

Wellness Day Your Way Toolkit



Introduction

Welcome to the Wellness Day Your Way Toolkit! This comprehensive guide is intended to serve as a resource and inspiration if you are looking to host a full day wellness retreat, or just incorporate pieces of wellness into your upcoming staff retreat or meeting. Some of the activities can be implemented on your own. Others, such as presentations, may require scheduling with the GatorCare Wellness Team. Please contact Morgan Papworth at papwom@shands.ufl.edu if you would like to setup an activity.

Overview of the Wellness Program

The UF and UF Health Wellness Committee, along with GatorCare, is dedicated to bringing wellness opportunities to all UF and UF Health employees. The wellness program takes a holistic approach to wellness, with initiatives, programs, and resources revolving around eight different dimensions of wellness: emotional, social, spiritual, physical, environmental, occupational, financial, and intellectual. The GatorCare website serves as a hub for all our wellness resources. If you are interested in learning more about the resources and programs we have to offer, please visit gatorcare.org/wellness. For future access, the Wellness Day Your Way Toolkit can be found [here](#) with an electronic copy that has clickable links.

Activities

Team Builders

Team builders are a great opportunity to kick off your wellness retreat by providing a dose of creativity and fun! Please contact Morgan Papworth at papwom@shands.ufl.edu for a facilitation guide that will give you step-by-step instructions on how to facilitate a team builder based on team size, space, and time restraints or to have a representative from the Wellness Team come out and facilitate a team builder for you.

Presentations

Bring wellness to your department by scheduling a presentation. We currently offer all of the presentations below, or can design a presentation based on your department's unique interest. Please contact Morgan Papworth at papwom@shands.ufl.edu with your date in advance to secure a spot for a presentation.

Intro to Wellness, 10 minutes

This short 10-minute presentation is perfect for your next staff meeting! Review the wellness opportunities available and find out how to stay current on upcoming activities. This presentation can be paired with other presentations if needed for a more comprehensive experience.

Beyond the Stress Ball, 45-60 minutes

This powerful 45-60 minute workshop offers practical tools for managing stress that go beyond traditional advice. You'll learn how effective thinking, mindfulness, and relaxation techniques can lower your stress level and increase your quality of life.

Deskercise, 30-45 minutes

Feeling tied to your desk lately? You're not alone. Many American workers have a desk job and are sedentary six to eight hours a day. In this 30-45 minute presentation you will learn fun and easy ways to build activity into your workday— often without even leaving your desk!

Grocery Store Tour, 60 minutes

Bring the grocery store to your conference room! Learn what to look for from each aisle in this 60 minute demonstration. You will compare products to become a food label pro, and get tips to find your "best fit" foods, those that taste good, are good for you, and that fit within your food budget.

Work Out, Work Better, 30-45 minutes

Sore neck, shoulders, back, or other muscles? Whether you sit or stand for most of the day, you probably suffer from a not-so-ergonomically-friendly work environment. Find out which muscles to strengthen, which muscles to stretch, and how to maintain a proper posture to help you work comfortably and work better in this 30-45 minute presentation.

Boost: Transform Your Energy, 30-45 minutes

Energy is a precious resource. When you don't take time to rest and renew at work, you deplete your energy reserves. This leaves you with little to no energy to devote to the

things outside work that matter most. Learn how to work more efficiently, take a more effective work break and transform your energy with this 30-45 minute presentation.

Lunch and Learn: Ask the Dietitian, 30-60 minutes

Does your department have any burning nutrition questions for our dietitian? Schedule a lunch and learn session and get your questions answered! Each session will focus on a chosen topic. The sessions will be 30-60 minutes.

Meal Prep 101, 45-60 minutes

Learn to efficiently prepare tasty, nutritious meals in your kitchen to bring to work and have prepared when you're ready to eat at home without cooking every day.

Coloring Station

Taking time out from a hectic schedule to color can help your brain relax, lower stress and anxiety levels, and help you practice mindfulness by focusing on the present. Print out coloring pages from any of the websites below and offer to your department. Don't forget the colored pencils!

[Free, Printable Coloring Pages for Adults](#)

[50 Printable Adult Coloring Pages That Will Make You Feel Like a Kid Again](#)

Deskercise

Deskercise, or exercises that you can do at your desk, provide individuals unique and fun ways to incorporate physical activity while at work. Check out [GatorCare's video library](#) for various deskercises you can do with your department at your next retreat! All the exercises featured are 10 minutes or less.

Body Composition and Blood Pressure Screenings

Body composition and blood pressure screenings are a great way to check in with your health. Learn your weight, BMI, body fat or body composition, and hydration levels as well as your blood pressure. After the screening, meet with a health educator to review your results and discuss ways to improve your numbers. Please contact Morgan Papworth at papwom@shands.ufl.edu with your date to secure a spot!

Word Puzzles or Sudoku

Doing a word puzzle or playing Sudoku together in your department fosters collaboration and provides individual benefits like improved memory, improved problem solving skills, increased productivity and lower stress. Use the links below to generate word puzzles or print out Sudoku puzzles.

[Word Search Generator](#)

[Sudoku](#)

Mindful Breathing Exercises

Mindful breathing allows you to take intentional deep breaths that allow you to focus on the present moment and bring a sense of awareness and calmness to your body and mind. Have your department go through a box breath activity below or follow along to a meditation video.

Box Breath

Have participants sit comfortably in a chair. Elect one person to act as a facilitator. The facilitator will guide participants to breathe in for four counts, hold their breath for four counts, slowly release for four counts, and then pause for four counts, before repeating again.

You might say something like, “In, two, three, four, hold, two, three, four, out, two, three, four, pause, two, three, four.”

Repeat for about four or five repetitions (or as long as you deem necessary!)

Meditation Videos

[10 min Guided Meditation](#)

[20 min Guided Meditation](#)

Create a Mindful Glitter Jar

Creating a mindful glitter jar is another great way to practice mindfulness that is fun and creative. Use the link below to guide you in making your own glitter jar. Then practice being mindful with your glitter jar by following the “1 Minute Mindfulness Jar” video. Have participants bring in their own jar, but supply the rest of the materials.

[How to Make a Glitter Jar for Mindfulness](#)
[1 Minute Mindfulness Jar Meditation](#)



Service Stations

Giving back to your community is a key way to support both emotional and spiritual health. Create service stations for employees to engage in civic engagement. See the list below for possible ideas.

- Make peanut butter & jelly sandwiches and give it to Grace Market Place or other community centers in Gainesville
- Make cards for patients at UF Health Shands
- Host a can food/non-perishable food drive for the holidays
- Donate school supplies or make a back-to-school kit to donate to children in need during August
- Collect and donate old towels, blankets, sheets, etc. to local animal shelters

“Getting to Know You” PowerPoint Parties

“Getting to Know You” PowerPoints allow you to learn more about your coworkers, which can help improve employee relations and thus, improve employee engagement. Have everyone in the department create and present mini presentations featuring photos of their family and friends and fun facts about themselves.

Assessment Tests

Assessment tests provide the opportunity to better understand your coworkers which can foster their strengths, how they work best, and what is meaningful to them, and fosterP more teamwork. Encourage individuals to take any of the following assessment tests, then regroup and share results!

[Core Values Index](#)

[Love Language](#)

[VIA Assessment](#)

Share Personal and Professional Goals

Similar to assessment tests, sharing personal and professional goals is another great way to learn more about your coworkers and what they value most. Take ten minutes for your group to jot down answers to the following prompts, then regroup and share. As individuals share, encourage people in your department to think about ways they can help their coworkers and supervisors achieve their goals, both personal and professional.

Professional:

- What does it mean to be successful to you?
- Where do you see yourself professionally in the next year, three, five, ten years?
- What is one area I can learn more about in order to be better at my job?
- What is the next step in my career, and can that be done in my current position?

Personal:

- In five years where would you like to live? What would you like to be doing?
- What are three short-term goals you want to work towards? What are three concrete steps you can take towards accomplishing each goal?
- What can you do to feel more confident, self-assured, or happier?

Recess Games

Recess isn't just for kids! Research shows that adults can benefit from taking time out from work to participate in fun activities. Pick from the following activities below or come up with your own creative recess games for your department.

- *perform at your own risk*

Hopscotch

Create the outline of hopscotch using tape and have people hop away!

Hula Hoop Marathon

Try to keep the hula hoop up the longest without falling to the floor.

Basketball Free Throws

Set up a basketball net on the back of a door with a clean trashcan sitting underneath. See how many baskets people can make from a certain distance. Give everyone ten shots

only. Have them shoot from different distances: three meters away, then four, and five meters. Or for a fun twist, start a game of HORSE.

Ball Hug Race

Divide into teams. Each person will place a ball between his/her knees and race to the opposite line and back again. First team to finish wins the game.

Treasure Hunt

Divide your coworkers into two teams. At the starting point, give each team a card with a picture of where the next clue is located. Provide different clues for both teams, except for the last clue; the team that reaches this location first wins. If you have a large number of employees, divide them into three or more teams.

Lunch and Snacks

Offering a healthy lunch or snacks for staff keeps the momentum going with all things wellness. Cater a healthy boxed lunch from one of the places below or opt to have staff bring in food potluck style.

Suggestions for Healthy Boxed Lunches

- Zoes
- Sweetberries
- Bolay
- Vale
- Panera Bread
- Chipotle
- Harvest Thyme

Suggestions for Healthy Snacks to Offer

- Nuts
- Fruit
- DIY trail mix bar with
 - Dried fruits, nuts, dark chocolate pieces, sunflower seeds, etc.
- Healthy variations on chips
 - Apple, coconut, or kale chips
- Lightly salted popcorn
- Chips or veggie hummus
- Edamame
- Dark chocolate
- Apples or celery with peanut butter

Bonus!

Offer an infused water station at your next staff meeting or retreat! Provide fruits like berries or pineapples and add in some herbs like mint or basil. Click the links below for some fun signature recipes.

- <https://wellnessmama.com/3607/herb-fruit-infused-water/>

What's Next

We hope you were inspired to incorporate wellness into your retreat. This is a great way to kick start wellness in your workplace! The information below provides ways to keep the momentum going.

Needs and Interest Survey

This survey can be used to get a better understanding of what wellness topics and activities your department might be interested in. If you would like to offer this survey to your department, please contact Morgan Papworth at papwom@shands.ufl.edu.

Become a Wellness Partner

Wellness Partners are representatives from departments across UF and UF Health who play a vital role in supporting employee wellness. Partners disseminate information, set up presentations, and encourage participation in wellness initiatives. Partners also provide valuable feedback to help the UF and UF Health Wellness Committee build a culture of health. If you are interested in becoming a Wellness Partner, please visit <http://gatorcare.org/wellness/wellness-partners/> to learn more and fill out an application.



Sign up for the Wellness Newsletter

The Wellness Newsletter, sent out every Monday, is one of the best ways to keep up to date with current wellness events, initiatives, and resources across UF and UF Health. To sign up for newsletter, please visit gatorcare.org

Participate in Challenges

GatorCare sponsors several challenges throughout the year. Participate with your department as a team and compete against other teams at UF and UF Health! Challenges include the spring and fall walking challenges and the summer water challenge. Sign up for the Wellness Newsletter List to receive updates about upcoming challenges.

Watch a Wellness Wednesday Presentation

The first Wednesday of each month, an individual from UF or UF Health presents a topic in an area of their expertise within health & wellness. Presentations are at noon and you can live stream it from your computer, or visit the [GatorCare Video Library](#) to view past presentations.

Create a Wellness Board

Design and fill a bulletin board with wellness resources and tips for everyone in your department to stay current with all things wellness.

Start a Random Act of Kindness (RAK) Binder

Start a RAK Binder to get to know what people in your department would appreciate. Have everyone fill out a worksheet that tells everyone a little bit about themselves. Then put all of them in a binder and leave it in a common area for everyone to have access to. This will allow coworkers to use the information to surprise someone with a random act of kindness. One act of kindness can start a chain reaction, creating a whole department that is full of kindness, appreciation and positivity. Download and print the RAK [here](#).

Other Ways to Incorporate Wellness into Your Office

The opportunities are limitless when thinking of fun and exciting ways to incorporate wellness into your workplace. Check out the following link for ideas!

[121 Employee Wellness Program Ideas Your Team Will Love](#)