



Your Wellness Toolkit

Volume 1

FITNESS at work...



“No time to exercise? No Problem!”

Simply schedule 3 reminders on your smartphone during your workday and give yourself a needed break with these simple, but oh-so-effective desk exercises- check them out. Your body and mind will thank you!

[READ MORE](#)

Q&A Café...

Q. I am exhausted after working all day and my long commute home. How can I get motivated to work out?

A. It can be pretty difficult to find the energy and motivation to hit the gym after work. If your workplace has a gym, or there is one on your way home, pack a bag the night before so you are prepared. Also, be sure to pack a light afternoon, pre-workout snack so you have the energy to exercise. You could also plan to jog or walk briskly after work before heading home (Bonus: You'll likely avoid some traffic this way and will get back some more time in your day). Another option is to set your alarm early and exercise before work.

[READ MORE](#)

FOOD for thought...

“9 Tips to Healthy Grocery Shopping”

The most common mistakes that can be avoided!

1. Read labels. Marketing campaigns are meant to lure you. If an ad or label reads “healthy” or “natural,” investigate further. Don’t be misled by the face of the product; you still need to look at the ingredients. They are listed in order of highest quantity to least amount in the product. Labels are for marketing - to grab your attention to buy it.
2. Use coupons that matter. Trying to save money is being, “penny wise, dollar foolish,” or should I say, health foolish. Don’t make the mistake of buying products on sale or with coupons that you wouldn’t normally buy. You may get enticed by a sale when you don’t actually need that product. I am not saying to avoid a sale; I am simply suggesting to buy with intention.

[READ MORE](#)

RECIPES for health...

“No-Bake Chocolate Chip Oat Bites”



I absolutely loved chocolate peanut butter no-bake cookies growing up. These bites are a spin on those cookies but have no added sugar thanks to medjool dates. Hemp seeds add a boost of protein and coconut adds nice texture and flavor. Have two for dessert or a snack without the guilt! Check out the recipe.

[READ MORE](#)

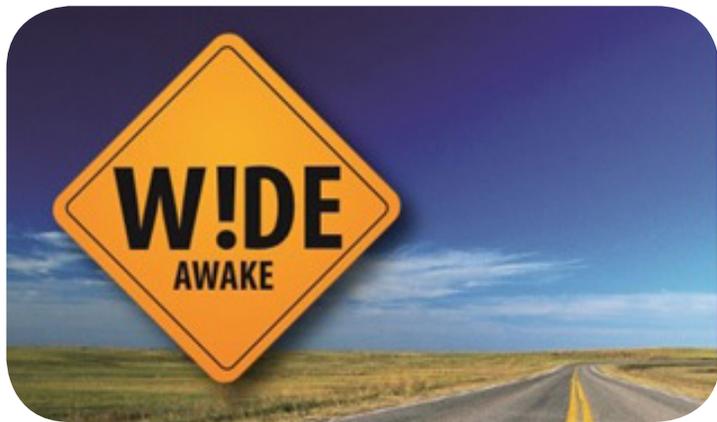
WORKING well...

“Success Strategies for the Busy Professional”

There seems to be no shortage of experts preaching about their “secrets” to time management and productivity. We are always seeking ways to get more done and fit it all in, yet we still struggle. Interestingly, research shows that when we are aware of time and deadlines, we get more stuff done. Makes sense. The problem is, busier isn't better. We don't necessarily get the important stuff done, just the “urgent” stuff which may or may not be important. When we complete tasks faster, more tasks just appear in their place. Send an email, get a reply. Leave a message and you get a return phone call. Go to a meeting and you have ten more things to do.

In today's world we are expected to multi-task. I think most of us are so conditioned to divide our attention we can't help but do it. It's not healthy and it creates more stress and feelings of inadequacy since time is a finite resource. Or is it?

[READ MORE](#)



“The Dangers of Fatigue”

Fatigue is not simply just about sleep or lack of, it is a complex set of factors that can influence different people in different ways. Some people may well experience fatigue as a consequence of lack of sleep, but some who get more than adequate sleep may also succumb to crippling fatigue during normal daytime work shifts.

When fatigue sets in, there are five major danger areas:

The first is falling asleep. A driver dozing off whilst driving causes many, if not the majority of single vehicle road accidents.

Workers dozing off whilst operating heavy machinery or sensitive consoles, create a significant risk to themselves, other workers and property.

[READ MORE](#)

POSITIVITY at work...

Practicing “Daily Gratitude” helps us focus on the important things in life!



Gratitude is the foundation of my prosperity. Gratitude is the foundation of my abundance. Without gratitude, I lose focus on the important things in life. When I realize that all I have is a blessing offered by the universe for my enrichment, I find gratitude in the smallest thing. A smile from a stranger walking by affirms my humanity

[READ MORE](#)

“ Happiness is not something you postpone for the future; it is something you design for the present. ”

- JIM ROHN

CONTINUED:

“No time to exercise? No Problem!”



The following exercises can be incorporated during your workday to help improve strength, energy and burn a few extra calories.



Seated Exercises:

- **Shoulder Shrugs:** Raise both shoulders up toward the ears, hold for 8 seconds, and then relax. Repeat 15 times.
- **Quick Chair Abs Workout:** Take a deep breath and tighten your abdominal muscles, bringing them in towards your spine as you exhale. Stay contracted for 5-10 seconds and release. Repeat 20 times.
- **Leg knee lifts:** Seated upright in the center (or the edge) of your chair with your feet flat on the ground, your hips and knees bent at 90-degree angles, your torso straight and tall. Lift your heel off the floor and lift your knee towards your chest. Alternate sides. Repeat 20 times.
- **Chair Squats:** Start standing with feet hip distance apart, tip your hips back, bend your knees slightly so the thighs are almost parallel to the ground. Hold the squat for a few seconds and then take a seat. Press through your heels and push up to standing, keeping your feet flat on the floor the whole time. Repeat 10-20 times.

Standing Exercises:

- **Squats:** Start standing with feet hip distance apart, tip your hips back, bend your knees slightly so your thighs are almost parallel to the ground and hold for a few seconds (without taking a seat). Press through your heels and push up to standing, keeping your feet flat on the floor the whole time. Repeat 20 times.
- **Standing Side Leg Lifts:** Stand on one leg with your back straight; keep your stabilizing knee slightly bent. Lift your opposite leg a few inches off the ground; lift it as high as you can, usually to about 45 degrees. Lower it back to the starting position and repeat. Avoid bending at the waist to compensate for weak muscles. Rest your hands on your hips to keep your arms out of the exercise.
- **Standing Calf Raises:** Standing with feet shoulder-width apart, press up onto your tippy toes, pause at the top, then lower back down. Do three sets of 12-15 repetitions, (or until your printing, faxing, or scanning is done). Try raising only one leg at a time.

Your body is an amazing machine designed to heal itself with proper nutrition and regular motion. Commit to incorporating a few of these exercises throughout the day! Commit to keeping yourself healthy and active at work!

Ruvi Makuni, CMWA

Fit.Active.Toned.® (F.A.T.)

www.fitactivetoned.com

rmakuni@fitactivetoned.com

RETURN 

CONTINUED:

“No-Bake Chocolate Chip Oat Bites”



Ingredients:

- 1 cup medjool dates, pitted
- ⅓ cup semi-sweet chocolate chips
- ⅓ cup unsweetened shredded coconut
- ⅓ cup peanut butter (any nut butter would work well)
- ⅓ cup hemp seeds
- ½ cup rolled oats
- 3 tablespoons almond milk

Instructions:

- Add dates to a food processor and pulse for about one minute, or until they are finely chopped. Add chocolate chips and pulse for another 30 seconds. Add remaining ingredients and process until the mixture comes together. It will be quite sticky. Refrigerate for 30 minutes so the mixture is easier to work with. Portion using a heaping teaspoon and roll into 16 balls.
- Store in the freezer in an airtight container. If you have more than one layer of bites, add parchment or wax paper in between to avoid sticking. If you prefer a softer bite, they can also be stored in the refrigerator for up to 1 week.

Alethea Copelas, CHC, AADP, CWWA

Chef and Food Educator

alethea@inspiredkitchen.net

www.inspiredkitchen.net

RETURN ↩

CONTINUED:

“9 Tips to Healthy Grocery Shopping”

3. Read ingredients first when choosing something out of the healthy or organic section. A good rule of thumb is to not buy food that has ingredients you cannot pronounce. Be mindful of how frequently you eat processed foods and how many organic cookies you ingest. A cookie is still a cookie. By the way, I am not saying you cannot have an occasional treat, it's just that the word 'occasional' is sometimes mistreated.
4. Where and when possible, purchase good quality meat, fish, and dairy. You are looking for meats that are free from antibiotics, hormones, and not from factory farms. Humanely raised is important. What you eat becomes your cells.
5. Shop the perimeter of the store. That is where the fresh and living food is located. If you need to visit the middle aisles, limit your selections to healthy, pre-planned options.
6. Impulse buying can be dangerous and expensive, unless you are in the produce aisle. While standing in the checkout line you may just get lured by that candy bar. Pick up a magazine to take your mind off these temptations or start a conversation with someone behind you.
7. Avoid shopping hungry. You may end up breaking all of these rules just because hunger hurts your better judgment.
8. Plan your meals on a weekly meal calendar. This will save you money and keep you organized.
9. Shop with a list – always!

Sherri Mraz, CHHC, CWWA

The “COOKIN YOGI”

sherri@cookinyogi.com

www.cookinyogi.com

RETURN ↩

CONTINUED:

“The Dangers of Fatigue”



The second is lost awareness. When workers are fatigued, their senses become dulled and they lose awareness of what is going on around them. Further, they lose spatial awareness and begin to make mistakes when navigating their way around equipment and hazardous sites. In such cases, a fatigued worker may step behind a moving vehicle, or over reach and place a limb inside an operating machine.

The third is mental fogginess, which can lead to mental calculation errors. In such cases, employees doing estimations, calculations or surveying spaces may make mental errors that could result in a future accident. Poor decisions arise when a worker is mentally “foggy”.

The fourth is poor mood management. Fatigued workers can sometimes become ill tempered and create conflict in the workplace, stirring up anger in others. Such factors can lead to irrational behavior.

The fifth is low productivity. Workers who are fatigued often feel lethargic, and apathetic, which directly impacts efficiency and productivity.

John Toomey
Global Wellness
www.globalwellness.com.au
john@globalwellness.com.au

RETURN ↩

CONTINUED:

“Practicing Gratitude!”



The lessons learned from the mistakes I make are the gems in my life’s treasure chest. The knowledge that the universe will provide all that I need at all times is a balm to ease any worry. With this knowledge I have confidence in the present moment. This moment is a gift of grace. Realizing this gift is my experience of gratitude. I am always grateful for the blessings that the universe provides with each breath in the present moment.

Marco Zolow, PhD
Wellness Promotion Consulting
www.wellnesspromotionconsulting.com
mzolow@wellnesspromotionconsulting.com

RETURN ↩

CONTINUED:

“Success Strategies for the Busy Professional”



In her book, *“Taking Charge When You’re Not in Control”*, Patricia Wiklund, PhD, states that we can all take control over our time when we realize one simple truth — **“You are where time comes from.”** What this means is when you reframe the concept of time from something that is “out there” and own that **YOU** create it. You will always have just the right amount of it. Stress and anxiety about time will disappear. Instead of being time’s victim, you become time’s master.

To keep up with the rising demands at work we end up putting in more hours and taking our work home with us. This approach never works long term because it kills our energy and our engagement levels. Is this pace vitalizing you or draining you? Even if you are passionate about your work, always being under the gun will take its toll on you mentally, emotionally and physically.

To become the creator and source of YOUR time, you will need to:

1. **Stop complaining about time.** And quit being the victim of time. Don’t say you are running out of time, in a time crunch, or that you are bored with too much time on your hands. Be responsible for how much time you have.
2. **Manage stress effectively.** Spend 80% of your time focused on a solution instead of worrying about “what ifs.” If you are overwhelmed, ask for help!
3. **Be a ninja with your energy. Protect it. Master it. Create it.**

Protect it. Hoard and conserve your time for the things that matter most. Don’t let it slowly leak out throughout the day or use vast amounts of time warding off evil (i.e. on other people’s emergencies).

Master it. When are you the most productive? Plan your most important goals during the time you’re most effective (work out when you feel the most energetic; write in the morning if that is when you are the most creative).

Create it. Find activities that renew your energy and recharge your batteries. Leave your desk at lunch and take a walk outside. Stretch and get a quick change of scenery and some fresh air. Take a three minute deep breathing break. Usually a combination of physical activity or doing something creative that uses a different part of your brain will help revitalize your energy levels mentally and physically.

4. **Create more positivity in your life.** When your work aligns with your values, when you feel what you do matters, that positivity can feed your soul.

Jill Kane, CMWA

ACE Health Coach, Fitness Nutrition Coach

www.jill-kane.com

jillkanefit@gmail.com

CONTINUED: Q&A Café...

Q. How can I stick to a healthy eating plan when traveling for work?

A. A little planning can go a long way when it comes to eating healthy while traveling. For long car, bus, or plane trips, foods such as nuts, seeds, oatmeal, protein bars, cut up fruit, or premade protein pancakes hold up well. Choose to stay in a hotel with a mini-fridge in the room. If the hotel is close to a grocery store, you can buy a few healthy options instead of being confined to the meals offered by the hotel or local restaurants. If you need to eat in restaurants with clients, decide ahead of time what you will order and decide where you are willing to splurge, whether it's an appetizer, dessert, or a side dish, but not all three. If you know the restaurants where you will be dining, see if they have an online menu or nutritional information available on their website so you can review it in advance. Ask for your meal to be served without any sauces, dressings, cheeses, or oils – or ask for them on the side. Avoid deep-fried meat and breaded fish, and opt for baked, broiled, steamed or poached. Instead of french fries or fried rice as a side, request steamed vegetables for a lighter option.

Q. What can I do to minimize hip and lower back stiffness from extended sitting at my desk?

A. To minimize hip and lower back stiffness from extended sitting, it is always best to practice the “20-20 Rule”. After 20 minutes of sitting, engage in 20 seconds of standing/movement (i.e. back/hip stretches, rotate your hips, mini squats and/or a walk around your office). During the day, take extended breaks by walking around your building or stairwell, walk outdoors for a refreshing lunch break, or conduct walking meetings throughout the day/week.



Q. My co-workers bring in unhealthy snacks to work and insist on donuts for our weekly staff meetings. What can I do to promote healthier food options at work?

A. One approach might be to suggest limiting donuts at staff meetings to once a month. Better still, volunteer to bring healthy snack alternatives to work and staff meetings such as healthy muffins or wholesome chocolate protein balls with a fruit and veggie tray. Another idea is to encourage recipe sharing and have volunteers select and make a recipe of the week – be sure to share the recipes with co-workers. Perhaps host a healthy baking contest and have a prize for the best recipe of the month as voted on by employees.

RETURN 

Disclaimer: *Your Wellness Toolkit* is co-produced by Certified Workplace Wellness Ambassadors (kellywc.com) for information and education purposes only. It is not intended to prevent, treat, diagnose or cure any condition nor replace qualified medical professional services or medical advice. Always consult your physician before making any significant diet, lifestyle or prescription drug changes.