

Canada's Healthy Workplace Week Personal Planner

Are you interested in participating personally in Canada's Healthy Workplace Week? Below, you will find a suggested schedule to plan your activities for the week! Please note that the planner is based on activities that are suggested on the Canada's Healthy Workplace Week website. Visit www.healthyworkplaceweek.ca for more details. *There is also an Organizational Planner for those of you planning activities for your employees!*



healthyworkplaceweek.ca

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Begin your week on a positive note! Make a commitment to avoid negative self talk this week (and every week).	Take the <i>Rate Your Breakfast Quiz</i> and learn something about healthy choices.*	Think of a colleague whom you haven't had a chance to chat with lately and arrange to meet with them during your morning break.	Take 10 to 15 minutes to read the newspaper today.	Practise the Gift of Giving. Take the time to really listen to someone today without feeling the urge to offer your advice.
Lunch	Instead of eating at your desk, go get some fresh air and enjoy your lunch outside the office.	Schedule time for email. Turn off automatic e-mail notification for 1 week. Review e-mail 4 times a day at specific hours. Resist the temptation to just check.	Arrange for a 'play date' with your colleagues and decide on a board game (ex. scrabble, pictionary, Taboo) that everyone will enjoy.	Walking does wonders for your mind, spirit and body. Go for a brisk stroll with a friend and commit to walking regularly.*	Depression is a leading cause of disability in Canada. Take time to read some tips on how you can contribute to creating a mentally healthy workplace.*
Afternoon	Set aside some time to read " <i>Change the World 9:00 – 5:00</i> ". Commit to practising 3 ideas this week and help improve your work environment.	For a quick healthy & yummy bite during your break, have a low-fat yogurt or multigrain bagel with a glass of your favourite juice.	Incorporate short stretch breaks once per hour. Make a note on your calendar so that you don't forget!	Is there a quote that deeply inspires you? Write down the quote on a small poster and keep it in a place where you can refer to it often.	Do you have a book that you've always wanted to read but never had a chance to? Begin this journey by buying or borrowing the book from the library during your afternoon break.
After Work	Is there a fitness class you've always wanted to try? Is belly-dancing something that you fancy? Try something different for your exercise today!	Wind down your day with loved ones! Watch a movie and enjoy a bowl of light-butter popcorn.	Practise mobile manners when you're around other people. Keep your conversations short and simple!	Do something creative with your loved ones. Start a family scrapbook or prepare a healthy dinner together!	<i>Celebrate your participation in Canada's Healthy Workplace Week – do something fun for yourself tonight! Enjoy!</i>

* 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.