

Have a Well-Being Moment



Spend a few minutes of your day — at your desk, at the start or end of a meeting, at lunch — to have a Well-Being Moment. You can do it alone or make it a fun activity to share with your colleagues. Taking time each day to focus on well-being helps all of us remember that well-being should be a priority.

Physical	Emotional	Financial	Social	Planet
<p>Take a stretch break <i>Why it's important:</i> Stretching helps you maintain your flexibility and range of motion in your joints. This is especially important if you spend hours at your computer. A quick stretch can help undo hours of sitting at a computer.</p> <p><i>What you can do:</i> Take a moment to reach high, twist left and right and touch your toes. Try to do this several times a day.</p>	<p>Think thankful <i>Why it's important:</i> Developing an attitude of gratitude can help reduce anxiety and depression and create a peaceful, happy outlook.</p> <p><i>What you can do:</i> Take a minute and think about or jot down 3 things you are grateful for today.</p>	<p>Smart tradeoffs <i>Why it's important:</i> When you avoid spending money unnecessarily, you can save it for the things that really matter: retirement, travel, a home, etc.</p> <p><i>What you can do:</i> Make your daily tea or coffee at home or in your office (where available) rather than buying it at a café.</p>	<p>Make a new connection <i>Why it's important:</i> Making connections with our colleagues can make collaboration more fun and fruitful and work a nicer place to be.</p> <p><i>What you can do:</i> Mix it up! Next time you're in a meeting, get there early, sit down next to someone you don't know well and strike up a conversation.</p>	<p>Think how you print <i>Why it's important:</i> Offices go through reams of paper every day, and reducing printing can help minimize waste.</p> <p><i>What you can do:</i> Ask yourself if you really need to print your document. If the answer is yes, print on both sides of the paper or use recycled paper. You can also print in black and white and in draft mode to conserve ink.</p>
<p>Practice 4-7-8 breathing <i>Why it's important:</i> Deep breathing can help us disengage from distracting thoughts and gain better focus.</p> <p><i>What you can do:</i> Practice deep breathing with the 4-7-8 breathing method: inhale through your nose for a count of 4, hold for a count of 7, and breathe out for a count of 8.</p>	<p>Quiet time <i>Why it's important:</i> A few minutes of mindfulness can help you become calm, centered and focused.</p> <p><i>What you can do:</i> Take a moment for silent mindfulness: close your eyes, be still and just breathe.</p>	<p>Create a budget <i>Why it's important:</i> A budget helps you spend less than you earn.</p> <p><i>What you can do:</i> Create a simple budget capturing how much you earn each month and how much you spend. With a specific goal in mind – retirement, buying a house or getting out of debt – adjust your expenditures to increase your savings.</p>	<p>Give a little <i>Why it's important:</i> A little giving can go a long way – especially if we all do it!</p> <p><i>What you can do:</i> Take a moment to think about this: If you were going to donate the cost of your lunch today, where would you give it? Then consider making that donation – however small – if you can.</p>	<p>Drink green <i>Why it's important:</i> More than 100 million plastic bottles are used worldwide every day and most of those wind up in the trash.</p> <p><i>What you can do:</i> Whether it's water, coffee or tea that is your go-to work beverage, forgo the disposable cups and fill a reusable mug or bottle to stay hydrated throughout the day.</p>