



**EMPLOYEE
GUIDE**

EMPLOYEE WORKBOOK

Weekly Checklist



CANADA'S HEALTHY WORKPLACE MONTH



A four-week wellness journey
from awareness and goal-setting
to practical tools and reflection



**EXCELLENCE
CANADA**

Inspiring performance, recognizing excellence | susciter le rendement, reconnaître l'excellence

OCTOBER

2026 WELLNESS CALENDAR

Follow the weekly theme, then use the matching checklist to explore each week’s resources.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 WEEK 1	6 WEEK 1	7 WEEK 1	8 WEEK 1	9 WEEK 1	10
11	12 WEEK 2	13 WEEK 2	14 WEEK 2	15 WEEK 2	16 WEEK 2	17
18	19 WEEK 3	20 WEEK 3	21 WEEK 3	22 WEEK 3	23 WEEK 3	24
25	26 WEEK 4	27 WEEK 4	28 WEEK 4	29 WEEK 4	30 WEEK 4	31

MONTH AT A GLANCE

- 1

Wellness Designed for you

Explore wellness supports and reflect on your current well-being.
- 2

Building Sustainable Habits

Set realistic goals and begin building positive wellness habits.
- 3

Your Toolbox for Thriving

Use reflection, mindfulness, peer support, and burnout prevention tools.
- 4

Owning Your Wellness Roadmap

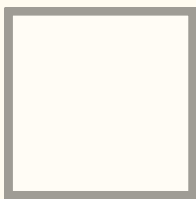
Review your progress, recognize contributions, and choose your next step.



WELLNESS DESIGNED FOR YOU

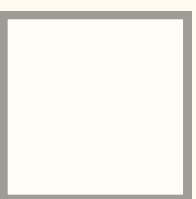
EMPLOYEE WEEKLY CHECKLIST

Complete these activities throughout the week to learn about your workplace wellness resources and reflect on your own well-being.



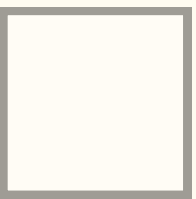
Read the Wellness Month Welcome Kit

Learn about Canada’s Healthy Workplace Month, discover what’s happening this week, and explore the wellness resources available to you.



Complete the Wellness Self-Assessment

Take a few minutes to reflect on your current well-being and identify areas where you may want additional support or focus.



Explore the Cultural Wellness Quick Fact Sheet

Learn how cultural awareness and inclusion contribute to a healthier, more supportive workplace for everyone.



Thank you for participating in Week 1!

Taking just a few minutes this week helps build awareness of the wellness supports available to you and contribute to a healthier workplace for everyone.

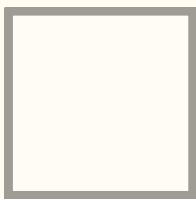




BUILDING SUSTAINABLE HABITS

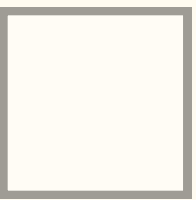
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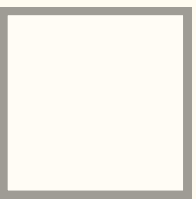
Review the Customizable Wellness Goal Sheets

Set your own wellness goals for the month. Choose areas you want to focus on and identify small steps you can take this week.



Complete the SMARTIE Goal Workbook

Use the Workbook to turn your goals into SMART goals - Specific, Measurable, Achievable, Relevant, and Time-bound.



Start Using the Habit Tracker Template

Track one healthy habit you want to build this month. Use the template to help you stay consistent and celebrate your progress.

Great job taking action in Week 2!



Setting goals and building positive habits are powerful steps toward a healthier, more balanced you. Keep going, you're making a difference!





YOUR TOOLBOX FOR THRIVING

EMPLOYEE WEEKLY CHECKLIST

Complete these activities throughout the week to learn about your workplace wellness resources and reflect on your own well-being.

☐

Complete Your Weekly Reflection

Take a few minutes to reflect on your week, celebrate wins, and identify what you can do to support your well-being moving forward.

☐

Try the Mindfulness Break Prompts

Use the prompts to take short, intentional breaks throughout your day and bring more calm and focus to your mind.

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Review the Peer Support Program Guide

Learn how peer support can help you and your colleagues feel heard, supported, and connected.

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Explore the Burnout Prevention Toolkit

Discover practical strategies and tips to recognize signs of burnout and create sustainable habits that support your energy and well-being.

Great job taking action in Week 3!



Every step you take helps build a healthier, more connected, and more resilient you. Keep going!





OWNING YOUR WELLNESS ROADMAP

EMPLOYEE WEEKLY CHECKLIST

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Review the My Wellness Roadmap

Take time to review your roadmap and reflect on the wellness habits and goals you've set. Identify one next step you will take to continue your wellness journey.

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Read the Thank You Message

Celebrate your efforts and contributions this month. Recognize the impact you've made on yourself, your team, and your workplace.

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Participate in the Gratitude & Recognition

Acknowledge your peers and team for their contributions. Take a moment to recognize someone who has supported your well-being this month.

Great job completing Week 4!



Thank you for prioritizing your well-being and helping create a healthier, more supportive workplace for everyone. Keep up the great work!

Thank
you