



Canada's Healthy Workplace Week (CHWW) Personal Planner

Interested in participating personally in Canada's Healthy Workplace Week? Try using the suggested schedule to help plan your activities during the week! Note: The planner is based on those activities suggested on the CHWW's website. Visit www.healthyworkplaceweek.ca for more details. (There is also an Organizational Planner for people who plan for the entire company!)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Keep your muscles active by taking a 5-minute stretch break each hour. Stretching regularly will help reduce the pain and stress on your muscles, and keep them "happy!"	Eat a healthy breakfast every morning this week before you go to work. Have some fruit, whole grain breads or cereals, and dairy or soy products.	Think up a good deed to do for the day and follow through on it.	Each one of us has the ability to make our workplace a better one. Do something kind for one or more of your colleagues without anyone knowing that it was you. For other ideas check out the 'A Shift of Attention' Activity*.	Read something interesting. It will relax your mind and you may learn something new!
Lunch	Take a well -deserved lunch break! Plan your breaks for this week in your planner; otherwise it is easy to work through and skip much-needed breaks.	Participate in any activities your organization is holding for CHWW. If nothing is happening – be the one who instigates it!	Sign up for a class that encourages a healthy lifestyle and interests you. For example, attend a 'grilling' cooking course or take some tennis lessons!	Improve your ability to respond to stressful situations and develop your resiliency. Take time to go through the "Resilience: A Key Skill for Surviving Today's Workplace" Activity*.	Keep in touch with your co-workers by having a group potluck for lunch. It is a chance to relax and catch up with those you work with.
Afternoon	Did you know that the health of your workplace depends not only on how others act toward you, but also on how you act toward others? Take the "How Healthy is my Work Culture?*" survey and assess your work environment.	Are you drinking enough fluids each day? We need 8-10 glasses daily. Keep a water bottle by your side to encourage you to drink up & stay hydrated!	Interested in building higher levels of health, engagement, fulfillment and vitality? Take the Life-Work Integrity Assessment™* and find out how!	Have a healthy afternoon snack today - it will boost your energy & keep you on your toes! Try fruit or pretzels and skip the chips!	Read the CHWW feature article to learn what other organizations are doing to create & sustain a healthy work environment. *
After Work	Engage in a healthy activity such as taking a brisk walk or going for a bike ride. Try to be physically active for ½ hour, three times this week (and every week!)	Have a family/friends games night. Bring out favorites like Monopoly, Taboo, or Pictionary. It's a surefire way to spend quality time with your loved ones & engage in healthy competition!	Meet up with old friends for dinner. Choose a new restaurant to mix it up! Be sure to select menu items that are lower in fat. Try a salad instead of fries and water instead of pop.	Give to your community. Suggestion: Donate some warm blankets to a local shelter.	Celebrate your participation in Canada's Healthy Workplace Week - do something fun for yourself tonight.

* 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.