

Tips for Working Well

Work-Life Balance:

- Find time everyday for yourself, family and friends.
- Find out what types of work-life balance programs (e.g. flex time) are available in your workplace. Contact someone in your Human Resources Department or refer to your collective agreement if you are part of a union. The program you're thinking of might already be available!
- If available, use your organization's Employee Assistance Program (EAP).
- Post a positive saying near your computer screen.
- If your working conditions permit, listen to soothing music.
- Try to limit the amount of work you take home. If you do take work home, try to do it in a place and time separate from other family members (e.g. have a home office, do work after the children are in bed).
- Take a few minutes everyday to write down your feelings in a journal.
- Write down some personal goals and review your progress regularly.

*A
Healthy
Organization
Makes
Cents!*



Physical Activity:

- Take the stairs instead of the elevator whenever possible.
- Stand or stretch while talking on the phone.
- Walk and meet someone to discuss work rather than calling or e-mailing.
- Replace your coffee break with a walking break.
- Take a walk over your lunch hour.
- Participate in workplace sports teams, if available.
- Park your car at the back of the parking lot, and walk in. If you take public transit to work, get off a stop early and walk the rest of the way.
- Use a pedometer to track how many steps you walk daily. Aim for 10,000 steps a day.

Healthy Eating:

- Skipping meals puts stress on your body. Eat at regular times throughout the day.
- Coffee break doesn't have to be for coffee; try water, juice or milk as alternatives.
- Whether you bring a lunch from home or buy from the cafeteria, be sure to include foods from each food group in Canada's Food Guide to Healthy Eating.
- Aim for 5-10 servings of vegetables and fruit everyday.
- Keep a supply of healthy snacks (e.g. nuts, dried fruit) at your desk to prevent snacking on less healthy choices e.g. the office candy bowl.
- Drink lots of water throughout the day.
- Plan your dinners ahead of time to avoid picking up fast food on the way home from work.

For more information, please contact

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