

Well-Being Activity Ideas

Keep the momentum from Global Well-Being Month 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

Click the activities below for tips and helpful resources

HEALTHY CHOICES/ MINDFUL EATING

- Host a Healthy Potluck Lunch
- Offer Water Instead of Sodas in Meetings

OTHER

- Schedule a Stretch Break with Your Team/Colleagues
- Have a Walking Meeting with Your Staff or Team

DIGITAL DETOX

- Promote 5 Minutes of Daily Meditation or Quiet Time

RESILIENCE

- Take a Daily or Weekly Creative Break in the Office or at Home (with Your Colleagues or Family)

OTHER

- Make Time for Mental Health Talks over Tea/Coffee

FINDING SIMPLE WAYS TO SAVE

- Make Everything Count (Spare Change for Charity)
- Bring It from Home and Save Day

BUDGETING/PLANNING FOR LIFE'S PRIORITIES

- Create a Vision Board

OTHER

- Select Financial Well-Being Resources to Put in a Common Area and Encourage a Discussion around a Financial Topic

SHARING WELL-BEING TIPS

- Encourage and Share Well-Being Moments at #MyMomentToBeWell
- Take a Well-Being Moment during Meetings or with Your Community

SHOWING GRATITUDE

- Gather Everyone Together for a Thankful Thursday or You Rock! Friday
- Create Gratitude Stations/Community Board in the Office or at Home

GIVING BACK

- Host a Healthy Food Drive
- Make the World a Better Place by Volunteering Your Time at a Local Non-Profit

WATER CRISIS/ CONSERVATION & PRESERVATION

- Donate to Water for People
- Hold a Water-Themed Photography or Coloring Contest (“Use Water Wisely” Theme)

RECYCLING

- Hold a Bring Your Own Cup Day
- Offer Technology Recycling



Host a Healthy Potluck Lunch

Location	Time of Day	Resources	Attendance
Common areas — break room, cafeteria, lounge (please ensure that you reserve the space in advance, if necessary)	During lunch hour	<p>Check out these resources for inspiration and tips:</p> <ul style="list-style-type: none"> Happify: How mindfulness can change the way you eat: https://my.happify.com/hd/mindful-eating-infographic/ Happify: How to be at peace with your appetite and hunger: https://www.happify.com/hd/how-to-be-at-peace-with-your-appetite-and-hunger/ Sprout: Six ways to practice mindful eating: https://www.mindful.org/6-ways-practice-mindful-eating/ Sign-up tool: https://www.signupgenius.com 	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
 - Ask employees to bring their favorite healthy dish recipe
- **Sample text that you can use:** Dear Colleagues, Please join us on [date] at [time] for a Healthy Potluck lunch event, in which everyone brings a dish of food to share. For this event, we hope that you can bring a healthy food item 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. Also, consider bringing your favorite healthy recipe to share. 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 before 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 #MyMomentToBeWell
- Set up a basket or box to collect healthy recipes from employees



Offer Water Instead of Sodas in Meetings

Location	Time of Day	Resources	Attendance
<ul style="list-style-type: none"> • Meeting areas • Conference rooms • Cafeteria/break area • Receptionist area 	Anytime you provide beverages for a meeting or event — such as a lunch meeting	Check out this resource for inspiration and tips: <ul style="list-style-type: none"> • https://www.hsph.harvard.edu/nutritionsource/healthy-drinks/ 	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 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, our 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 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.



Schedule a Stretch Break with Your Team/Colleagues

Location	Time of Day	Resources	Attendance
<ul style="list-style-type: none"> • Desk • Conference room • Break area 	Anytime — you get the most benefit from stretching when your muscles are warm, such as right after a walk.	Check out these resources for inspiration and tips: <ul style="list-style-type: none"> • https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/stretching/sls-20076525?s=1 	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 [time] 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.



Have a Walking Meeting with Your Staff or Team

Location	Time of Day	Resources	Attendance
Choose a route you can walk safely. Stroll to a café, local park or around your building, etc.	Anytime is appropriate; identify a safe, well-lit walking path.	Check out these resources for inspiration and tips: <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=iE9HMudybyc • https://hbr.org/2015/08/how-to-do-walking-meetings-right 	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.



Promote 5 Minutes of Daily Meditation or Quiet Time

Location	Time of Day	Resources	Attendance
Anywhere; book a room in your building or encourage employees to use an already-existing meditation space.	Anytime	Check out these resources for inspiration and tips: <ul style="list-style-type: none"> • Headspace: https://www.headspace.com/ (Select MEDITATION ON SLEEP.) • https://medium.com/the-mission/this-5-minute-science-backed-morning-routine-will-improve-your-entire-life-5d7465938a2 • https://www.ted.com/talks/andy_puddicombe_all_it_takes_is_10_mindful_minutes 	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 meditation. 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].
- Provide link to Headspace: <https://www.headspace.com/> (Select MEDITATION ON SLEEP)



Take a Daily or Weekly Creative Break in the Office or at Home (with Your Colleagues or Family)

Location	Time of Day	Resources	Attendance
Conference room and/or lunch room (or at home with your family)	Anytime each day that you can spare 10–15 minutes	Check out these resources for inspiration and tips: <ul style="list-style-type: none"> • Learn to draw (for beginners): https://www.drawingnow.com/ • Find free and paid drawing classes for all artistic levels: https://www.drawspace.com/ • Top 10 origami projects for beginners: https://www.thesprucecrafts.com/top-origami-for-beginners-2540688 	Everyone is encouraged to attend

What to Do

- Set up various art supplies (e.g., acrylic paint, paint brushes, colored pencils, charcoal pencils, crayons, markers, drawing paper, construction paper, coloring books, scissors, glue, etc.) in a conference room or lunch room. Or print **coloring pages** and set them out.
- Encourage employees to get away from their desks (without devices) and make something creative — or simply color a page in a coloring book — when they have 10–15 minutes to spare.
- Feel free to leave a few sample ideas, but encourage employees to make whatever they'd like during their creative break.

Communications

- Distribute via email/flyers
- **Sample text that you can use:** Dear Colleagues, Take a few minutes during your busy work day to come by the [conference room or lunch room] and show your creativity. Use any or all of the art supplies on hand — from drawing paper and pencils, to coloring books and crayons. It's a great way to de-stress during a hectic day. Need some inspiration or an art lesson or two? Check out these sites [list the resources above].



Make Time for Mental Health Talks over Tea/Coffee

Location	Time of Day	Resources	Attendance
Open conference room, break room	Mid-morning, mid-afternoon	Check out these resources for inspiration and tips: <ul style="list-style-type: none"> • https://www.mentalhealth.org.uk/podcasts-and-videos/exercise-and-mental-health • https://www.mentalhealth.org.uk/publications/how-to-mental-health 	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'll 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. If you'd prefer, or can't attend the event, consider asking a colleague to tea simply to find out how they are doing.

Day of the Event

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



Make Everything Count (Spare Change for Charity)

What to Do

- Set out a big jar on the first day of the month.
- Ask your colleagues to toss their spare change in the jar every day.
- At the end of the month, donate the money to the local charity of your team's choice.

Communications

- Distribute via email/flyers
- **Sample text you can use:** Dear Colleagues, come by [where] each day during the month and toss your spare change in the jar. At the end of the month, we'll donate the money to a local charity.



Bring It from Home and Save Day

What to Do

Designate one day each week during the month for everyone in the office to “bring something from home and save.” Ideas include:

- Pack a healthy lunch
- Brew their own coffee or tea (and bring their own tea bags from home)
- Use refillable/reusable containers

Communications

- Distribute via email or flyers
- **Sample text you can use:** Dear Colleagues, Did you know that if you live in the U.S., you can save between \$4 and \$6 a day on average (approximately £1,288 if you live in the U.K.) by bringing your own lunch to work? Please join us on [day of week] each week during the month for “Bring It from Home and Save Day.” Just bring something from home instead of buying it ... ideas include a healthy sack lunch, freshly home-brewed coffee (and/or tea bags), bottled water, reusable containers and more!



Create a Vision Board

Location	Attendance
Lunch room or conference room	Encourage everyone to participate

What to Do

- Encourage colleagues to create a vision board for a budgeting/planning goal (e.g., their first home, college for the kids, a sports car, philanthropy, retirement). Your colleagues can keep their artwork as a fun reminder of their goal.
- Supply enough poster board for everyone in your office. Ask everyone to bring in outdated magazines and catalogs, but also bring your own stash from home or check with your local library. (They usually need to recycle many magazines.) Place the poster board and magazines in the lunch room along with markers, paste and several pairs of scissors.
- Consider making a sample vision board to inspire others, and leave it near the supplies.
- Alternatively, everyone can create a digital vision board, which they can print out and share, if they'd like.

Communications

- Distribute via email or flyers
- **Sample text you can use:** Dear Colleagues, Come to the lunch room [this month] to create a vision board that represents your dreams, goals and ideal life. You'll find all the materials you need to create your board, including poster board, markers, scissors and paste. Feel free to bring in some old magazines and catalogs from home to share with your coworkers, although a "starter" stash of magazines will be available in the lunch room. Another fun way to create a vision board is digitally! That way, you can take it with you wherever you go, or print it out. And, you can make as many versions as you'd like for as many goals as you have. We can't wait to see your life's priorities!



Select Financial Well-Being Resources to Put in a Common Area and Encourage a Discussion around a Financial Topic

Location	Time of Day	Resources	Attendance
Common space that employees frequent (e.g., lunch room, kitchen or break area)	Lunch time	<ul style="list-style-type: none"> • Sprout: Money tips for every stage of life: https://www.gobankingrates.com/saving-money/savings-advice/money-tips-for-every-phase-of-life/ • Happify: Money and your happiness: https://www.happify.com/hd/money-and-your-happiness/ 	Bring up financial well-being with a colleague

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?



Encourage and Share Well-Being Moments at #MyMomentToBeWell

What to Do

- A well-being moment is a simple way to pause and focus on your well-being or the well-being of your colleagues and your loved ones. It can be done quickly (in less than three minutes), anywhere, anytime, with anyone.
- Share your moment to be well on Instagram or Twitter using #MyMomentToBeWell. Be creative — this is a great way to provide your colleagues with ideas on how to reset in just a moment.
- See some [Well-Being Moment Examples](#).



Take a Well-Being Moment during Meetings or with Your Community

Location	Time of Day	Resources
Conference room or in your community	Well-being moments can be added on to existing team meetings — anytime is appropriate!	See Tips for Well-Being Moments in Meetings for details.

What to Do

- 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.



Gather Everyone Together for a Thankful Thursday or You Rock! Friday

Location	Attendance
Common area	Encourage all to attend

What to Do

- **Thankful Thursdays or You Rock! Fridays** — Have everyone at a location gather in that area on Thursday or Friday afternoon while a leader(s)/ manager(s) acknowledges employees who “rocked it” that week (e.g., led a great meeting, met a tight deadline, came in under budget, demonstrated a core value, etc.). Present them with this **customizable certificate for Thankful Thursday** or this **customizable certificate for You Rock! Friday**.
- **Alternatively**, everyone says who or what they are grateful for at work that week.

Communications

- Distribute via email/flyers
- **Send calendar invite** with details and email reminder during the week of the event
- **Thankful Thursday sample text that you can use:** Dear Colleagues, Let’s get in the gratitude habit. Each Thursday at [specify time and location], come join your colleagues and share what you’re thankful for at work during the week.
- **You Rock! Friday sample text that you can use:** Dear Colleagues, Let’s get in the gratitude habit. Each Friday at [specify time and location], come join your colleagues and give kudos to the employee who rocked it during the week.



Create Gratitude Stations/Community Board in the Office or at Home

Location	Time of Day	Resources
Break area and at home	Ongoing	<p>Check out these resources for inspiration and tips:</p> <ul style="list-style-type: none"> Gratitude Stations: https://wellbeingataecom.com/docs/Gratitude-Stations.pdf Happify: The science behind gratitude and how it can change your life: https://my.happify.com/hd/the-science-behind-gratitude/ How to cultivate an attitude of gratitude: https://my.happify.com/hd/cultivate-an-attitude-of-gratitude/ Happify: Why gratitude leads to good health and happiness: https://my.happify.com/hd/gratitude-infographic/ https://jamesclear.com/gratitude-habit https://www.ted.com/talks/david_steindl_rast_want_to_be_happy_be_grateful Large bulletin board

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 at our Gratitude Stations [insert location]. Feel free to share as many or as few items as you wish. In addition to sharing what you're thankful for, write a letter to a veteran, police officer, fire fighter, community leader, loved one or teacher to show your gratitude. Read about your Gratitude Stations and see how you can show gratitude for the military, past and present, through two U.S. non-profit organizations by [clicking here](#).

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, paper and pens/markers close to the board.



Host a Healthy Food Drive

Location	Attendance	Resources
Conference room or lunch room	Encourage all to attend	Check out this resource for inspiration and tips: <ul style="list-style-type: none"> Tips for Organizing a Charity Drive: https://wellbeingataecom.com/docs/Tips-for-Organizing-a-Charity-Drive.pdf

What to Do

- Select the dates of your drive (at least five days, so your group has one designated week to bring in their donations).
- Email colleagues and post flyers to advertise the drive. Request healthy non-perishable foods (e.g., applesauce, canned vegetables, whole-grain pasta, canned beans, nuts) for a food drive.
- Set up a drop-off point for donations (e.g., conference room, lunch room, office).
- Take the donations to (or request a pick-up from) your select charity at the end of the final day of the drive. Be sure to make drop-off or pick-up arrangements with the charity in advance.
- Send a follow-up communication that includes the results of the drive and thanks your colleagues for their donations.

Communications

- **Distribute via email/flyers** two weeks in advance of the food drive.
- Post printed flyers in the lunch room and conference rooms.
- **Sample text that you can use to promote the event:** Dear Colleagues, During the week of [insert date], we are hosting a Healthy Food Drive. Please bring in healthy non-perishable foods (e.g., applesauce, canned vegetables, whole-grain pasta, canned beans, nuts) and place them in the food bin in the [conference room, lunch room]. At the end of the day on [insert date], we will donate all collected items to [insert charity name]. Feel free to ask your friends, family and neighbors to participate as well.
- **Sample text you can use following the event:** Dear Colleagues, Thank you for helping to make our first Healthy Food Drive a success. Thanks to your support, we collected [number of items] non-perishable items for the [insert charity name]. Every donation, small or large, helps us fight against hunger.



Make the World a Better Place by Volunteering Your Time at a Local Non-Profit

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.



Donate to Water for People

What to Do

- Email colleagues and post flyers to advertise the donation drive.
- Request donations of any amount for Water for People.

Communications

- **Distribute via email/flyers** two weeks in advance of the event.
- Post printed flyers in the lunch room and conference rooms.
- **Sample text that you can use to promote the event:** Dear Colleagues, We ask that you consider making a monetary donation to Water for People, an organization that is constantly working to make safe water and adequate sanitation services available to everyone. Every donation, whether large or small, will help bring safe water and sanitation services to every family, school and clinic in the world. If you live in the U.S., you can make a donation via paycheck deductions on myAECOMbenefits.com (through AECOMBenefitsOnline.com, if you live in Canada). If you live outside the U.S. or Canada, please complete this form to make a donation: <https://waterforpeople.wufoo.com/forms/donate-to-water-for-people>.



Hold a Water-Themed Photography or Coloring Contest ("Use Water Wisely" Theme)

What to Do

- **Photography contest:** Encourage colleagues to submit their water-themed photos. Collect requested submissions, ask your colleagues to vote on their favorites, and post the highest-rated entries in a high-traffic area.
- **Coloring Contest:** Distribute these [coloring templates](#) and ask your team to flex their creativity. Collect the submissions and share them with your team. Ask your colleagues to vote on their favorite submission and post the winning submission in a high-traffic area. Alternatively, you could organize the contest only for children of AECOM employees. [Click here](#) for coloring templates for kids.

Communications

- **Distribute via email/flyers**
- **Sample text that you can use to promote the photography contest:** Dear Colleagues, Use your artistic talents to take photos that show different ways in which we can all conserve water. Enter your favorite photo in our "Use Water Wisely" contest. The highest-rated submissions will be posted in a high-traffic area. Submit your photo to [email] by [due date]. Interested in learning more about water conservation and if you're doing your part? Check out these sites:
 - [Short Water Crisis Video](#)
 - [The 25 Best Ways to Conserve Water](#)
 - [ComPsych: Do I Know How to Conserve Water?](#)
- **Sample text that you can use to promote the coloring contest** [attach coloring template PDF with instructions]: Dear Colleagues, Help us to promote water conservation by coloring the attached page and entering it in our "Use Water Wisely" coloring contest. The highest-rated submissions will be posted in a high-traffic area. Send your entry to [email] by [due date]. Interested in learning more about water conservation and if you're doing your part? Check out these sites [list sites above].



Hold a Bring Your Own Cup Day

What to Do

Email colleagues and post flyers to advertise Bring Your Own Cup Day

Communications

- **Distribute via email/flyers** in advance of the event
- **Send calendar invite** with details and email reminder during the week of the event
- Post printed flyers in the lunch room and conference rooms.
- **Sample text that you can use to promote the event:** Dear Colleagues, EarthDay.org estimates that over 16 billion disposable coffee cups are used across the globe each year. These cups are coated with plastic to laminate the inside, and have plastic lids. In our efforts to “go green” and reduce disposable cup waste, we’re asking everyone to bring in a reusable cup, glass or mug to work on [date]. Fill your cup with coffee, tea, water or other favorite beverage throughout the day. In fact, let’s get in the habit of doing this every day, so we can help make “reusables” the new norm.



Offer Technology Recycling

What to Do

Check out these resources for information about electronics recycling:

- <https://www.samsung.com/us/aboutsamsung/sustainability/environment/responsible-recycling/>
- https://support.sprint.com/support/service/category/Upgrade_recycle-Upgrade_and_recycle

To find a local electronics recycling facility in APAC or Africa, please go to the R2 Recyclers website at <https://sustainableelectronics.org/recyclers>. Donations made to this organization cannot be designated to a particular charity.

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

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

Communications

- Contact GlobalWellBeing@aecom.com if you are interested in 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 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.