

Canada's Healthy Workplace Week 2004 Personal Planner

Interested in participating personally in Canada's Healthy Workplace Week? Use the suggested schedule below to plan your activities during the week! Note: The planner is based on those activities suggested on the Canada's Healthy Workplace Week (CHWW) 2004 website. Visit www.healthyworkplaceweek.ca for more details. (There is also an Organizational Planner for those of you planning activities for your employees!)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<p>Take the Neighbour@work challenge and submit your story to the Cross Country Check-up Challenge!*</p> <p>Commit to acting in a neighbourly fashion at work.</p>	<p>Add a 'high-fiber' boost to your morning by eating a low-fat muffin or bagel or fruit with your breakfast.</p>	<p>Do the morning paper crossword puzzle or read the 'funnies' to relax your mind before your day begins.</p>	<p>Stretch frequently throughout the day to relieve tension in your muscles and prevent work-related musculoskeletal injuries.*</p> <p><i>[stretching ideas available in the Stretch Breaks activity]</i></p>	<p>Be healthy and environmentally friendly!</p> <p>Park a few blocks away from work or get off the bus a few stops earlier and walk the rest of the way to work.</p>
Lunch	<p>Meet with your supervisor today. Maintaining open communication with those you work with is key to ensuring a healthy work environment.</p>	<p>Participate in any activities your organization may be holding for CHWW.</p>	<p>Have lunch with a coworker.</p> <p>Get some fresh air by eating outside.</p>	<p>Are you eating enough fruits & vegetables? The Canada Food Guide recommends 5-10 servings per day.</p> <p>Add a juice or some veggie sticks to your lunch.</p>	<p>Arrange a group walk or sporting activity with some of your co-workers.</p> <p>Try smaller portions of food.</p>
Afternoon	<p>Take the CHWW Personal Quiz to learn more about your own well-being.*</p>	<p>Eat a healthy snack such as fruit or yogurt.</p> <p>Keep a water bottle at your desk & be sure to refill it throughout the day.*</p> <p><i>[From the Wellness Breaks Activity]</i></p>	<p>Read the CHWW feature article to learn what other organizations are doing to create & sustain healthy work environments.*</p>	<p>Enhance your workplace culture & help create a healthy work environment.</p> <p>Take time to give each of your coworkers the gift of your support.*</p> <p><i>[From the 12 Workplace Gifts of Support & Affirmation]</i></p>	<p>Take the CHWW Organizational Quiz to learn more about how your organization's health affects you.*</p>
After Work	<p>Commit to maintaining a balance between your work & home life this week <i>[& every week if possible!]</i></p> <p>Suggestion: Arrange a family activity such as a family swim at your local swimming pool.</p>	<p>Commit to doing some light physical activity such as gardening or taking a brisk walk.</p> <p>Try to be physically active for ½ hour, three times a week.</p>	<p>Take time out for yourself by doing something you enjoy or learning something new!</p> <p>Suggestion: Register with a friend for an evening class once a week. Try a cooking class, yoga, drop-in basketball, or painting.</p>	<p>Create a healthy dinner tonight that includes all four food groups. Try to use lower fat and calorie-reduced alternatives of your favorite foods.</p> <p>Suggestion: Chicken pizza on whole-wheat crust, garden salad with low-fat dressing, & fresh fruit with jello.</p>	<p>Celebrate your participation in Canada's Healthy Workplace Week - do something fun for yourself tonight.</p> <p>Provide feedback on the Canada's Healthy Workplace Week activities at www.healthyworkplaceweek.ca</p>

* This item can be found on Canada's Healthy Workplace Week website, www.healthyworkplaceweek.ca. It may also be placed in your company's newsletter or intranet.