

WELLNESS & INTEGRATIVE HEALTH

TURN YOUR HOME OFFICE INTO A WELL OFFICE

We know that working well is important now more than ever. Make the most of your work-from-home space and experience by working through our well office action items. To certify, complete 15 action items below and submit your completed checklist with two workspace photos/selfies.

Work Space Design

- Designate 1-2 working spaces conducive to productivity
- Explore one standing work station option and one sitting option
- Stock workstation with necessary tools

Coworker & Colleague Connection

- Create an office-wide challenge for employees to participate in - [click here](#)
- Share a wellness tip or conduct a mindfulness meditation in weekly/monthly virtual meetings
- Host virtual social hours to connect as individuals
- Start meetings with a personal check-in, e.g. "what's going well this week?"

Nutrition

- Meet virtually with a registered dietitian for nutrition consultations - [click here](#)
- Stock RD Approved snacks and lunch fixings that are readily prepared - [click here](#)
- Hydrate with a reusable water bottle, drinking before feelings of thirst
- Eat mindfully, in response to true hunger instead of boredom or stress - [click here](#)
- Schedule lunch and snack breaks away from designated work spaces

Physical Activity

- Consider breaking up the work day with 10-minute movement or walking breaks - [click here](#)
- Take advantage of virtual fitness classes and schedule them in - [click here](#)
- Plan phone "walking meetings" when appropriate
- Feel empowered to try a new activity outside or streamed virtually

Mindset

- Complete a team mindfulness activity - [click here](#)
- Take advantage of virtual mindfulness breaks - [click here](#)
- Practice gratitude and appreciation
- Offer yourself and others grace and praise

Stress Management/Productivity

- Set working hours to protect work/life balance
- Assess and address issues to improve work-flow efficiency
- Set aside time to focus on work in which you feel deeply connected
- Designate one half-day each week that is meeting-free, e.g. No-Talk Tuesdays
- Schedule 5-10 minute breaks between virtual meetings to decompress and refocus

Did you know? Plants can add more to an office than just a decorative touch; psychologists have found that bringing flora into the workplace can improve employee satisfaction and increase productivity by up to 15 percent!

SUBMIT YOUR AT-HOME WELL OFFICE CERTIFICATION MATERIALS

wellness@utah.edu



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