

# UNIVERSITY WELLNESS HEALTHY WORKDAY GUIDE

Rocket Health

Tips, strategies, and resources to help UToledo employees thrive in the workplace



# LET'S GET STARTED!

This *Healthy Workday Guide* further elevates UToledo's mission to improve the human condition by providing realistic support for faculty and staff.

This guide provides you with tools that can be used throughout the workday to make beneficial changes for your well-being. Start today by identifying at least one action you can adopt.



# OVERVIEW

- Healthy Workspaces
- Healthy Meetings
- A Focus on Nutrition
- Work-Life Engagement



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# EVALUATE YOUR WORKSPACE



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# HOW TO IMPROVE YOUR OVERALL WORKSPACE

- Improve your air by using plants as a natural purifier.
- Consider the lighting source and add a lamp or change out harsh lighting to reduce eye strain.
- Evaluate your desk clutter at least once a week and create strategies that will help reduce it over time.
- Stay hydrated by keeping a large water bottle on your desk.



# **HEALTHY WORK STATIONS, ALSO KNOWN AS ERGONOMICS!**

Defined as the science of fitting a workplace to the user's needs, ergonomics aims to increase efficiency and productivity and reduce discomfort.

# ERGONOMICS TO CONSIDER

- Visit Environmental Health and Radiation Safety's [tips for workstation design](#) and setup your desk for success.
- Keyboards should be close enough to your body so you can hold your elbows comfortably by your sides, preventing strain on your shoulders.
- Make sure that your mouse is a comfortable size for your hands, if it's too big or too small, you might end up bending your wrist in awkward positions.

# ADOPT HEALTHY MEETING GUIDELINES



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# GUIDELINES TO CONSIDER FOR A HEALTHY MEETING

- Start the meeting with a short activity that shows you value everyone's attendance.
- Incorporate movement breaks into meetings greater than 60 minutes.
- Propose walking or standing meetings, when appropriate.
- Invite meeting attendees to stand at the back of the room, as needed.



# IF OFFERING FOOD AT A MEETING

- Serve fresh fruits and vegetables
- Include lean protein options
- Offer water, coffee and tea rather than sugary drinks
- Provide vegan and/or vegetarian options
- Keep portion sizes small; choose bite-size portions for desserts
- Select whole grains for breads, side dishes and baked goods



# A FOCUS ON NUTRITION



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# DIETARY GUIDELINES TO CONSIDER: AT HOME AND AT WORK

1. Follow a [healthy eating pattern](#) across the lifespan
2. Focus on variety, nutrient density, and amount
3. [Limit calories](#) from added sugars and saturated fats and reduce sodium intake
4. Breaks are a good opportunity to replenish your energy by consuming [foods or beverages](#) that help your mind operate effectively



# WHY WORKPLACE NUTRITION IS IMPORTANT

- Overall nutrition plays a vital role in fostering and supporting employee's health and productivity.
- Support and encouragement from co-workers can help to reinforce positive eating behaviors.
- Knowledge and skills learned at work, can in turn influence family members, friends, and the home setting.

# HEALTHY DINING ON CAMPUS

Check out the [Rocket Dining website](#) for menus and healthy choices.



# BRINGING HEALTHY OPTIONS TO WORK

**Packing your lunch and/or snacks for your workday can be a great strategy to improve your nutrition. Keep these tips in mind:**

- Plan leftovers from dinner and package them in sealed glass containers to take as a lunch
- Prep foods in bulk to grab and go: Hard boiled eggs, soups, chili, chopped veggies
- Be sure to include carbs, protein, and fat in your packed meal
- Have a backup options stocked in your fridge: Yogurt cups, fruits, granola bars, something easy to make (sandwich, oatmeal, etc.), veggies and dip
- Pack an extra snack if you need something to hold you over until lunch or until you leave work  
Example: Fruit or nuts
- Keep an eye out for premade meals that have lots of sodium and saturated fat included  
-You can keep on hand for times when you might be running late and have no better options, but try to limit



# WORK-LIFE ENGAGEMENT



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# HELPFUL AND HEALTHFUL BREAKS

Frequent breaks during the workday can help de-stress, revitalize energy and provide movement opportunities.

- It is recommended to take a 5-minute break every hour and a 15-minute break every 2 hours of work.
- Build movement into your breaks by going for a [walk](#) along a campus path, getting up to fill your water bottle, [stretching](#) or visiting a co-workers desk.
- If able to, take your lunch break away from your desk or work station, doing so can improve mental well-being drastically.



# INTEGRATE MINDFULNESS

- Embrace single-tasking: Multi-tasking has actually been shown to be unproductive and causes high stress. Focus on a single task shows great mindfulness.
- Work on acceptance: Accepting the present moment can help you move past challenging situations rather than avoidance or denial.
- Remind yourself to breath: Set a reminder to practice 4-7-8 breathing several times throughout the day.

# UTILIZE CAMPUS RESOURCES

There are a variety of campus wellness resources available to UToledo employees:

- [Impact Solutions work-life services](#)
- [University Wellness programs](#)
- [Office of Recreational Services](#)
- [Stressbusters App](#)

Visit MyUT for more related resources

# HEALTHY DEPARTMENT AWARD

Take the next step toward a healthy workday by advocating for your department! Learn more about the Healthy Department Award and mini-grant by visiting the [University Wellness website](#).



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