

## Canada's Healthy Workplace Week 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 website. Visit [www.healthyworkplaceweek.ca](http://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	Have a "water & fruit break" instead of a coffee break	Arrange to go to & from work in an environmentally-friendly way today- carpool, public transportation, bike or walk	Commit to having a positive day today and considering the 'bright-side' of issues that come up	Read the CHWW feature article to learn how other organizations have planned their healthy workplace strategy*	Commit to taking the stairs instead of the elevator at work today
Lunch	Participate in your organization's CHWW activities [i.e. attend seminar by guest speaker]	Spend quality time with a co-worker.  Take a 10-15 minute walk before eating your lunch	Visit your company's health fair, or take time to learn about what health & wellness services your employer provides	Are you getting enough fruits & vegetables and dairy products in your diet?  Eat a homemade healthy lunch today.	Make a date to have lunch and 'catch-up' with an old friend.
Afternoon	Take the CHWW Personal Quiz to learn more about your wellness*	Take the CHWW Organizational Quiz to learn more about how your organization's health affects you*	Engage your mind in non-work activities – read an article, book or magazine; do a crossword puzzle!	Find out what's new in your organization. If your CEO or Senior management is conducting staff forums, arrange to participate  Alternatively, read the company newsletter or visit the company's intranet	Provide your supervisor with feedback about how to make your work environment healthier. Let them know what's working well and what needs improvement.
After Work	Commit to maintaining a balance between your work & home life this week [ <i>&amp; every week if possible!</i> ]  Suggestions: leave work on time; don't take work home with you tonight!	Commit to engaging in moderate physical activity 3 times this week for at least ½ hour each time.  Take a brisk, ½ hour walk around your neighborhood	Arrange to eat a healthy dinner tonight, which includes all four food-groups. If eating out, order a lower-fat version of your favorite meal	Arrange to spend quality time with your loved ones tonight – a 'games night' is always a fun way to actively interact with your family and/or friends.	Celebrate your participation in Canada's Healthy Workplace Week - do something fun for yourself tonight.  Provide feedback on the week & its activities at <a href="http://www.healthyworkplaceweek.ca">www.healthyworkplaceweek.ca</a>

\* This item can be found on Canada's Healthy Workplace Week website, [www.healthyworkplaceweek.ca](http://www.healthyworkplaceweek.ca). It may also be placed in your company's newsletter or intranet.