

Well-Being Activity Ideas



Keep up the momentum from Global Well-Being Week with well-being activity ideas you can organize on your own, at your location or with your colleagues.

Physical Well-Being

Emotional Well-Being

Financial Well-Being

Social Well-Being

Planet Well-Being

Encourage a walking meeting with your staff or team
[\(click here for tips and helpful resources\)](#)

Create a community board on gratitude/share what you are thankful for
[\(click here for tips and helpful resources\)](#)

Encourage trade-offs for a day in the office (e.g., making coffee or tea at home vs. buying at a café)
[\(click here for tips and helpful resources\)](#)

Build something unique with your colleagues using your stress blocks
[\(click here for tips and helpful resources\)](#)

Share office conservation tips
[\(click here for tips and helpful resources\)](#)

Encourage your team to take a stretch break
[\(click here for tips and helpful resources\)](#)

Promote 5 minutes of daily meditation or quiet time
[\(click here for tips and helpful resources\)](#)

Share financial tips with a colleague or your team
[\(click here for tips and helpful resources\)](#)

Make your commitment and share it on Instagram or Twitter using #WellBeingAtAECOM
[\(click here for tips and helpful resources\)](#)

Host a mobile device donation/recycling drive at your location
[\(click here for tips and helpful resources\)](#)

Offer water instead of sodas in a meeting
[\(click here for tips and helpful resources\)](#)

Make time for mental health talks over tea/coffee
[\(click here for tips and helpful resources\)](#)

Select financial well-being resources to put in a common area and encourage a discussion around a financial topic
[\(click here for tips and helpful resources\)](#)

Host a healthy potluck/ local healthy recipe contest
[\(click here for tips and helpful resources\)](#)

Encourage a “zero waste” day to promote recycling and reusing resources
[\(click here for tips and helpful resources\)](#)

Encourage well-being moments at the start or end of meetings
[\(click here for tips and helpful resources\)](#)

Make the world a better place by volunteering your time
[\(click here for tips and helpful resources\)](#)

Physical: Encourage a Walking Meeting



Location

Choose a route you can walk safely. Stroll to a café, local park or around your building, etc.

Time of Day

Anytime is appropriate; identify a safe, well lit walking path

Resources

Check out these resources for inspiration and tips:

- <https://www.youtube.com/watch?v=iE9HMudybyc>
- <https://hbr.org/2015/08/how-to-do-walking-meetings-right>

Attendance

Walking meetings work best with small groups — aim for 3 people max

Communications

- Do not surprise colleagues or clients with walking meetings. Notify your meeting attendees in advance so they can prepare (i.e., bring water or a hat, wear comfortable shoes, leave laptops behind, etc.)
- Communicate the starting location for your meeting

Day of the Event

- Arrive early to the meeting location to greet attendees
- Double check all attendees are able and willing to walk during today's meeting
- A walking meeting is not intended to be a sweat-inducing exercise excursion. Set a pace where attendees can speak comfortably

Physical: Encourage Stretch Breaks



Location

- Desk
- Conference room
- Break area

Time of Day

- Anytime — you get the most benefit from stretching when your muscles are warm, such as right after a walk

Resources

- Check out these resources for inspiration and tips:
- <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/stretching/sls-20076525?s=1>

Attendance

- Stretch breaks can be informal — invite anyone around you to participate

Communications

- Include a stretch break as part of any meeting agenda, or try suggesting a stretch break mid-afternoon instead of having a coffee break
- Communicate in advance via email about the stretch break session
- Sample text that you can use:
 - Dear Colleagues, Please join me in taking a stretch break today at 3:00 p.m. to help support our physical well-being. Stretching is great for reducing the discomfort associated with stiff, sore muscles. I'll be doing my stretching in our break area, so feel free to drop by! If you'd like to participate at your desk, try these office-friendly stretches: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/stretching/sls-20076525?s=1>

Day of the Event

- If you plan to lead a small group of colleagues in a stretch break, plan out what stretches you want to do in advance
- Remind colleagues to avoid or modify any stretch that is uncomfortable
- Hold each stretch for 15 – 30 seconds

[Return to Well-Being Activity Ideas](#)

Physical: Offer Water Instead of Sodas



Location

- Meeting areas
- Conference rooms
- Cafeteria/break area
- Receptionist area

Time of Day

- Anytime you provide beverages for a meeting or event – such as a lunch meeting

Resources

- Check out these resources for inspiration and tips:
- <https://www.hsph.harvard.edu/nutritionsource/healthy-drinks/>

Attendance

- All meeting attendees

Communications

- Distribute via email
- Sample text that you can use:
 - Dear Colleagues, Let's celebrate simple ways to improve our well-being. At meetings this week, try offering bottled water instead of soda and other sugary beverages. Water is the best drink choice for quenching thirst. This is one very simple way to support the physical well-being of our colleagues, clients, and ourselves.
- If there is a specific team at your location that usually provides food and drinks for large meetings, you may want to touch base with them about offering bottled water instead of sodas

Day of the Event

- If your office location has a kitchen with access to portable water, ensure there are cups available for employees and visitors



Emotional: Share What You Are Thankful for



Location

Break Area

Time of Day

Ongoing

Resources

Check out these resources for inspiration and tips:

- <https://jamesclear.com/gratitude-habit>
- https://www.ted.com/talks/david_steindl_rast_want_to_be_happy_be_grateful

Large Bulletin Board

Attendance

N/A

Communications

- Distribute via email/flyers
- Sample text that you can use:
 - Dear Colleagues, Please stop by [common area] this week to share what you are thankful for on our well-being board. Feel free to share as many or as few items as you wish.

Day of the Event

- Ensure that the bulletin board is set up at the beginning of the week
- Set up a table with sticky notes and pens/markers close to the board

Emotional: Promote 5 Minutes of Daily Meditation



Location

Anywhere; book a room in your building or encourage employees to use an already-existing meditation space

Time of Day

Anytime

Resources

Check out these resources for inspiration and tips:

- <https://medium.com/the-mission/this-5-minute-science-backed-morning-routine-will-improve-your-entire-life-5d7465938a2>
- https://www.ted.com/talks/andy_puddico_mbe_all_it_takes_is_10_mindful_minutes

Attendance

Employees can meditate independently or play a meditation video in a larger group

Communications

- Distribute via email/flyers
- Send out a calendar invite with details and meditation resources
- Sample text that you can use:
 - Dear Colleagues, We'd like to encourage you to center yourself throughout the day by practicing mediation. The attached list of apps can help you do just that. If you'd like to find a quiet space, [room] is reserved for [duration].
 - Can include a photo of the slide below or attach it to the email



Meditation Apps

Emotional: Mental Health Talks over Tea or Coffee



Location

Open conference room, break room

Time of Day

Mid-morning, mid-afternoon

Resources

Check out these resources for inspiration and tips:

- <https://www.mentalhealth.org.uk/podcasts-and-videos/exercise-and-mental-health>
- <https://www.mentalhealth.org.uk/publications/how-to-mental-health>

Reach out to internal resources for drinks and supplies

<https://www.mentalhealth.org.uk/get-involved/tea-and-talk/resources>

Attendance

Advertise prior to the event so employees can schedule the date/time

Communications

- Distribute via email/flyers
- Send calendar invite with details and email reminder during week of event
- Sample text that you can use:
 - Dear Colleagues, Please join us for a fun Talk Over Tea/Coffee event on [date] at [time] at [location]. During the session, you will have a chance to take a break from your day to discuss the things you do each day to maintain positive mental health and enjoy time with other colleagues. All employees are encouraged to participate.

Day of the Event

- Begin setting up ~30 minutes prior to event start time
- Arrive early to greet all attendees

[Return to Well-Being Activity Ideas](#)

Financial: Encourage Trade-Offs



What to Do

- Find ways to make trade-offs that help you save money, and encourage others to do so as well!
- Avoid spending money unnecessarily. For example:
 - Make tea/coffee at home or in your office (where available) rather than buying it at a café
 - Bring lunch from home instead of going to a restaurant
 - Host a game night or movie night at home this weekend, instead of going out for entertainment
 - Try putting the money you saved this week by making trade-offs on small luxuries toward a larger financial goal, such as building up your emergency savings or travel budget

Communications

- Share your trade-off tips with your colleagues verbally or via email
- Sample text that you can use:
 - Dear Colleagues, I'm practicing trade-offs as a healthy financial habit. This week, I'll be making tea/coffee at home everyday instead of buying it at a local shop. What trade-offs will you make? [Insert examples of trade-off tips]

Financial: Share Your Financial Tips



What to Do

- Create a time and place for you and colleagues to share financial tips with each other. For example:
 - Share one of your financial goals with a group of colleagues over lunch, and ask how they have worked toward a similar goal
 - End a team meeting by sharing a tip you practice for saving or living frugally
 - Post information in a common space about government- or company-provided financial benefits colleagues can take advantage of
 - Have a discussion on different resources a person can use to make key financial decisions — i.e., which auto insurance to buy, when to buy a home, when to have a child, etc.
 - Host a Q&A panel discussion, where local leaders share how they handled personal financial well-being throughout different stages of their career

Communications

- If you are hosting planning a panel discussion:
 - Distribute via email/flyers
 - Send calendar invite with details and email reminder during week of event
 - Sample text that you can use:
 - Dear Colleagues, Please join us for a lively Financial Well-Being panel discussion event on [date] at [time] at [location]. During the session, you will have a chance to take a break from your day to discuss financial well-being tips with local leaders. All employees are encouraged to participate.

Financial: Share and Discuss Financial Well-Being Resources



Location

- Common space that employees frequent — e.g., lunch room, kitchen or break area

Time of Day

- Lunch time

Resources

- Financial Well-Being articles located on WellBeingAtAECOM.com
- Budget Plans
 - Tips for Saving Money on Your Food Bill

Attendance

- Bring up financial well-being with the colleague you eat lunch with

Day of the Event

- Print out a financial well-being resource (such as those suggested above)
 - Read the resource, and bring it to lunch with you, OR
 - Post it in a break area where employees can read it while preparing or eating their lunch
- Discuss the tips or content with your colleagues — Do you practice any of the tips suggested in the articles? Which tips were valuable and which were not?

Social: Build Something Unique with Your Colleagues Using Your Stress Blocks



Location

Find a location with some space where a group can congregate and build — e.g., conference room table, kitchen area

Time of Day

Anytime works! How about at the start or end of a meeting or in the afternoon when people could use a break?

Resources

Need inspiration? Check out these fantastic Lego structures:

- <https://www.youtube.com/watch?v=AilY9Pu8Wpk>

Attendance

Anywhere from 2 to 20 people (or more!)

Communications

- Give your team the heads up that your meeting will include a fun, creative activity
- Encourage them to come with great ideas and supplies — their stress blocks, tape, paper, pens... anything they might use to build the structure

Day of the Event

- Find and reserve, if necessary, a location for meeting and building
- Make sure you have or others are bringing enough stress blocks and other supplies (papers, pens, paper clips, tape, etc.) to build a great structure
- Set and communicate expectations around how much time will be spent on the activity
- Make sure someone has a camera to capture the finished product, and to [post to Instagram or Twitter using #WellBeingAtAECOM](#)

Social: Share Your Commitment



What to Do

- Write down your Well-Being Commitment on your sticker or using the printable commitment page on WellBeingatAECOM.com
- Create a time and place for you and colleagues to share well-being commitments with each other. For example:
 - Eat lunch with a group of colleagues and discuss your well-being commitments or goals
 - End a team meeting by sharing a tip you practice for well-being
 - Post information in a common space about government- or company-provided financial benefits colleagues can take advantage of

Communications

- Share your goals with others on social media
- Distribute via email/flyers
 - Send a calendar invite with details and an email reminder during week of event
 - Sample text that you can use:
 - Dear Colleagues, Please join us in sharing your well-being moment on social media using the #WellBeingAtAECOM. I'm committing to [insert commitment]. What will your commitment to well-being be?

Social: Host a Healthy Potluck



Location

Common areas – break room, cafeteria, lounge (please ensure that you reserve the space in advance, if necessary)

Time of Day

During lunch hour

Resources

Post sign-up sheet (below) for employees to bring certain items



Healthy Potluck
Sign-Up Sheet

Reach out to internal resources for drinks and supplies

Attendance

Identify staff who are enthusiastic to participate and schedule date/time accordingly; encourage all employees to participate.

Communications

- Distribute via email/flyers
- Send calendar invite with details and email reminder during the week of the event
 - Emphasize that everyone is encouraged to attend the event and bring a dish
 - Note where the dishes can be brought the morning of the event and ensure that space is reserved
- Sample text that you can use:
 - Dear Colleagues, Please join us on [date] at [time] for a Healthy Potluck lunch event. We hope that you can bring a healthy potluck dish to the [common area] and enjoy a healthy lunch with colleagues. Everyone is encouraged to participate – feel free to bring a home-cooked or purchased healthy dish. If you are interested in participating, please write your name and what you will be bringing on the sign-up sheet located in the [common area] by [deadline]. We hope you can join us for this fun and healthy event!

Day of the Event

- Begin setting up ~1 hour to event start time
- Arrive early to greet all attendees
- Consider taking pictures during the event to send in thank you email, post in office common areas, and share using #WellBeingAtAECOM

[Return to Well-Being Activity Ideas](#)

Social: Encourage Well-Being Moments



What to Do

- Well-being moments can be added on to existing team meetings — anytime is appropriate!
- Include well-being moments as part of any meeting agenda and encourage other employees to do the same
- Come prepared with a topic that you would like to discuss related to well-being or a simple well-being activity, such as some gentle stretches, a simple breathing exercise, or a quick way to practice gratitude and reflect on something positive

Communications

- Distribute via email
- Sample text that you can use:
 - Dear Colleagues, please consider discussing well-being in meetings that you by saving some time for a well-being moment. Some topics that you can discuss include the various pillars of well-being: physical, emotional, financial, social, and planet well-being. For inspiration, check out [these resources](#) on Ecosystem. These well-being moments can remind us of the importance of well-being, share healthy habits, and more.

Planet: Share Office Conservation Tips



Location

Find a central location for posting like an elevator bank, break room or even the restroom

Time of Day

Any time, but remember to take down your posting after a week

Resources

Check out these tips for having a greener office:

- <https://www.sciencealert.com/working-green-50-tips-to-reduce-your-offices-waste>

Communications

- Create, print and post a list sharing 5–10 tips for office conservation (hint: lead by example and print your list on the back of a used piece of paper, if that's an option)
- Start a meeting with a 3-minute brainstorm about how the office could go greener

Planet: Offer Technology Recycling



Resources

Check out these resources for information about electronics recycling:

- <https://www.samsung.com/us/aboutsamsung/sustainability/environment/responsible-recycling/>
- http://shop2.sprint.com/en/services/service_repair/upgrade_recycle.shtml

Read more about the non-profit organizations your donations will support:

- In the U.S., ACE Mentors: <http://www.acementor.org/>
- In the U.S. and Internationally, Technovation: <http://iridescentlearning.org/>

Communications

- Contact GlobalWellBeing@aecom.com if you are interested in mobile device donations/electronics recycling at your site.
- Once you are ready to collect electronic donations, send an email to your office letting them know that electronic recycling is available and where they can drop off their items. Sample text that you can use:
 - Dear Colleagues,
Please consider recycling/donating electronics you no longer need. Your donations, along with your colleagues', will be collected by our partners, and where applicable, your donations will be used to support organizations such as [ACE Mentors](#), a program that helps mentor high school students and inspires them to pursue careers in design and construction, and [Technovation](#), a global technology entrepreneurship program for girls. Let your unused electronics help programs that are making a difference.
- Create and post a poster or flyer to promote electronics recycling

Planet: Encourage a “Zero Waste” Day to Promote Recycling and Reusing Resources



Location

Throughout your office location

Resources

- Check out these resources for creating a zero waste day:
- <https://www.entrepreneur.com/article/225661>
 - <https://earth911.com/living-well-being/zero-waste-really-mean/>

Attendance

This event works best if you can get your whole office to participate

Communications

Create a poster, flyer and email promoting the Zero Waste Day and explaining what that will look like at your office

Day of the Event

Place recycling containers around office in key locations — near the printer, in the kitchen, etc.

Planet: Make the World a Better Place by Volunteering Your Time



What to Do

Visit the AECOM [Corporate Responsibility Blueprint](#) page for local volunteer events.

Communications

- Distribute information about the volunteer opportunity to your colleagues via email
- Sample text that you can use:
 - Dear Colleagues,
Please join me in spending some time to [DESCRIBE VOLUNTEER OPPORTUNITY]. This is a great opportunity to do good and give back.