended dose from being outdoors. Shorter days and less daylight often cause a dip in vitamin D levels, which is linked to issues like anxiety and even increased risk of colon cancer.
- ❑ Partner with local farms and markets that offer produce box deliveries and negotiate incentive rates to offer employees. Make it even more convenient, and have them delivered to the office.
- ❑ Cater a healthy lunch to highlight seasonal produce. Apples, pears, cranberries, squash, sweet potato, brussels sprouts, beets, cabbage... there are so many choices!
- ❑ Invite a local chef to share and demonstrate recipes. Make it interactive for more fun! Make it a regular option with a lunch program that employees can opt into. Healthier than take-out and more convenient than packing your own – it's a win-win!
- ❑ Organize a no-sugar challenge. This is a good way to combat the introduction of sugary fall-themed beverage treats like the ever-popular pumpkin spice latte!
- ❑ Create an office cookbook with healthy, fall-inspired dishes and drinks. Host a potluck to try them out!

2. STRENGTHEN YOUR IMMUNE SYSTEM

Changing temperatures signal the start of cold and flu season. Battling the bug is virtually inevitable, so we need to do what we can to protect our bodies against coughs and sniffles and stay healthy.

- ❑ Host an onsite flu shot clinic. If that's not an option, encourage employees to go on their own and make it ok for them to step away from the office to do so.
- ❑ Share tips for immune-boosting snacks or offer them in the break room. Apples, oranges, Greek yogurt, and pumpkins seeds are easy grab-and-go choices.
- ❑ Set up a soothing tea station as an alternative to coffee. Ginseng, ginger and green teas are great options with many health benefits.
- ❑ Arm the office with hand sanitizer to help prevent the spread of germs. In addition to using it on your hands, wipe down surfaces like desktops, phones, and keyboards. Be sure it's at least 60% alcohol to be most effective.

4 WAYS TO STAY HEALTHY AS THE SEASON CHANGES

3. DRINK UP

Surprisingly, we are more likely to be dehydrated in cooler weather. According to research, this is because our thirst response decreases and our urine output increases. Staying hydrated keeps our skin healthy, and also helps us fight off bacteria and infection, so we don't get sick.

- ❑ Be sure the office has a water cooler or set up a drink station with fall-inspired add-ins like apple slices, pomegranate seeds, plums, and cinnamon.
- ❑ Give employees branded water bottles to keep at their desks. Get a little fancy and give infusion bottles for those drink station add-ins.
- ❑ Organize a water challenge to encourage employees to drink enough water.
- ❑ Get everyone onboard and download an app that monitors water intake and sends regular reminders to grab a drink.

4. CARE FOR YOUR MIND

For many, a change in season means a change in mood. The end of summer blues is a common affliction – and for some, seasonal affective disorder (SAD) is a reality – so it's important to keep the discussion on mental health going.

- ❑ Invite a guest speaker to discuss symptoms to watch for and strategies to implement. Make sure employees have contact information for professionals they can reach out to privately if necessary.
- ❑ Organize a meditation session to reduce stress and anxiety.
- ❑ Give people something to look forward to. Organize entertaining health challenges and team activities to remind them that the fun isn't over just because summer is! They also provide opportunities to create and foster positive relationships, which are a great benefit to social and mental wellbeing.
- ❑ Encourage a social media detox. Social media has been linked to anxiety and depression. While it can be a great way to stay in touch with friends and family, many of us could benefit from a little less screen time.

PAUSE & RESET: A 7-DAY WELLNESS CHALLENGE

This 7-day wellness challenge is a perfect tool for employers looking to support their teams in staying focused, organized, and balanced. Designed as an individual challenge, it encourages employees to manage their tasks and responsibilities effectively while also taking time to pause and recharge. Each day, participants are guided through stress-relieving activities that rejuvenate the body, mind, and spirit, fostering a healthier, more productive work environment.

Below we've included everything you need to get started: detailed instructions, daily activities designed to relieve stress and boost well-being, and a tracking sheet to monitor progress throughout the challenge.

PAUSE AND RESET
Challenge Yourself with Daily Tasks

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	
TAKE A BREAK OUTSIDE Taking breaks allows for a clearer headspace and the ability to refocus on what's needed. Creativity is improved and stress is reduced. Try it!	EAT ENERGIZING FOODS Good, wholesome foods provide much-needed energy and boost mood. Keep some handy during your workday to ensure energy stays elevated.	SPRING TIME WITH LOVED ONES Cultivating a grateful attitude and heart connects with practice, leaving quality time with loved ones recharged batteries.	LISTEN TO YOUR FAV MUSIC Make a playlist to plug into your favorite music, more in case. Try TED talks. Let the best great ideas flow.	FINO A QUIET PLACE Find a quiet place to release tension. Let recharged and more in case. Try a few small, solo meditation practice. Access how you feel.	DO SOMETHING YOU ENJOY Create more happiness by doing what you enjoy. Walk outside, read a few small, solo meditation practice. Access how you feel.	TURN OFF SOCIAL MEDIA TODAY For you know that Canadians spend 2 hours and 5 minutes on social media per day? Commit to unplugging for one day.	
TIPS TO GET YOU GOING! <ul style="list-style-type: none"> Get outside if you can. Breathe in (and) uplifts spirits. While outside, focus on breathing in the fresh air. Pick some consistent, healthy foods for your workday. Don't forget about hydrating during the day! Plan a great, enjoy a laugh, or enjoy a treat together. Remember about a funny memory. Keep consistent APPS handy for easy access. Try scheduling time to listen to your favorites. Choose videos are great resources and many are free. Meditation apps practice. Start small. Consistency is key. Listen to your body when doing any kind of exercise. Make some time for self-care. Be intentional. 							

DAILY ACTIVITIES

Download

PAUSE AND RESET
Getting Started

The world around us has changed dramatically. We've been forced to hit **PAUSE** on different aspects of life. Recognizing the weight of what we're up against, accepting the changes that we are faced with, and finding new and unique ways to cope can allow positive opportunities to come out of our situation. Use this time to your advantage and take the time to **RESET**.

Over the next week, allow yourself to find ways to accept where you are and welcome what good can come of it. In everyday life, we can find ourselves in an intense, repetitive dialogue that can be overwhelming, especially during challenges. The world has forced us to pause, connect, and reset so that we can move forward with a renewed focus - to power ahead and devote our energy to the things that matter most.

THE CHALLENGE... Try the suggested daily tasks intended to relieve stress and help you to reset your body, mind, and spirit. Visit the challenge portal to log your tasks! Read on for some other ideas designed to help hit the pause button and setting time to reset.

Do what you can, when you can, in whatever way feels best for you.

HIT THE PAUSE BUTTON

While we are in a world that feels overwhelming, it's important to be kind and gentle with ourselves. Do things that feel good, that bring calm, and create a more positive headspace for the next 7 days, commit to taking a pause each day through a 3-strategy approach:

- Quiet.** Find 10 minutes of quiet in your day. Take a bath, sit in the sun, close your eyes. Simply be and breathe.
- Move.** Walk for 20 minutes each day. Leave your devices at home and get outside, wave to the neighbours, breathe in the fresh air. If you can't go outside, search the web for a walk-at-home video, listen to nature sounds, and step into a peaceful mindset.
- Journal.** Write down 3 things for which you are grateful each day. Focus on the positive and release the negative.

TIME TO RESET

The world can be unpredictable. Things happen suddenly and unexpectedly. We want to feel that we are in control, but our world tells us otherwise. It can be hard to focus and stay organized when we don't know what lies ahead. It's time to reset! At the beginning of your 7 days, create two lists:

- To-Do List.** Include priority chores, work tasks, and responsibilities. You can organize these in the Daily Tasks document.
- Bucket List.** It can include fun and not-so-fun items. The goal is to complete as many tasks as possible before the end of your 7-day challenge.

CHALLENGE INSTRUCTIONS

Download

PAUSE AND RESET
Let's Get Moving...Track Your Progress

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
<input type="checkbox"/> TAKE AT LEAST ONE BREAK OUTSIDE	<input type="checkbox"/> EAT ENERGIZING FOODS	<input type="checkbox"/> SPEND TIME WITH LOVED ONES	<input type="checkbox"/> LISTEN TO YOUR FAVORITE MUSIC	<input type="checkbox"/> FIND A QUIET PLACE AND MEDITATE	<input type="checkbox"/> DO WHAT YOU ENJOY (READ, SMILE, PAINT)	<input type="checkbox"/> TURN OFF SOCIAL MEDIA FOR ONE DAY
***** DAILY TO-DO LIST *****						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
***** BUCKET LIST *****						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take Care of YOU!						
Try these few ideas daily. How does it feel?						
<input type="checkbox"/> 20-minute walk	<input type="checkbox"/> 20-minute walk	<input type="checkbox"/> 20-minute walk	<input type="checkbox"/> 20-minute walk	<input type="checkbox"/> 20-minute walk	<input type="checkbox"/> 20-minute walk	<input type="checkbox"/> 20-minute walk
<input type="checkbox"/> Quiet time	<input type="checkbox"/> Quiet time	<input type="checkbox"/> Quiet time	<input type="checkbox"/> Quiet time	<input type="checkbox"/> Quiet time	<input type="checkbox"/> Quiet time	<input type="checkbox"/> Quiet time
<input type="checkbox"/> Journal	<input type="checkbox"/> Journal	<input type="checkbox"/> Journal	<input type="checkbox"/> Journal	<input type="checkbox"/> Journal	<input type="checkbox"/> Journal	<input type="checkbox"/> Journal

TRACKING SHEET

Download

STRETCH IT OUT!

Incorporating movement into your day is essential, especially if your job keeps you mostly sedentary. To ward off pain, stiffness, and to give yourself a boost of energy, try these simple stretches 2 to 3 times a day. These stretches can be done anytime, whether you're at home or work. Hold each stretch for 10 seconds, and repeat on the other side where applicable.

Stretch #1 – Lower Back

- Stand upright, with feet shoulder-width apart.
- Place your hands on your hips.
- Push the hips forward.
- Keep the head balanced over the ankles, eyes looking forward.



Stretch #2 – Back & Legs

- Stand upright, with feet shoulder-width apart.
- Grasp the lower leg with your hands. Use one hand to balance if needed.
- Pull the knee to the chest.



Stretch #3 – Shoulders & Upper Back

- Stand upright with feet shoulder-width apart and arms at your sides.
- Grasp hands together in front of the chest.
- Turn the palms up to the ceiling, and push arms over the head.



Stretch #4 – Neck

- Stand upright with feet shoulder-width apart.
- Clasp hands tightly behind your neck.
- Push elbows back, squeezing the shoulder blades together.



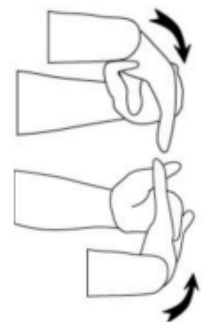
Stretch #5 – Arms & Shoulders

- Extend one arm up over the head.
- Bend the elbow, and touch the tip of the opposite shoulder blade.
- Grasp the arm just above the elbow and gently pull.



Stretch #6 – Hand, Wrist & Forearm

- Stand with feet shoulder-width apart.
- Extend the arm straight in front of the body.
- Use the opposite hand to gently push the hand, bending the wrist up.



Stretch #7 – Neck

- Stand upright with feet shoulder-width apart, arms at the sides, and looking straight ahead.
- Turn the head to the side 45 degrees.
- Return to set position and repeat.



Stretch #8 – Lower Leg

- Stand upright with feet shoulder-width apart.
- Lift one leg and rest it on the seat of the chair.
- Lean forward slightly at the hips, resting the hands on the thigh.

