

A-Z to Better Wellbeing:

Fun and easy ways
to improve our wellness
From A - Z



The Toolkit

Dear Colleague

This toolkit has been lovingly created for individuals, teams and managers to help us achieve our mission, which is to "make wellbeing easy, fun and accessible for all" we wanted to create a toolkit that brings together all of the latest information on wellbeing and can be accessed in one simple and easy click.

The toolkit includes;

- ❑ 26 wellbeing topics from A-Z in an easy to read format
- ❑ A featured wellbeing activity on every page that you can try by yourself or with your teams
 - ❑ Links to further learning including CSL courses, Ted Talks and printable guides
 - ❑ Top tips suggested by our team and fellow civil servants
 - ❑ A fun fact based around wellbeing

Why should we all get involved?

Research suggests that better wellbeing can help improve our overall health and happiness levels, but does it really work? We don't claim to have all of the answers but along with many others we are intrigued and want to find out.

Commit to spending some time each day to your wellbeing and help us answer the question "wellbeing; one big fad or the keys to good health and happiness" by sharing your views and experiences on our Twitter account @AZ2BW or email us at Az2bw@Hotmail.com

Disclaimer

Last updated July 2018

The information provided in this toolkit is designed to provide helpful information to civil servants on wellbeing and wellbeing related activities. Nothing in this toolkit should be taken to constitute professional advice.

Any action you take upon the information in this toolkit is strictly at your own risk and we will not be liable for any losses or damages in connection with the use of this toolkit and the information provided within it.

While every effort is made to ensure the content is accurate the toolkit is provided as it is and we make no representations or warranties in relation to the accuracy or completeness of the information in it. We, the authors, assume no responsibility for errors and omissions in the content.

A-Z to Better Wellbeing Topics

A – Appreciation

B – Balance

C – Collaboration

D – Deskercise

E – Employee Engagement

F – Fundraising for a Cause

G – Goals

H – Holidays

I – Initiative/Intelligence

J – Journaling

K – Keep Calm and Bake

L – Learn to Lunch

M – Musculoskeletal Health

N – Nutrition & Diet

O – Outdoor Recreation

P – Positive Thinking

Q – Quick Wins

R – Relaxation

S – Stress

T – Teambuilding

U – Understanding (personality/team tests)

V – Volunteering

W – Walking

X – deto**X** from Social Media

Y – Yoga

Z - Zzzzzz (The importance of sleep)

A

Appreciation

“Make it a habit to tell people thank you. To express your appreciation, sincerely and without the expectation of anything in return. Truly appreciate those around you, and you'll soon find many others around you. Truly appreciate life, and you'll find that you have more of it.” Ralph Marston

Featured Activity: Appreciation Tree/Wall

Try putting in place an Appreciation Tree/Wall, where staff members can thank colleagues for work they have done. This will improve staff and team morale, as well as effectiveness, by allowing everyone to feel valued and integral to the teams success.

Once a week, you can read a thank you note in a team's meeting.



Try a different tactic here and there with thanking colleagues/staff to make it truly meaningful. Your colleagues/employees will appreciate it and so will your organisation's bottom line. Have you got your own Appreciation Wall? Tweet us @ AZ2BW, we'd like to hear from you.

Useful links and resources

Simply Thanks voucher scheme – a quick way to show appreciation for staff and colleagues for their good work and positive behaviours by awarding them £20 vouchers. Please check your business area's intranet site for guidance on the process you'll need to follow.

Recognition Bonus Scheme (RBS) - make full use of RBS to thank colleagues who, for example, are innovative; whose behaviours reflect the culture to which your department aspire; whose leadership is exemplary; and whose professionalism and application is outstanding. The associated reward is intended as a tangible expression of thanks. Check your intranet for guidance on RBS.

[Expressing your Appreciation](#) – 4 minute Ted Talks video where Kate MacAleavey discuss the importance of gratitude and appreciation in living a happy and productive life

[The Power of Appreciation](#) – 7 minute Ted Talks video Justin Kramer seeks to help us understand how important it is that we gain the ability to be appreciative in our lives.

FACT: Companies with strategic recognition Reported a mean employee **turnover rate 23% lower** than retention at companies without these programmes

B

Balance

When one area of our lives takes over or is unattended to, it's common to feel like something is missing. Consider the core elements that make up your life – work, family, friends, health (mental and physical), and recreation. How well balanced are your time and efforts amongst them? Is there anywhere that needs to be scaled back or scaled up?

Featured Activity: Team Bucket List

Encourage your team to create a team bucket list, to identify personal and professional activities and goals they would like to do and achieve in the near future. This will help staff to focus on their personal lives outside of work, whilst also balancing their day jobs and career progression.

Be sure to let these five questions guide you:

1. Have you told anyone? Write it down. Tell a friend. Accountability and excitement will be the result.
2. Is it realistic? For the sake of satisfaction, your bucket-list should be filled with activities that can be accomplished.
3. Is it within your control? Think of factors that may pose as obstacles to achieving your goal.
4. Is it unique to you and your interests? Ensure you are really interested in this goal & not pursuing it out of influence of others.
5. What's the first step? Make a list of steps in a natural progression toward your goal, and introduce one change at a time.

Here's Chris Russell's Bucket List

Swim with Whale Sharks
Play poker in Las Vegas
Hire a sports car and drive around Tuscany (inspired by Amazon's 'The Grand Tour')

And here is a photo of Chris visiting Florence at the top of Duomo Cathedral, which was previously on his bucket list. Chris currently works for the Border Agency. What's on your bucket list that you have ticked so far? Tweet US @AZ2BW



Useful links and resources

[Time management: top tips](#) (read in 5 min); introduction to prioritizing and managing your time.

[How to turn busy into balance](#) – This Ted talk explores being busy: why we become busy, and what we can do to feel less overwhelmed and more balanced.

[Working Parents: Maintaining Work Life Balance](#) – a blog discussing how working parents can balance the demands of work and home life.

FACT: A YouGov report found that 21% of 25 to 34 year olds were unhappy with their work-life balance and that 26% of those felt pressure to work outside their regular working hours, preventing them having a suitable work-life balance.

C

Collaboration

Collaboration in the workplace is when two or more people (often groups) work together through by sharing ideas and best practice to accomplish a common goal. It is simply teamwork taken to a higher level.

Learning available to you

[Collaboration across departments, Government and beyond](#)

This topic will help you to develop your collaboration skills to get the most out of working with others. From 2 minutes top tips, a 5 minute collaboration toolkit to 20 minutes or so to explore real case studies.

Cost: Free | **Duration:** Various times | **Location:** CSL

[Managing People: Managing A Diverse Workforce Crib Guide](#)

This Crib guide outlines how to diversity within your team in a way that encourages the celebration of differences and collaboration towards high achievements.

Cost: Free | **Page:** 1 | **Location:** CSL

Useful links and resources

[Teamwork reimaged](#) – This Ted talk by Kevin Cahill explores a new vision of teamwork and the limitless potential and connecting power of a collaborative society.

[How to improve collaboration in the workplace](#) - this blog explains how to improve collaboration in the workplace in 5 simple steps.

Featured Activity: Coffee Roulette

Coffee Roulette or Coffee Connect (or variations) is an informal and effective way for colleagues to build their network of contacts and improve closer working relationships. Check out what your department offers and give it a go.

Helen Smith from the Cabinet Office (pictured on the right), has taken part in the activity.



Firstly, why did you decide to take part in Coffee Roulette?

I thought it would be a perfect opportunity to get to know people across the Cabinet Office and hear their experiences. For me, it was always about creating a network base that I could use for different parts of my job, and to broaden my knowledge of the Cabinet Office and the types of jobs we do as a department. I was hoping to potentially even receive some shadowing opportunities.

What tends to be discussed during these meetings?

Every meeting was slightly different as it would depend on what we wanted to get out as individuals - sometimes it would just be to share our Civil Service career stories, or to look through competencies or job applications.

How has Coffee Roulette benefitted you personally?

When I was applying for jobs it allowed others, with no knowledge of my job, to read through my competencies. They provided honest feedback; for example, if anything was unclear and needed to be explained better. Ultimately, this has resulted in me producing competencies which allowed me to obtain HEO interviews, and subsequently secure a new job!

D

Deskercise

The term Deskercise refers to exercise that can be performed throughout your workday and even from your desk. Deskercise will help you to loosen up and stretch, keep an eye on our posture in between our work deadlines.

You may feel you have little or no time to do any deskercise at work amid all the rapid fire emails and meetings, but don't worry, you are not alone. So whether it's presentations, meetings or emails on that to-do-list, we've got sneaky exercises for a healthier, fun work day.

Useful links and resources

[Why we should sit less?](#) There is an increasing evidence that spending too much time sitting is bad for your health (NHS).

[Sitting exercises](#) Seated exercises that are gentle and easy to follow (NHS)

[Posture tips for laptop users](#) Ways you can make your laptop safer and more comfortable to use (NHS)

FACT: While these deskercises won't promise Olympic mile times or six-pack abs, they might just improve strength and burn a few extra calories to boot.

Featured Activity: Do the Funky Chicken (1 min)

Loosen up your shoulders, chest and back by doing this "funky chicken" exercise. It takes only a minute and releases a lot of tension in your upper body. It can be done from either a sitting or standing position.

Place your fingertips on your shoulders, elbows pointing out to the sides. Then Pull your elbows back as far as you can. Push your elbows forward and try to touch them together. Repeat 10 times. See image on the right.



Special thanks to Lizzie Jelfs, One of HMRC's wellbeing champion Doing the "Funky Chicken"

Now, keeping your fingertips on your shoulders, lift your elbows up and then push them down to your sides, as if you're trying to fly. Repeat 10 times. See image on the left.

Subtle workouts

If you feel deskercise are a bit awkward, I have got you covered. Did you know that even one-minute spurts of activity throughout the day can be beneficial? Here's some ideas:

- Flex or tighten your abs and hold for 30 seconds. Release, and repeat 10 times.
- Buy a hand gripper and use it at your desk to work out your forearms and hands (handy when you have got back to back meetings!)

E

Employee Engagement

Employee engagement, in the Civil Service, is defined as:

"A workplace approach designed to ensure that employees are committed to their organisation's goals and values, motivated to contribute to organisational success and able at the same time to enhance their own sense of wellbeing."

Featured Activities:

Get to know your team

Getting staff engagement to the next level starts with having a team that trusts you. With that in mind, here's [Get to know your team activity](#) which has 30 entertaining and funny questions you can use in your team meeting. Print and pass the document around, let colleagues choose what questions they are comfortable to answer and have fun!

Or try a Self Assessment

Everyone has a stake in workplace engagement. No matter your position in the organisation ask yourselves these 5 questions to see if you are playing your role in the process:

- Did I do my best to set clear goals today?
- Did I do my best to finding meaning in my work today?
- Did I do my best to be happy today?
- Did I do my best to build positive relationships today?
- Did I do my best to be fully engaged today?

If you answered YES to all 5, share good practices.

If you answered NO or unsure, check out some ideas we have listed in this page.



Fun ways to contribute to staff engagement:

Encourage Friendships. According to a study, people with a 'best friend' at work are up to 7 times more engaged than those who aren't.

Promote wellness. Top tip to implement this idea is to offer healthy food or encourage your team to have a day to share healthy food.

Respect your employees. At the core of employee engagement is respect. All employees really want is to feel like they matter and that they are treated like adults.

Learning available to you:

[Employee Engagement](#)

This e-learning explains the benefits you can gain from building engagement within your team. You'll understand what engagement is and how to gauge it, as well as how to recognise the signs of disengagement.

Cost: Free | **Duration:** 30 mins | **Location:** CSL

[Engaging people through story telling](#)

A 3 hour workshop will provide you with live opportunities to finesse your storytelling approach, with a particular focus on stories around transformation and change.

Cost: £229 or per group | **Duration:** 30mins | **Location:** CSL

FACT: UK productivity was 16% lower than the rest of G7 according to ONS (April 2018)

F

Fund Raising for a Cause

Doing good does you good! Need I say more?

Evidence shows that helping others is actually beneficial for your own mental health and wellbeing. It can help reduce stress, improve your emotional wellbeing and even benefit your physical health.

Featured Fundraising ideas:

Packed Lunch Day. Encourage everyone to make their lunch at home for a day and bring in a packed lunch. Ask them to donate what they would have paid for lunch to charity instead.

Skill Bidding. Put up an A3 sheet of paper in your office kitchen and encourage your colleagues to list their skills on there. This could be anything from playing guitar to pottery. Other colleagues can then place bids on receiving a one-hour lesson with that person and their listed skill. This is a great way to share expertise and fundraise at the same time!

Foreign Coin Exchange. Let all of your colleagues know that you'll be collecting foreign coins up to give the money to charity. If they've got any currency from past holidays, they can give it to you and you'll exchange it back into pounds to add to the fundraising total.

Note: Space out your fundraising events across the year, so that the office doesn't feel bombarded by them and lose interest in donating. Make sure that the activities you're organising are fun for everyone to get involved in, as you'll raise more money that way.

FACT: The oldest recorded fundraising appeal was written by St. Paul around A.D. 55. The appeal spend most of its words describing the benefits of giving.



"When Aleta Bridge isn't busy, in her role as HMRC's Deputy Director for Financial Systems & Processes, she dedicates a part of her spare time to pushing herself to raise money for good causes. Here, Aleta gives us some insight into what drives her to do this." And if you'd like to support Aleta in her challenges please click [here](#)

Firstly, tell us about the amazing photo of you above.

I trekked the Inca Trail in Peru in June 2017. This was a 45km trek over 3 days at altitude. Although I have completed many power walk marathons before, I hadn't travelled further than Europe, so the flight duration was my first challenge. The trail brought us to the magnificent Machu Picchu, which was simply breath taking and steeped in history. I raised in excess of £600 for Walk the Walk, a grant making charity for breast cancer.

How did you decide to get involved with fundraising?

I knew some colleagues who had previously taken part in the London Moonwalk; a powerwalk marathon taking place during the night time through the streets of London, wearing a decorated bra. I thought this sounded like fun and had two serious elements: get fit and raise money for a fantastic cause. I entered in 2012, which was also the same year as the London Olympics. Little did I know then how addictive this activity can be.

What do you enjoy about it the most?

The physical side of the challenges keeps me fit and you have to have good planning skills to fit the training in, manage the payments and plan the fundraising activities. The fundraising side challenges your creativity and makes you feel very humbled by people's generosity. You also meet some fantastic people on these challenges, who you continue to meet on other challenges.

What are your top tips for those who haven't done it?

Pick something you are passionate about as this will keep you motivated. Take the time to understand why it matters to you to complete the challenge and how it will feel when you have achieved your success. Give it a go – I continue to surprise myself on what I am capable of achieving. And tell friends and family what you are doing – people are incredibly supportive in many different ways, which is a great motivator.

G

Goals

A goal is an idea of the future or desired result that a person, team or organisation envisages, plans and commits to achieve.

Goals can be team or employer specific, they can be career based, personal or activity/sporting based. Whatever your goal or goals, planning will be a key part of achieving them.

Featured Activity – 3 fun ways to setting goals

1. You've just won the lottery!

You've just won £50 million. Imagine that you've just checked your lottery ticket and you have won. Once over the initial shock, how will you change your life from today? You've got all the money you need to make things happen in your life, so write down how you would change your life.

2. Is it a bird, is it a plane, no it's....you!

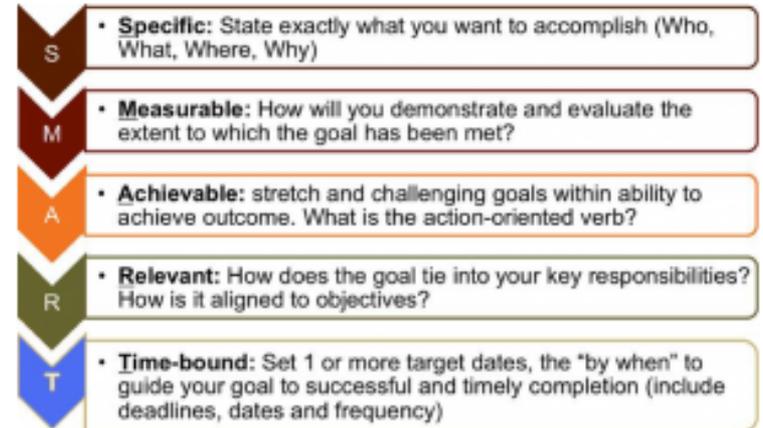
Not motivated by money, what about having superpowers instead? You could do just about anything you wanted and nobody would be able to stop you. How will you spend your days? What would you do if no one knew you had superpowers, but there was nothing to stop you from doing anything you wanted. Write down those goals.

3. It's your retirement party already?

The years just flew by. Imagine your retirement party was this coming weekend – make a list of all the things you regret not doing so far in your life & rewrite them as a positive.

Career Goals

S.M.A.R.T is used to formulate your goal or objective you that its properly constructed.



Useful links and resources

[#Goals](#) Ted Talks playlist of counterintuitive advice that will help you set and achieve your goals for the short-term, long-term and those moments in between.

[Operational Delivery Capabilities Plan](#) sets out goals for leaders, managers and all operational delivery professionals.

FACT: One of the greatest ever goals in the Premier League was scored by Dennis Bergkamp against Newcastle United in 2002..... Watch it [here](#)

H

Holidays

Holidays and leave are a really important part of your wellbeing and work/life balance, not only giving you quality time away from work but also in terms of giving you things/places/experiences to look forward to.

Featured Activity: Create a Holiday board for your work

Start with a map, you could use a world one if you want too.



2016
Paris



Build it up over time with little extracts from peoples holidays, date they went, location, a few pictures perhaps and a highlight or two from their holiday. In this example – The Eiffel Tower and a Trip to Disneyland Paris.

Benefits of time away from work:

- Decrease the risk of Heart disease and depression
- Improved productivity
- Feel healthier, more energetic and less tense
- Happier & more creative
- Makes for happier family relationships
- More satisfied with life
- Your good mood might be contagious
- Holidays are an entitlement – make sure you take what is yours!

Useful links and resources

[Civil Service Sports Council](#) – membership required, but lots of ideas / savings and free tickets to Historic Royal Palaces!. (And more !!!)

[Tripadvisor](#) - essential part of any holiday planning activity.

[FCO - Travel Advice](#) – always worth researching before you start to look at your next foreign break

FACT: In 2016 the UK annual holiday market was worth £30.1bn. Half of that was spent on domestic holidays, and a further £8.8bn was by online holiday packages!

I

Initiative / Intelligence

Humans by their very nature are intelligent, the dictionary definition is the ability to acquire and apply knowledge and skills. Initiative is the power of opportunity to act or take charge before others do.

Both can help your wellbeing in the workplace and at home.

Featured Activity:

1. Learn to code - Coding is not just for computer geeks. Coding creates new synapses in your brain by deconstructing and analyzing problems. It also teaches you how to learn.

“Everyone should learn how to program a computer ... because it teaches you how to think,” Steve Jobs once said.

2. Sketch – Not the Mona Lisa! Don't worry if you are terrible at drawing, sketching helps you learn how to free-hand by helping you notice important angles and shapes, patterns and shadowing. It makes your brain more alert and helps you absorb more detail.

3. Try an escape room – These are an immersive experience. You are locked in a room and have to solve puzzles and clues to get out. These escape rooms teach you how to think on your feet.

4. Build something – Not expecting you to build Rome! Take a hands-on class on carpentry or any DIY building class that you find interesting. Make sure you work with your hands in the class.

5. Play video games - Video games offer stimuli that can seldom be found in real life. Choose a strategy or role-playing game, which give you tasks with limited resources and the higher the level, the more difficult the task, so there is always room to grow.

6. Take a hike - Being in nature puts things into perspective, and can help you tap into your creativity.

7. Invent something - What would make your life easier? Maybe it's a simple device you could use at home or it's organising your home in a way that you will get the most of the space.

This list is not exhaustive – any activity which you have to learn, think about, analyse with help you.....

Learning available to you

[Emotional Intelligence](#) - CSL Course, online, free.

[What Works Initiative](#) – CSL Course, online, free.

[Matrix Working](#) – CSL Course, online, free

FACT: Whilst genetics play a large role in determining intelligence – other factors such as diet, education, job type, and even leisure activities can impact how intelligence changes as you age.

J

Journaling

If you struggle with stress, depression, or anxiety, keeping a journal can help you gain control of your emotions and improve your mental health.



Featured Activity: Create a Weekly Mood Journal

The Mood Journal is designed to help you trace and monitor your feelings -- and if you stick to it and use it correctly, you can begin to get around your own defences.

Make a log with six categories, perhaps using the Excel program on your computer (or a ruler and paper if you don't have access to a computer). In that log, make a calendar with room for:

1. The date and time (usually a date for every day of the month, divided into hourly categories).
2. Your mood change.
3. Externals (who was there, what was going on, where the mood change took place, and other unusual circumstances).
4. Internal thoughts (what your thoughts, fantasies, and memories were at the time).
5. What you think a well-adjusted person would feel in the same circumstances.
6. Mood/feeling agreement (assign a rating of 1-10, describing how well your mood corresponded to feelings you picture a well-adjusted person having under the circumstances).

Why Keep a Journal

- **It accelerates Your Ability To Manifest Your Goals.** As you read and re-write your goals daily, they'll become forged into your subconscious mind. Eventually, your dreams and vision will consume your inner world and quickly become your physical reality.
- **Journaling Clears Your Emotions.** When you are in an intensely emotional mood, journaling can help you more fully experience and understand those emotions.

Learning available to you

[If you want to keep a journal but don't know how](#)

A blog by Darius Foroux, who gives advice on how to keep a journal.

Cost: Free | **Duration:** N/A | **Location:** Medium.com

[How to keep a journal](#)

Robin Sharma gives you ideas about what to write in your journal as well as giving examples from his own.

Cost: Free | **Duration:** 8 minutes | **Location:** YouTube

Useful Links and Resources

[Centre for Journal Therapy](#) Guidance on how to write a good journal.

[Want To Easily Boost Productivity By 23%? Keep a Journal](#) Suggestions on how you can keep a productive work journal.

FACT: Setting time aside to write, whether morning or evening, is an act of discipline. And discipline begets discipline. Like a muscle, the more you exercise it, the stronger it becomes.

K

Keep Calm and Bake!

It can be hard to switch off once you get home, need to keep your mind focused elsewhere? Well keep calm and bake!

Featured Activity: Chocolate Chip Cookies

Ingredients:

- 125g butter, softened
- 100g light brown soft sugar
- 125g caster sugar
- 1 egg, lightly beaten
- 1 tsp vanilla extract
- 225g self-raising flour
- ½ tsp salt
- 200g choc chips(white, milk or dark)



Instructions:

1. Start by preheating the oven to 180°C (or gas mark 4).
2. Cream butter then add the sugars, once creamed, combine in the egg and vanilla.
3. Sift in the flour and salt, then the chocolate chips.
4. Roll into walnut size balls.
5. Next place on ungreased baking paper. If you want your cookies soft, cook them for 8 minutes, till the cookies are just setting - the cookies will be really doughy and delicious! Otherwise cook for 10 minutes until they are crunchy!
6. Take the cookies out of the oven and leave to harden for 10 minutes before transferring into your cookie jar (Iona's cookie jar is from Nightmare before Christmas, how cool!)

Share us your recipe and photo of your cookie jar. We'd like to hear from you!

Why baking for other people feels so GOOD!

▪ Baking as a form of self expression.

Baking allows people to express themselves creatively. It is also a form of communicating one's feelings when words aren't enough.

▪ Baking as a form of mindfulness.

Like other forms of mindfulness, baking can help us to feel in command of our own thoughts and emotions because it forces us to slow down and focus on one task.

Don't fancy something sweet? Try crispy toad in the hole recipe with vegetarian sausages!

(Serves 2-4)

Ingredients:

- 6 vegetarian sausages (I use caldron sausages but Quorn or Linda McCartney are fine)
- 75g Plain Flour
- 1 egg
- 75ml Soya Milk (Semi-skimmed milk is fine as well!)
- 55ml Water
- 40g Vegetable Oil , Salt, Pepper and Rosemary

Instructions:

1. Start by preheating the oven to 180°C (or gas mark 4).
2. Add the oil to the baking dish and put in oven once preheated for 5 minutes.
3. Add your sausages and cook for 10 minutes.
4. Whilst your sausages are cooking, make your batter! Start by sifting flour into a bowl. Once this is done, make a well in the centre of your flour and add your egg.
5. Using an a whisk beat your egg. During this process you can gradually incorporate the milk and water.
6. With a spatula, mix in your salt, pepper and rosemary to taste. Once the sausages are ready – pour your batter all around and put in the oven for 30 – 35 minutes until golden brown and risen.
7. Enjoy!! 😊

L

Learn to Lunch

In an ideal world the busy worker would use their break to get away from work and refresh their mind. By having a break you will be more productive and feel reinvigorated. Here's some top tips to help you learn to lunch.

Featured Activity: Kingfisher's Learn to Lunch



The duration of your break is dependent on your department's specific policy - and it's your responsibility to know it! Just follow the 3 steps below:

1

FIND OUT

Consult the employee handbook, usually found on the department's intranet. Or ask your line manager.

2

MAKE TIME

Allocate time in your schedule for an uninterrupted break, no matter how busy, and stick to it!

3

LEARN TO LUNCH!

Now that you have some me time, find out just how fun and varied your break can be!

We are the Kingfishers. It's our mission to help you take your full Civil Service Entitlement of a 30 Minute Lunch Break every day.

We hope you'll join us in revolutionising the way staff in the Civil Service take their lunch breaks and start the process of taking ownership of our Health and Wellbeing.

This will help reduce both absenteeism and presenteeism, saving money for Government, NHS, Taxpayer and a myriad of other services. Very important for an employer with close to ½ million employees!

We'll be launching range of ideas from Fit lunches to Exciting recipes and even our own version of Come Lunch with me!

Top 3 lunch break ideas

Make phone calls.

One of the most productive things you can do at lunch is to make phone calls. So go ahead, call your love ones, call an old friend, or return that phone call you've been dreading.

Run errands.

If you need to pay bills, find a plumber, or get a quick hair cut, your lunch break is a great time to get that done. Plus, you free up some precious after work hours.

Rest.

We all need a break at work sometimes, and lunch time is the perfect time to relax. Plus, taking some time to clear your mind can make you more productive after lunch.

Learning available to you

[Rest Breaks at Work](#)

An overview of workers rest entitlement and risks to health and safety.

Cost: Free | Duration: N/A | Location: gov.uk

[All it takes is 10 Minutes](#)

A mindfulness expert looks at the power of doing absolutely nothing for 10 minutes.

Cost: Free | Duration: 9 minutes | Location: Ted Talks

Useful links and resources

[Short talks to watch during your coffee break](#) Got just enough time for a coffee, but in need of a mental pick-me-up? These short, yet riveting talks may just do the trick.

[3-minute Mindful Breathing Meditation](#) A YouTube video to guide you through a mindfulness breathing meditation, can be done during comfort breaks, lunch time and at home.

M

Musculoskeletal Health

One of the most important ways to maintain our wellbeing is to protect and support our musculoskeletal system. The musculoskeletal system encompasses all of the physical structures necessary for movement, including the bones, joints, muscles, ligaments and tendons. Regular exercise, in combination with a healthy lifestyle, is the best way to keep all parts of the musculoskeletal system strong and healthy.

Featured Activity: [NHS Strength and Flex Plan](#)

The 5-week plan consists of a series of equipment-free exercises designed for beginners to improve your strength and flexibility.

Strength and Flex features:

Equipment-free, Easy to follow, Full body workout, [How-to video clips](#) and use anywhere, anytime

Starting with Strength and Flex Week 1, your goal is to work your way up to Week 5 in five weeks. To achieve this, you need to do each podcast at least three times in a week. By Week 5, you'll be doing back, arm and leg stretches along with press-ups and squats with ease. You'll be feeling stronger, more flexible and full of energy to go about your daily life.

If you have any health concerns before beginning the Strength and Flex programme, see your GP and discuss it with them before you start.

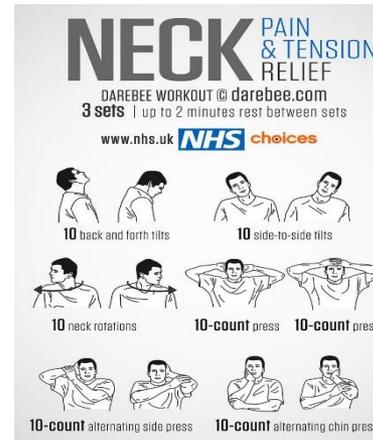
Useful links and resources

[What activities strengthen muscles?](#) – Ways to strengthen muscle at home or in the gym

[How to sit correctly?](#) - If your work involves sitting a lot and using a computer, here are some tips to help you sit correctly

[Back pain at work](#) - Tips to help you prevent developing back pain at work

Here are some exercises that NHS recommends:



According to NHS, there are more than 200 musculoskeletal conditions which:

- affect 1 in 4 of the adult population (many being young and of working age) which is around 9.6 million adults and 12,000 children in the UK
- account for 30% of GP consultations, in England
- have an enormous impact on the quality of life of millions of people in the UK; 10.8 million days are lost as a consequence of musculoskeletal conditions.

N

Nutrition and Diet

Healthy eating plays a pivotal role on our physical, mental wellbeing and performance at work. A well balanced diet has great benefits, it reduces the risk of chronic health conditions such as heart disease, stroke and cancer, increases energy, improves mood and wellbeing and sleep quality. Not only can eating well make you look and feel better, it can also save you money on future health costs.

Featured Challenges:

Want to make small and healthy changes to your diet? Take the following fun challenges at work with your colleagues:

- **Smoothie making challenge.** Bring some colleagues together at lunchtime with a handful of fruits and see who make the yummiest smoothie.
- **Hydration challenge.** On average women should be drinking about 1.6 litres and men about 2 litres of fluid every day to avoid dehydration. Are you meeting this target? Check it out, encourage your colleague too. This will keep you healthy, prevent fatigue, headache and loss of concentration.
- **The “Eatwell” guide.** Maintain a healthy body weight through the consumption of a balanced diet. Try it out at work, encourage healthy eating by promoting the “Eatwell” guide in the staff room.

Useful links and resources

[Nutrition and Wellbeing](#) - Demystify the complex and conflicting messages we hear about nutrition, health and lifestyle today, with this free online course.

[British Nutrition foundation offers:](#) - Courses that cover a range of topics, from the basics of nutrition to more complex and detailed information for professionals.

[A healthy balanced diet](#) - In this article from British Nutrition Foundation, you will find information for the general public who are interested in knowing about a healthy, balanced diet.

[NHS Healthy Eating Quiz](#) - Do you really know what eating healthily means? Find out whether you're a healthy eater or could improve your eating patterns.



The **Eatwell Guide** is a policy tool used to define government recommendations on eating healthily and achieving a balanced diet. For more info click [here](#).

FACT: A study in the journal of consumer research found that diners who used larger forks ate less compared to those who used smaller forks.



Outdoor recreation

Recreation is an activity of leisure. The "need to do something for recreation" is an essential element of human biology and psychology. Recreational activities are often done for enjoyment, amusement, or pleasure and are considered to be "fun".

Outdoor recreation is beneficial for your health. Being out and enjoying the natural world provides physical as well as mental health benefits.

Useful links and resources

[Outdoors for All: fair access to a good quality natural environment](#) - Find out what Natural England is doing to improve enjoyment and benefit of the outdoors to a diverse range of visitors.

[CSSC Sports & Leisure](#) - Promotes fulfilling lifestyles by providing sport and leisure opportunities to over 140,000 members.

[Sport and Recreation Alliance](#) - work with Government, policy makers and the media to help grassroots sport and recreation grow and thrive.

[The Broads National Park](#) - with its scenic waterways, rare wildlife and rich history is looked after by The Broads Authority, keeping it special for visitors and its community.

Featured Team: The Chaffinches!

Enjoying outdoor recreation, isn't an indulgence; it provides benefits for your mind, body and spirit. We are the authors of AZ2BW and this is how we enjoy the outdoors .Tweet us @AZ2BW we'd love to hear yours!



FACT: One meta-analysis of 10 studies found that physical activity outdoors for as little as five minutes leads to measurable improvements in mood and self-esteem

P

Positive Thinking

Positive thinking... it can sound simple, but often, not easy. Our life is made of habits and even Buddha once said: "We are what we think". This is why it is important to choose to think positively and adopt an optimistic attitude.

Positive thinking can help your wellbeing by giving you more confidence and it can also help improve your mood.

Learning available to you:

[Creating a mind-set for success](#)

This 4-hour session introduces not only the theory, but practical ways to create a mindset that is energised and excited by doing things better, more efficiently and with greater impact.

Cost: £133 | **Duration:** 4 hours | **Location:** CSL

Useful links and resources:

[The new era of positive psychology](#) Ted Talks video where Martin Seligman talks about psychology

[The Power of Positive Thinking](#) Helen Peterson looks at how we can meet these hurdles head on and come out stronger than ever

FACT: You're 50% more likely to remember something if you speak it out loud instead of simply reading it over and over.

Featured Activities: Try using positive affirmations.

Affirmations are positive statements that when repeated can help you to overcome negative thoughts. Here are some examples of positive affirmations :

"I am energised and ready to slay the day"

"I have the confidence and strength to conquer my challenges"

"I have the potential to succeed"

"Today is a good day to have a good day"

By repeating your affirmations regularly you can start to increase positive thinking. You can have your affirmations written at your desk, as your phone screensaver or even in your diary.

Ask yourself what are the positives and what is going right. expecting good things to happen will lead to taking actions that produce positive results. Seeing the glass half full not only makes you happier, it makes you healthier.



As a Team:

- Embrace Change, discuss as a team how a challenge or change will benefit you as a team and how you will react to it
- Set smart goals as a team and refer to them often
- Celebrate your teams successes. Discuss what you have done well as a team. You could even create a team success tree to put on the wall
- Treat problems as a learning process and ask yourself "what can we learn from this as a team"
- Use challenges to address any skills gaps or learn something new through team learning. Consider introducing team learning days where the team complete a learning session together and then discuss the learning points afterwards in groups



Quick Wins

One of the barriers we often face when trying to focus on our wellbeing is time. Trying to fit in activities around our work, family or studying can be difficult and that's where quick wins can be useful. A quick win is an improvement that is easy to implement and quick to deliver.

Learning available to you

[Tips for influencing others](#), a useful 2 page guide featuring useful tips.

[Wheel of life activity](#) a useful 5 page guide on how to create your own wheel of life.

[Reflective learning](#) a useful 6 page guide on Action Learning Sets (ALS).

[Try something new for 30 days](#) Ted Talks video where Matt Cutts light-hearted talk offers a neat way to think about setting and achieving goals.

[Got a meeting? Take a walk](#) Ted Talks video where Nilofer Merchant suggests a small idea that just might have a big impact on your life and health.

FACT: We can complain because rose bushes have thorns, or rejoice because thorn bushes have roses.”

– Abraham Lincoln

Featured activities: Some quick wins you can try

Declutter Your Workspace. A messy desk can be distracting, so clear your desk regularly. File papers. Create your own pen holder out of recycled jam jars.

Single task. Often when we multitask we think we are being very productive when actually we end up having lots of incomplete tasks and end up becoming stressed. Try to get into the habit of focusing on one task at a time and pay attention to that task.

Try the Pomodoro technique. This involves working for 25 minutes, then give yourself a five-minute break which you could use for one of the wellbeing tasks from this toolkit.

Prioritise using Power hours. For one hour (preferably in the morning) focus on a particular task. The theory is that you start with the most important task first so that you do not have to worry about it throughout the day. Having a dedicated hour often helps you focus and avoid distractions.

The Two-Minute Rule. This is about smart decision making, if a task takes less than two minutes to complete, you should finish it immediately. If it takes longer schedule a time in the future to get it that task.

Take a break

If you have been at your computer for too long, and your eyes feel dry and tired, take a short break, get some water or a cup of tea, have a stretch or try the quick and easy breathing activity on the next page...



R

Relaxation

What's the first thing you think of when you see the word relax? A nice long bath, sitting on a beach with your favourite book or snuggled up in front of the TV with a nice cup of tea?

Often in our day jobs we can become so overloaded with emails, meetings and to do lists that we forget to make time in our day to just relax. It's important for our wellbeing for us to find those precious moments within our day to just slow down, gather our thoughts and just breathe.

Learning and resources available to you

[Mindfulness information and resources](#) a useful 3 page guide explaining what mindfulness is and the benefits.

[Stress busting tips](#), a useful 1 page guide featuring a few tried and tested stress relieving tips and techniques.

[One-Moment Meditation](#): Martin Boroson's shows you how to meditate in a moment with this hugely popular animated video

[All it takes is 10 mindful minutes](#) Ted Talks video where Andy Puddicombe describes the transformative power of doing just that: Refreshing your mind for 10 minutes a day

FACT: One hour of relaxation equates to just 4% of your day

Featured activity:

Piko-Piko Breathing Technique

Apparently the word "Piko" means "navel" or "centre" in Hawaiian and this very simple exercise can be performed at your desk, in your lunch break or even at team meetings, and here's how...

1. Get into a relaxed position.
2. As you inhale through your nose, imagine you are wearing a crown on the top of your head and focus your attention on that crown.
3. Then, as you exhale through the your mouth, shift your attention to your navel.
4. As you inhale (breathe in) and exhale (breathe out) switch your attention from the crown of your head to your navel.

Repeat this a three of four times.

The act of breathing deeply and focussing on a particular area and then switching your attention to another spot will help you to relax your mind and reenergise your body.



S

Stress

Stress is a state of mental or emotional strain or tension resulting from adverse or demanding circumstances. It can affect us at any time in any situation. It is not a sign of weakness but a physical response to certain triggers or situations.

NHS guide on How to Tackle Stress

You could:

- try these [10 simple stress busters](#)
- use these easy [time-management techniques](#)
- try [mindfulness](#) – studies have found mindfulness can help reduce stress and improve your mood
- use [calming breathing exercises](#)
- download some [relaxation and mindfulness apps](#) on to your phone
- listen to an [anxiety control audio guide](#)

Learning available to you

[Wellbeing resilience and stress](#)

E-learning of techniques to help you reduce and deal with stress, and increase your wellbeing.

Cost: Free | **Duration:** 1 hr | **Location:** CSL

[Mental Health awareness](#)

E-learning which increases your understanding of the issues faced by people living with mental ill health.

Cost: Free | **Duration:** 50 mins | **Location:** CSL

Featured Activity: Aaaand...relax

Try doing these 3 simple things where you are right now:

1. Think about your breathing. Try breathing in for 5 seconds through your nose then breathing out for 5 seconds through your mouth. Repeat this for as long as you want (but ideally at least a minute).
2. Think about your body, start by thinking about your feet, how they are placed on the floor – (adjust them if necessary to be more comfortable). Then work your way up your body thinking about your shins, thighs, stomach, chest, arms, neck and finally head. You may want to keep your eyes closed as you do this to help you concentrate.
3. Now stand up (if you aren't already) and take a quick walk around – this could be in your office or wherever you are at the moment. You'll get your blood flowing a bit and clear your head too!

Repeat these steps as often as you choose! You don't need to feel guilty about making time to do this, it's important all of us are able to perform at our best and we can't do that if we don't look after ourselves.

FACT: Research has shown that dark chocolate reduces stress hormones such as cortisol and other fight-flight hormones. Additionally, cocoa is rich in antioxidants called flavonoids.

If you're feeling like things are just getting too much for you at the moment then you can [phone The Charity for Civil Servants on 0800 056 2424](#).



T

Team building

The term "team building" has become a buzzword in recent years, and has many connotations. In terms of organisational development, team-building exercises are important not for the immediate experience of the activities performed by the team, but also for the group skills, communication and bonding that result. It can also be adventurous and enjoyable if you do it with a little pizzazz.

Featured Activity: People Bingo

Equipment: Piece of paper for each participant with a grid (can be adjusted to group size). Each box should contain one statement.

An example you can print out and use is provided in this page (although you can create your own list of statements and personalise as you wish!)

- The Bingo players move around the area trying to be the first to get their Bingo card filled up with names (you can't use anyone twice!).
- After approximately 5 minutes each participant should have tried to get as many boxes signed as possible.
- Whoever gets all the boxes signed yells Bingo and wins a prize (or glory!)

Purpose: Helps people learn interesting facts about each other and a great ice breaker.

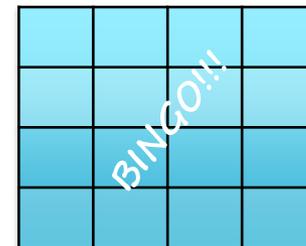
Useful links and resources

The [Team Building Directory](#) have loads of fun, free activities to get you inspired and help you to build confidence and closeness in your teams. Take a browse before downloading a PDF of your favourites.

[Build a tower, build a team](#); Tom Wujec presents some surprisingly deep research into a simple team building activity. (Video owned by Ted Talks and distributed on a non-commercial basis:

People Bingo Resources:

[People Bingo card](#)



Learning available to you

[Team working](#)

E-learning covering different types of team, different team structures and the stages of team development.

Cost: Free | **Duration:** 30 mins | **Location:** CSL

[Resolving Team Tension](#)

Workshop introducing you to the tools and techniques for maintaining harmony and encouraging healthy intellectual tension)

Cost: £249pp or group booking | **Duration:** 3 hrs | **Location:** CSL

U

Understanding

Understanding that everyone is different can be one of the first steps to working together more effectively as a team.

Different people approach things in different ways and an understanding of that can help you to tailor your own behaviour to maximise results, and vice versa.

Featured Activity: Personality test

Take the team personality test to see what types of people make up your team. Follow the links, "[Which words describe you quiz](#)" and "[What kind of animal are you](#)" to find out more.

Would you say you were more of a Lion or an Owl?



Everyone is different and this is not a labelling exercise! Instead, it helps you to see what roles people naturally lean towards. This can help you to plan work but also get the best out of your team by understanding more about how they think and feel.

If your team has an abundance of one particular type of person, you may want to think about setting out situations where people switch roles to something else they're comfortable doing - all so that you have a more well-rounded team.

Useful links and resources

[Skills you need](#) have a wealth of information and resources to help you improve your empathy or understanding of other people. This can have a big effect on your life, not just in the workplace

The Harvard Business Review have published this interesting [article](#) about recognising your own emotions in order to deal with them more effectively. It's not just about understanding others – you are the most important person you need to understand!

Learning available to you

[Emotional intelligence](#)

This topic demonstrates how you can harness your emotional intelligence to increase your capability for leadership and relationship building.

Cost: Free | **Duration:** 1 hr | **Location:** CSL

[Conducting high-quality conversations \(online\)](#)

This online topic takes you through real-life conversations and introduces you to techniques to deal with different situations.

Cost: Free | **Duration:** 75 mins | **Location:** CSL

FACT: Emotional Intelligence is the measure of an individual's abilities to recognise and manage their emotions, and the emotions of other people, both individually and in groups.

V

Volunteering

Volunteering is a great way to do something for others and research shows that it benefits people of all ages through increasing feelings of self-esteem, respect, motivation and wellbeing.

For help organising you can contact your HR Business Partner to enquire if your Department has a volunteering lead.

Useful links and resources

Get inspired by the [‘Do It’](#) database of volunteering opportunities - a really great place to start thinking about volunteering, whether just for you or for your whole team.

Take a look at the CS Local [blog page](#) focused on volunteering. And watch the space for **Night Jars**, a CS Local ESEL Academy group that raise awareness of Volunteering Opportunities for Civil Servants.

You can find Information about volunteering on [GOV.UK](#)

Community 10,000 can help you to organise volunteering and highlight all the great opportunities available to you. Contact: CONTACT.HASSRAANDCOMMUNITY10000@DWP.GSI.GOV.UK

And you can also read some Civil Service [blogs](#) about volunteering.

What, Where & Why VOLUNTEER

Alexandra from MOD shares her experience

Restless Earth is a workshop run by the British Cartographic Society (BCS). This workshop is delivered by volunteers from a variety of backgrounds, to students aged 14-16. Restless Earth supports their learning of Tectonics, focusing on the Japanese tsunami in 2011.

The students are tasked with a decision making exercise to efficiently supply aid to the country and present their results on two maps.

I have led the workshop three times in very different schools; St Paul’s Girls School, Dartford Grammar School and the Swedish School in Richmond. I have found the experience very rewarding; it has built on my presentation skills and ability to think quickly and collaborate closely with the staff in the school to ensure the day runs as smoothly as possible. Prior knowledge of the tsunami is not required for supporting volunteers, the workshop is easy to understand and become immersed in to support the students. As you develop confidence and experience you can request to lead workshops.

It’s a fantastic opportunity to support the learning of students, as well as learn something new. Engaging students can be a challenging, but valuable skill to acquire and apply to a variety of workplace contexts. To learn more about this volunteering opportunity visit their [website](#).



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W

Walking

Featured Activity

Lisa Seeley, Health & Safety Manager for the Insolvency Service shares how they are improving wellbeing in their organisation by creating a walking group.

"We all know that sitting at our desks for 8 hours a day is not good for our bodies. Humans were not built to sit around so it is good for us to have regular short breaks standing or moving our bodies to prevent our muscles stiffening and we feel the need for a good stretch." While moaning about feeling really stiff one day to a colleague I spontaneously invited her to accompany me on a walk around St James's Park one lunch time. We put our trainers on and had a good brisk walk around the park, which was glorious (even in the cold winter time). On our return with the blood pumping around our bodies we were feeling so good that we decided that we would make it a regular thing. Other colleagues started noticing us putting on our trainers and we picked up on their interest so we invited more and more people.

The walking group was set up months ago and our route often changes (so we don't become bored) but we always include St. James's Park. We find that walking is fantastic for our mental health and feel fully refreshed when we get back to the office freshly ready to take on the rest of the day.



Best songs to walk to (different lengths and tempos, classic and current songs to get you moving and make your **walks** more fun!)

- "Walking on Sunshine" Katrina and The Waves
- "Walk on by" Dionne Warwick
- "These boots are made for Walking" Nancy Sinatra
- "Walk of Life" Dire Straits
- "Walk like an Egyptian" The Bangles
- "Walk this way" Aerosmith
- "Billy Jean" Michael Jackson (1st MJ moonwalk)
- "I'm Gonna Be" The Proclaimers (I would walk 500 miles...)
- "I can see clearly now" Jimmy Cliff
- "Sweet escape" Gwen Stefani
- "Moves like Jagger" Christina Aguilera and Maroon 5
- "My best days are ahead of me" Danny Gokey
- "I'm like a bird" Nelly Furtado
- "There's nothing holding me back" Shawn Mendes
- "Happy" Pharrell Williams

What is your favourite song that includes the word walking or songs you listen to when walking? Tweet us @AZ2BW

Useful links and resources

[The Walking Challenge](#) –The challenge is all about increasing your step count, getting fitter and feeling good which is run by the Charity for the Civil Servants. Check out their website for more info.

[Walking for Health](#) – NHS getting starting guide to walking

[Get active with disability](#) – NHS guide to getting active if you have an impairment or a long-term health condition.

X

detoX from Social Media

In this day and age, it is hard to imagine a day spent without social media. Social media are computer-mediated technologies that facilitate the creation and sharing of information, ideas, career interests and other forms of expression via virtual communities and networks. The most popular platforms are Facebook, Instagram and Twitter to name a few.

Although your work may require you to remain social online during business hours, it can be very helpful to detox over the weekend or during a vacation.

Featured Activity: Ways to start your social media detox

- **Put your phone away.** Simply put your phone in another room for few hours, i.e. charge it in the kitchen.
- **Don't get on social media until noon.** If it is your day off, use your extra time to do good things for your wellbeing. Talk a walk, read a book or try a new hobby.
- **Or don't get on social media for the entire day!** Taking a break is always a good idea. Come back refreshed and renewed. If you find something fun to do take some photos to post later or Tweet Us @AZ2BW and share your Social Media Detox experience.



The average person has five social media accounts and spends around 1 hour and 40 minutes browsing these networks every day

Benefits of Detox from Social Media

Improve your overall mood. If you've been feeling highly anxious, stressed out or depressed, this is a good time to take a social media detox. It may feel weird at first, but your overall mood should begin to improve as you stay away from Social Media.

Reconnect with the real world. Sadly, people who spend a lot of time on social media sites report feeling lonely and isolated in real life. You can boost your mood by simply going out in public or make new friends or take yourself to your favourite park or restaurant if you prefer to be alone.

You will conquer FOMO. Fear of missing out (also known as FOMO) commonly affects all of us. If we stop using social media, we think we'll miss out on important news or updates from our social circles. the likelihood is that if a close friend or family member has important news, they'll contact you directly.

Useful links and resources

[Need a digital detox?](#) – TedTalks video where Digital marketing guru Tania Mulry is here with some simple and effective ways to master technology before it masters us.

[Unplug and reboot your creativity](#) – TedTalks video where Caroline Giegerich's personal talk digs deep to investigate digital overload as it affects our creative thinking.

Y

Yoga

Featured Colleague:

Gail Peck, co-author of this toolkit shared her love for yoga. Gail first tried Bikram yoga class in 2010 and since then she's hooked. She has tried over 10 different yoga classes but still don't feel like a yoga person. "I haven't earned the title", Gail said. What she knows is she enjoyed them and would like to share her 2 favourite yoga classes and why:



Hot Pod Yoga (HPY). At Hotpod, they provide hot Vinyasa Yoga classes in their very own inflatable, heated studios – an intensive and balanced physical workout, restoring calm. Why I love HPY? It's relaxing, with dimmed lighting and aromatic fragrances. Plus you'd burn at least 500 cal!



Aerial Yoga. I wanted to take my yoga practice up a notch so I tried it and it turned my world upside down, literally. Aerial yoga is traditional yoga turned upside down by using suspended hammocks. Why I love it? It is fun and it is interesting. The best part of class — Savasana. There is about being engulfed in the silk like a cocoon, completely surrounded by the fabric and muted lights.

Why not try NHS 3 minute seated yoga as shown below



Known Benefits of Yoga:

- Increased flexibility
- Builds muscle strength
- Better your bone health
- Improves blood circulation
- Perfects your posture
- Could help improve breathing
- Helps to cultivate mindfulness
- Improve eating habits
- Can decrease stress
- Relieves anxiety
- Boost immunity
- Could promote sleep quality
- Could improve quality of life

Useful links and resources

[NHS Guide to yoga](#) - All you need to know to get started with yoga, including the health benefits, yoga styles for beginners and finding a yoga class.

The main UK yoga associations are:

[British Wheel of Yoga \(BWY\)](#), the Sport England-recognised governing body for yoga

[Independent Yoga Network](#), organisation for Yoga Teachers and Teacher Training Schools

[Iyengar Yoga Association UK](#), provides a network of information about Iyengar yoga and yoga events in the United Kingdom.

[Yoga Alliance Professionals](#), a Partnership of teachers, trainers and studios

Z

ZZZZZZ (sleep)

Sleep is important for your health, wellbeing and happiness. When you sleep better, you feel better.

Sleep is as important to our health as eating, drinking and breathing. It allows our bodies to repair themselves and our brains to consolidate our memories and process information.

Featured Activity: Keep a sleep diary for a week

A sleep diary is a daily log that can be used to record your sleep-wake pattern. It can help make you more aware of the parameters affecting your sleep. With a sleep diary you can look back and notice what helps you sleep better and what doesn't, so you can make positive changes and do more of what helps, and less of. Sample of a sleep diary below:

Activities	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Bedtime							
Wake time							
Duration of sleep							
Number of times awake at night							
How do you feel when you wake up?							

You can create your own and tailor it to your needs. Other activities you can monitor are:

- Physical activities during the day
- Emotions/Stress
- Bedtime routine

While keeping a sleep diary, the importance of sleep will become more evident and you will gain a better understanding of how the things you do throughout the day affect your sleep quality. Alternatively consult your doctor.

Turn your bedroom into a sleep sanctuary

- ❖ Fill your room with pleasing non distracting visuals
- ❖ Infuse your room with a relaxing scent
- ❖ Bring the tranquil and restorative light of candles into your room
- ❖ Ensure comfort by getting beddings that feels great and lovely pillows to snuggle
- ❖ Get a plant
- ❖ Most importantly, keep your room clean!



Useful links and resources

[Livewell, Sleep](#) A range of topic about sleep and tips from the NHS website

[Why sleep matters](#) PDF document from Mental Health Foundation

[10 tips to beat insomnia](#) Simple lifestyle changes for a more restful night from the NHS website

[Stress & Anxiety](#) What are they and how The Charity for Civil Servants can help

FACT: On average a person sleeps for 8 hours in a day, that means that an average person will sleep for 229,961 hours in our lifetime or 1/3 of our life.

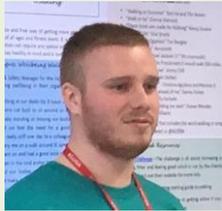
Meet the Chaffinches



Team Chaffinches consists of Civil Servants from across government departments that have met in June 2017 at CS Local ESEL Junior Leadership Academy. Through a year-long programme and an inspiration to be a catalyst for change (with a fun twist), A-Z to Better Wellbeing (AZ2BW) toolkit was born.



Rosie
(DWP)



Chris
(Border
Agency)



Gail
(HMRC)



Louella
(Insolvency
Service)



Koysar
(Home
Office)



Ian
(MOJ)



Iona
(HMRC)



Ted
(Cabinet
Office)

Special thanks goes to
Carol Kerr (HMRC), our coordinator,
Denise Fitzgerald (FSA) our mentor
Ian Barton, Susan Coles and the CS Local academy team
And finally to the many colleagues that have contributed to the making of this toolkit by providing contents and inspiration
Thank you to you all

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