

# A COMPLETE GUIDE TO WELLBEING



## WHAT IS WELLBEING?

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When we think of 'wellbeing', most people tend to think of 'health' in a compartmentalised way. They are 'healthy' because they hit the gym after work every day or eat salads for lunch, never seeing a connection or realising their health is impacted by so much more than that. Some people would roll their eyes and ask what is healthy these days anyway. It's all too complicated, too confusing, too time consuming. A lot of us are polarised on our idea of 'good health'. The gym bunnies, the chia-seed and dairy free yogurt rollers, the yogis, the hard out cross-fitters, serial marathon runners, the triathlons, the Fitbit gurus.. they're all super healthy, right?... or are they?

Would you argue that these people are mentally and physically healthy? They are all motivated by health and the values therein, and you have to give them credit for that. Finding your 'why' and caring about your wellbeing is half the battle. But are they looking at the whole picture? Wellbeing is the whole you, getting enough sleep and sunlight, nutrition, activity, fun, engaging yourself and managing your thinking so you can be the best version of yourself.

Are they able to look at their health holistically, including their mental, physical and emotional wellbeing, without compartmentalising, to get the best bang for their buck? Is your workforce?

# THE 10 Healthy Habits

## OUR GUIDE TO TOTAL WELLBEING.

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Here's our guide to total wellbeing. We focus on '10 Healthy Habits'. They are habits we encourage you to practice on a daily basis, in as many ways as you can. Be mindful of them in all that you do, regardless of the time of day or activity you are undertaking. No one habit is more important than the other. We encourage you to value them all equally, and take on the task of shaping your lifestyle around promoting each of them.



# Reduce FAKE FOOD



**IN SIMPLE TERMS, FAKE FOODS ARE THOSE WHICH ARE HEAVILY PROCESSED AND OFTEN CONTAIN LARGE AMOUNTS OF SUGAR.**

They often contain a long list of ingredients which are not overly nourishing by themselves. If your food comes in a packet, can or a box and you need a chemistry degree to read the label, it is probably 'fake'. Simple as that. Eat as little of it as you can.

## TOP TIPS

- Avoid as much **"CRAP"** food as you can:
  - C** = carbonated drinks (sparkling/carbonated water being the exception)
  - R** = refined sugars and carbohydrates (steer clear of the white and beige)
  - A** = artificial sweeteners, flavours and colours
  - P** = processed food (with cereals being one of the worst offenders here!)
- Make an effort to cut down on sugary and sweetened beverages (including sweetened teas, coffees and artificially sweetened drinks)
- Try to reduce or avoid ultra-processed breakfast cereals, breads, cakes, crisps, crackers, confectionery, biscuits, ready meals and snacks
- Go easy on drinking your food (e.g. smoothies and juices – be mindful of the amount of fruit sugars – ask yourself, could I EAT 6 apples in one go?!)

## TIPS FOR THE WORKPLACE:

- Replace vending machines
- Reduce fake food and drinks from the workplace. Offer healthier options such as nuts, sparkling water and fruit
- Our example Health Challenges: **'Sugar Crash'** and **'Sweet Secrets'**

# EAT Real FOOD



**EATING FOOD WHICH IS AS CLOSE TO ITS NATURAL STATE AS POSSIBLE IS THE BEST WAY TO ENSURE YOUR BODY IS RECEIVING NOURISHMENT AS NATURE INTENDED IT.**

Eating real food, from animals and plants, takes away a lot of the confusion. It also avoids falling into the trap of thinking you need to count calories or manage your carbohydrate, protein or fat ratios! Who has time for that? Food is delicious - nutrition calculations are not!

## TOP TIPS

- Eat more real **“FOOD”** (vegetables, fruits, meats, fish, eggs, nuts, and seeds), leaving little room for the **‘fake stuff’**.
  - F** = free-range, unprocessed meat, chicken, fish, eggs, nuts, seeds and legumes
  - O** = organic or local, seasonal vegetables where possible (the seasonal aspect is more important than the organic overall)
  - O** = organic or local and seasonal fruits (again seasonal most important aspect)
  - D** = drink more water
- When choosing your vegetables and fruit, select a wide variety of colours as colour is indicative of the nutrients they may contain, and each colour has its own benefit to your health
- Shop around the outside of the supermarket as this is where most ‘real food’ will be hanging out

## TIPS FOR THE WORKPLACE:

- Provide easy access to real food
- Put together a list of local eateries that serve ‘real food’ options
- Our example Health Challenges: **‘It Starts with Food’** and **‘Sugar Crash’**.
- Our platform offers health specials and discounts also.

# Move SLOWLY LOTS



ONE OF THE THINGS WHICH MAKE US UNIQUELY HUMAN IS OUR ABILITY TO WALK ON TWO LIMBS, TALL AND UPRIGHT, AND FOR LONG PERIODS OF TIME. MODERN LIVING OFTEN SEES US IDLE AND HUNCHED OVER A DESK.

For optimal health, we need to find our feet again and move. The average office bound worker walks 3,000 steps per day – well short of the recommended 10,000 steps per day.

## TOP TIPS

- At the very least try to stand up for a couple of minutes every 20-30 minutes that you are seated. Better still, move away from the desk to collect a few steps.
- Look for opportunities to stand and walk more frequently throughout the day: whilst on the phone stand up and move about; walk to talk to a colleague rather than emailing them; take the stairs rather than the lift wherever you can.
- If you are regularly involved in meetings, explore conducting some of these whilst walking. We like to call these 'sneaker meetings'.
- Find a meeting room or space where you can all stand. Meetings tend to be far quicker, more productive and more creative when everyone is standing.

## TIPS FOR THE WORKPLACE:

- Encourage sneaker meetings
- Create an environment that encourages incidental activity during the day e.g. the use of standing desks, email free days, less printers
- Our example Health Challenge: **'Shift'**



# MOVE Quickly ONCE IN A WHILE



**MOVING FAST NOW AND THEN CAN GIVE YOU ALL OF THE HEALTH BENEFITS OF A LONGER SLOW JOG BUT IN A SHORTER TIMEFRAME - BONUS!**

This can be achieved by moving as fast as you can (any way that you like) for only a few seconds at a time. Complete this just a couple of times a week to see a heap of health benefits.

## TOP TIPS

- Cycle, swim or run (or essentially perform any movement you like) as fast as you can for 3 x 15-20 seconds, preferably twice per week. This offers a great return on investment on your overall health and wellbeing
- Pick an exercise and do it all out for 20 seconds, rest for 10 seconds before going all out again for another 20 seconds. Do this for 4 minutes. You can use almost any movement you can think of for this and mix it up – press-ups, lunges, broad jumps, sprints. If you are going hard enough for the 20 seconds on, you will be surprised how good a workout you can achieve in just 4 short minutes!
- As a warm up, rather than performing static stretches (where you stretch and hold for a period of time) conduct dynamic stretches that involve similar movements to those that you will be exercising, and actively move your body through a good full range of motion.

## TIPS FOR THE WORKPLACE:

- Encourage business sports teams e.g. footie/touch/netball
- Encourage lunch time activities e.g. foursquare/Frisbee
- Our example Health Challenges: **‘Stone-Age Fitness’** and **‘Functional Fitness’**

# GET Strong



ALONGSIDE MOVING OUR BODY BOTH FAST AND SLOW, FOR OPTIMAL HEALTH WE NEED TO ENSURE OUR MUSCLES REMAIN STRONG. IT IS THE ULTIMATE EXAMPLE OF 'USE IT OR LOSE IT'.

The ongoing health benefits of increasing our muscle mass is astronomical. This doesn't necessarily mean you have to sign up to your nearest Crossfit or F45 class either. Look for daily opportunities to get and stay strong.

## TOP TIPS

- Take the stairs (maybe even two at a time if you can safely), carry your groceries in a basket around the supermarket instead of using a trolley, piggy-back your kids upstairs at bedtime, cycle with a backpack to and from work or at weekends. Find ways to put strain on your muscles throughout your day.
- Many forms of training have a 'get strong' component - Pilates, yoga, martial arts, and the more obvious weight training etc. But if you are not doing these, simple body weight exercises like push-ups, pull-ups, squats and lunges are perfect. Pick four body weight movements and do as many as you can of each for one minute. Do so twice a week and feel your strength increase.
- If you are into endurance sports like running, swimming and cycling, make sure you incorporate some strength/resistance training into your week – you will be amazed at how this can boost your overall training performance.

## TIPS FOR THE WORKPLACE:

- Encourage employees to take the stairs
- Encourage employees to lift things (safely of course!)
- Incorporate yoga/pilates sessions at your workplace
- Our example Health Challenges: **'Go-Primal'** and **'Functional Fitness'**



# GET ADEQUATE Sleep



GOOD QUALITY SLEEP IS ESSENTIAL IN PROMOTING OVERALL HEALTH, INCLUDING OUR MENTAL WELLBEING GIVEN WE FIND OUR LIVES FAR MORE TESTING WHEN WE ARE TIRED.

Our modern day environment tends to be full of sleep disruptors – sugary foods, caffeine and light from laptops/computer screens.

## TOP TIPS

- Get some bright sunlight in your eyes early in the morning and frequently throughout the day (no sunnies on!). Even on a cloudy day this counts. This is all about synchronising your 'wake up' and 'time to sleep' hormones with the daylight.
- Eliminate caffeine intake from early afternoon onwards (i.e. aim to avoid caffeine consumption in any form after 2pm).
- Try to time your wake up times in 90 minute blocks from when you go to bed, e.g. 7.5hrs or 9hrs after you plan to fall asleep. We sleep in 90 minute sleep cycles so this strategy will give you the best chance of waking up at the end of a cycle when we are more likely to feel refreshed.
- In the evenings we need to avoid blue light emitted from nearly all electronic devices with screens - smart phones, tablets, laptops and PCs, and even the TV. Overexposure to blue light at night impairs our body's ability to produce melatonin (our sleep hormone) so we should try switching off these devices at least 60-90 minutes prior to bed.
- If you are needing to use an electronic device late into the evening, minimise the negative effects by downloading software that will filter out the 'blue light' (such as f.lux for laptops or PCs, or 'Twilight' for android devices). Reduce/eliminate your 'Fake Food' consumption, especially sugar, as these are often potent sleep disruptors.
- Get into a good sleep routine by trying to keep your bedtime and wake up time consistent. That even includes on the weekends.
- Avoid too much alcohol. Alcohol may help us initially get to sleep, but it is proven to be a sleep disruptor which affects our quality of sleep throughout the night.
- Allow yourself at least 60 minutes to relax and 'wind down' before bed. Engage in a relaxing activity like playing music, reading a book, taking a bath, practicing mindfulness or gratitude or simply talking to your partner. Anything that doesn't involve using a screen!

## TIPS FOR THE WORKPLACE:

- Encourage employees to get outside into the sunlight.
- Encourage employees to download f.lux on laptops, the 'Browser' app on IOS and the 'Twilight' app on Android devices.
- Our example Health Challenge: **'Sleep Smarter'**

# GET ADEQUATE Sunlight



GIVEN HOW IMPORTANT THIS IS FOR OUR BODIES AND FOR OUR SLEEPING HABITS, GET YOURSELF OUT INTO THE LIGHT AT REGULAR INTERVALS.

Aim for 10 – 30 minutes per day depending on skin type, without sunblock – but be careful not to burn!

## TOP TIPS

- Aim to get into the sunlight/daylight regularly throughout the day. This is especially important if you work in an office with minimal natural light.
- Aim for a good 10 – 30 minutes per day of bright light exposure (length of time depending on skin type) with no sunblock. We are not encouraging you to sunbathe (or burn) here - but go out long enough to get the full benefits of the sun without the drawbacks. This strategy is not only important for vitamin D production, but a number of other positive effects the body experiences from sensible sun exposure, such as improved mental health and vision quality.

## TIPS FOR THE WORKPLACE:

- Encourage employees to get outside in the sunlight during breaks
- Arrange a group walk once a week
- Encourage sneaker meetings
- Our example Health Challenge: **‘Explore’** and **‘Shift’**



HOW DO YOU COMBINE MOVING FAST, MOVING SLOW, BEING OUTDOORS IN THE FRESH AIR AND SUNLIGHT IN A WAY THAT CAN MAKE YOU SMILE, LAUGH AND HAVE FUN? YOU PLAY!

Grab a frisbee and a mate (human or canine), and you unplug from the world in a moment of fun and spontaneity. Adding bouts of play during the week is great for your overall wellbeing and mental health.

### TOP TIPS

- Find games that you can play with your colleagues that are quick to set up and get going and you can do for even just 5 or 10 minutes during the day, e.g. four-square, mind teasers, make shift table tennis or just passing or kicking a ball around.
- Whilst not overly physical, having a laugh whilst doing the daily newspaper quiz, or simply a game of 'who can bring the most obscure vegetable into the office every Monday morning'. It's just important to find a way to have a laugh with your workmates, which counts as play too.

### TIPS FOR THE WORKPLACE:

- Encourage active breaks
- Encourage socialisation and spontaneous breakout sessions
- Our example Health Challenge: **'Play'**

# MANAGE YOUR Thinking



MUCH OF OUR THINKING OCCURS AT A SUBCONSCIOUS LEVEL. THIS MECHANISM ALLOWS US TO PROCESS LARGE AMOUNTS OF INFORMATION AS WE DON'T NEED TO PAY A LOT OF ATTENTION TO IT.

Unfortunately, however, this mechanism also means a simple trigger can set off a string of negative habitual thinking patterns – without us even realising it! Even the smartest people can become very irrational when we are not applying the conscious logical filter on our thinking. Think more about what you've been thinking about - especially when feeling stress or frustration.

## TOP TIPS

- Practice mindfulness. Focus on your breathing for a few minutes, how it feels when you breathe in and out. Channel everything else out and just focus on your breathing. There are a number of apps you can download to guide you through this and give you more ideas on promoting mindfulness
- Be present. This could be as simple as taking note of your surroundings when you go for a walk and being aware of what you see around you.
- Embrace the art of gratitude. That is to simply recognise and focus your thoughts on the positive things in your life.

## TIPS FOR THE WORKPLACE:

- Ask for specific evidence that contradicts negative habits of thought
- Encourage 'engagement' and 'disengagement' cycles
- Our example Health Challenge: '**Gratitude Challenge**', '**Resilience Challenge**' and '**Mind Body and Soul Mental Health Challenge**'



IT IS SO IMPORTANT TO BE ABLE TO IDENTIFY WHAT DRIVES YOUR BEHAVIOUR. WHAT MOTIVATES YOU? IS IT BEING CREATIVE? WORKING WITHIN A TEAM? LEARNING? TAKING ON NEW CHALLENGES?

We do this by working out what makes us feel good and what makes us feel bad. Perhaps we don't mind walking, but it's not our favourite thing to do. However, we much prefer to do a walk with a colleague or friend. The walking hasn't changed, but the value fulfilment we take from it has. In this case the social aspect of going for the walk is going to help us to achieve our goal of fitness more than a Fitbit leaderboard would perhaps. We are probably more motivated by the value of 'belonging' or 'communication' rather than 'recognition' or 'achievement'.

Whatever your values are it is important to take ownership of this and proactively design your week to ensure that you get fulfilment doing the things that fulfil your values. Don't leave it to chance! Our custom built challenges help to take people on a journey of self-discovery to better understand themselves, their key stress indicators and how to cope better with change.

## TOP TIPS

- Make sure you understand your personal values, that is, the things in life that are most important to you. Then make sure you have enough going on in your daily lives to fulfil these values.
- When you start to feel busy and stressed, don't let the things you enjoy the most slip away. These should be your non-negotiables and often need to be prioritised even more when stress levels are increasing.
- Get involved in project work to help promote and fulfil values that may otherwise be difficult to fulfil within your standard role.

## TIPS FOR THE WORKPLACE:

- Encourage employees to understand what aspects of their job they enjoy the most
- Support engagement and value fulfilment outside of work
- Our example Health Challenge: **'Building Personal Resilience'** and **'Engage Yourself'**

THE '10 HEALTHY HABITS' ARE THE PILLARS TO TOTAL WELLBEING. THESE ARE THE INPUTS WE SHOULD FOCUS ON TO CREATE WELL ROUNDED, HOLISTIC WELLBEING AND GOOD MENTAL HEALTH. THERE ARE PLENTY OF WAYS TO TICK OFF MANY AT THE SAME TIME TOO.

TAKE THIS AS AN EXAMPLE:

We might catch up with a friend and colleague to walk around **#walkslowlylots** our local food market **#eatrealfood**, **#reducefakefood** in the sunshine **#getadequatesunlight**. We might buy some fruit and challenge each other to an impromptu juggling competition **#play** and laugh when we establish that neither of us can actually juggle! Perhaps we'll have a chat about the benefits of working in a small, close knit team, think values of belonging and achievement **#engageyourself**. We might walk away from a really great afternoon feeling genuine gratitude for the sunshine around us and the inspiring friends in our lives. This might help us in times of stress, or rainy days to **#manageourthinking**. That's 7 out of 10 healthy habits in just a short Saturday afternoon. Through our positive interaction and **#adequatesunlight** we will probably sleep better and wake up ready to face another day healthy, happy and energised **#getadequatesleep**.

## FURTHER EXAMPLES OF PROMOTING MULTIPLE HEALTHY HABITS:

### Sprints in the sunshine with the kids / dog / friends



Play



Move Quickly  
Once in a  
While



Get  
Adequate  
Sunlight



Get  
Strong



Move  
Slowly  
Lots

### Visiting the food markets and carrying around the fresh produce that you buy



Eat  
Real Food



Reduce  
Fake  
Food



Get  
Adequate  
Sunlight



Get  
Strong



Move  
Slowly  
Lots

### Taking a walk with a colleague over lunch



Engage  
Yourself



Manage  
Your  
Thinking



Get  
Adequate  
Sunlight



Move  
Slowly  
Lots

### Organise a 'real food' dinner party with friends / date night with your partner



Eat  
Real Food



Reduce  
Fake  
Food



Engage  
Yourself



Manage  
Your  
Thinking