

WELL DEPARTMENT

GUIDELINES

Thank you for striving to be a WELL Department! Below are the different requirements for each dimension of wellness. Feel free to write your staff names next to the item they will be responsible for completing or use this as a guide. Don't forget to SUBMIT your electronic copy of the Well Department Criteria form when you're done! Good luck & Be well!

PHYSICAL

- 50% participation in being active at least 3 times a week
- 50% participation in drinking at least 32 oz. of water daily
- 50% participation in getting an average of 7 hours of sleep each night

EMOTIONAL

- 50% participation in drafting a life's mission statement
- 50% participation in connecting with a family member or a close friend each week
- 50% participation in taking a 5-minute break outdoors 2 times a week

INTELLECTUAL

- 50% participation in learning a new skill (language, cooking, technology, professional development)
- 50% participation in reading or listening to a book or podcast per semester
- 50% participation in participating in a multicultural activity or program in person or virtually

SOCIAL

- Participation in staff celebrations twice a semester (birthdays, holidays, etc.)
- Implement two team building activities a semester (office trivia, book clubs, etc.)
- 50% of the staff write a thank you note or submit a Baylor Plus Salute to recognize an awesome co-worker

FINANCIAL

- 25% of staff makes an appointment with CAPTRUST
- 50% of office bringing lunch to work at least 2 times per week for at least 6 weeks
- 75% of staff explores the Financial Wellness tab on the Wellbeing Human Resources website

SPIRITUAL

- 50% participation in a daily mindfulness practice (i.e. prayer, meditation, outdoor break)
- 50% participation in viewing a Baylor Chapel service online at least once a semester
- 50% participation in attending an online or in-person guided stretching and meditation class (i.e. Chair stretching, Yoga) at least once per semester

ENVIRONMENTAL

- 50% participation in using reusable containers (i.e. Tupperware, coffee mugs)
- 50% participation in turning off lights when leaving the office
- Recycle station within the department

