

LIVING WELL AT THE



HELLO YOU!

Thanks for being part of the Innovation Festival. It's really important to look after yourself and your team's mental and physical wellbeing during your time with us to ensure you are **Living Well at the Innovation Festival**.

We believe there are seven simple steps you can take to improve your mental health and wellbeing.

- Connect with people
- Be physically active
- Learn new skills
- Give to others, if you can
- Sleep well
- Eat well
- Be present, lose the distractions

Within this guide, we have lots of tips and tricks to help you and have even put them in to the following handy sections:



We hope you have a great Festival experience, take something from this guide and do wonderful things for our people and planet.

Enjoy!

The guide has been created by the Wellbeing Team here at NWG, not health experts or professionals. Always consult your own GP if you're in any way concerned about your health. You should always promptly consult a doctor all matters relating to physical or mental health, particularly concerning any symptoms that may require diagnosis or medical attention. The tips are only to be used of a general nature and should not be used as a substitute for consultations or guidance from medical professionals.

MIND

Nurturing and caring for our minds is essential to our day to day life and vital if we want to bring our best self to the Festival. Here are a few simple exercises to choose from to relax and regain your focus.

Take a Time Out

Take a moment out. If you are onsite with us at the Racecourse, be sure to visit our Chill Room. Otherwise take yourself to a quiet spot at home or at work. Clear your mind. Be still. Be quiet. Relax. Focus on your breathing. This can help reset and refocus.

Get creative

Doing something creative can have a very calming effect. Try doodling, colouring in, preparing a healthy lunch or snack, doing a crossword or puzzle. Something that takes your mind away from your current situation. If you are onsite with us, visit our Festival Rocks area or Lego Pit for a bit of mindful creativeness.

Tune in

Put on your favourite playlist and let the music take over. Or better yet, add your favourite song to our Innovation Festival playlist on Spotify! You can hear your favourite musical numbers as well as enjoy a track or two from your fellow festival citizens.

MINDFULNESS EXERCISES



Yawn and stretch

Yawn and stretch for 10 seconds every hour.

Do a fake yawn if you have to. That will trigger real ones. Say “ahh” as you exhale. Notice how a yawn interrupts your thoughts and feelings. This brings you into the present.

Then stretch really, really slowly for at least 10 seconds. Notice any tightness and say “ease” or just say hello to that place (being mindful – noticing without judgment).

Take another 20 seconds to notice and then get back to what you were doing.

Kindness meditation

For one minute, repeat ‘May I be happy, may I be well, may I be filled with kindness and peace.’ You can substitute “you” for “I” and think of someone you know and like, or just send love to everyone!

MIND

BREATHING TECHNIQUES

There are lots of useful breathing exercises for many different needs. Below are just a couple of techniques to relieve stress and calm anxiety. They only take a few minutes and can be done anywhere.

When you are feeling stressed

Try the Belly Breath

1. Sit or lie flat in a comfortable position.
2. Put one hand on your belly just below your ribs and the other hand on your chest.
3. Take a deep breath in through your nose, and let your belly push your hand out.
4. Breathe out through pursed lips, as if you were whistling.
5. Repeat 3 to 10 times.

Before any exercises talk to your doctor before starting the practice if you have a medical condition such as asthma, COPD, or any other lung or heart concern.

If you feel any adverse effects, such as shortness of breath, while doing the breathing technique, you should stop the practice immediately. This includes feeling lightheaded, dizzy, or nauseous.

If you find that the breathing is bringing up feelings of agitation or that it triggers any mental or physical symptoms, you should stop the practice.

When you need an energy boost

Try the Alternate Nostril Breath

1. Sit in a comfortable position with your legs crossed.
2. Place your left hand on your left knee.
3. Lift your right hand up toward your nose.
4. Exhale completely and then use your right thumb to close your right nostril.
5. Inhale through your left nostril and then close the left nostril with your fingers.
6. Open the right nostril and exhale through this side.
7. Inhale through the right nostril and then close this nostril.
8. Open the left nostril and exhale through the left side.
9. This is one cycle. Continue for up to 5 minutes. Always complete the practice by finishing with an exhale on the left side.

When you need to unwind / sleep

Try the Equal Breath

1. Sit down in a comfortable position eyes open or closed.
2. Start by inhaling through your nose and count to four.
3. Exhale through your nose for a count of four.
4. Over time increase the counts to six or eight.

MIND

SLEEP

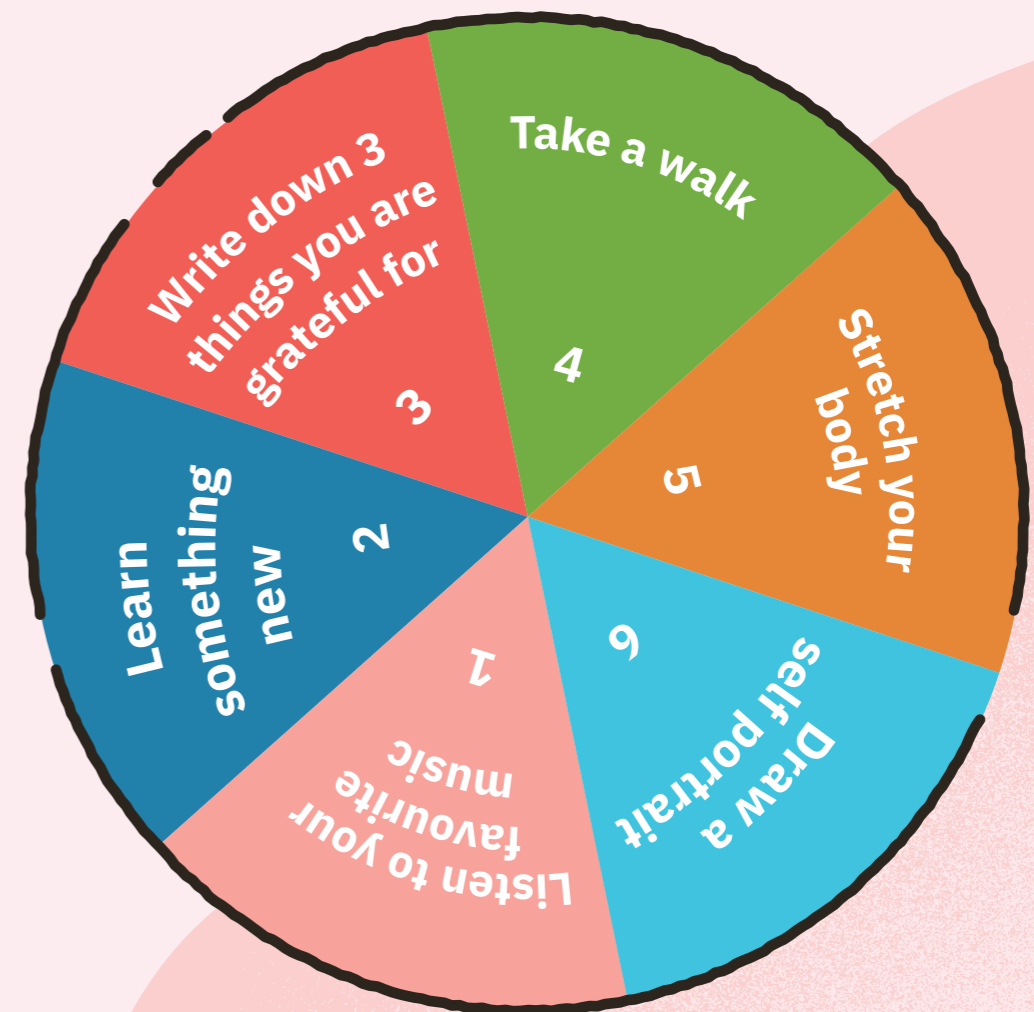
We spend about a third of our lives asleep. It is as important to our bodies as eating, drinking and breathing.

Having a good night's sleep is vital for maintaining good mental and physical health, not to mention the processing of our thoughts and memories from the day ...to free up space for new more brilliant ones tomorrow.

We repair our bodies when we sleep. We reduce our stress levels, become more alert and make better good choices when well rested.

WHEEL OF SELF CARE

Get a friend, family member, neighbour, pet or colleague to pick a number at random. You can use this in your sprint to encourage self care activities for your team.



BODY

Been stationary too long? Working too hard, stuck at your desk? Then trust us when we say that your body will thank you for getting up, getting moving and getting that blood flowing.

Here are eight easy stretches to help improve posture and get the blood circulating.

Neck rotation

1. Sit upright with your shoulders down. Look straight ahead.
2. Slowly turn your head towards your left shoulder as far as is comfortable. Hold for 5 seconds and return to the starting position.
3. Repeat on the right.
4. Do 3 rotations on each side.



Shoulder Extension

1. Clasp your hands behind your head.
2. Keeping your arms straight slowly push your palms up to the ceiling, feeling the stretch at your shoulders and through your biceps.
3. Hold for a count of 5.
4. Relax and Repeat.



Neck stretch

1. Sitting upright, look straight ahead and hold your left shoulder down with your right hand.
2. Slowly tilt your head to the right while holding your shoulder down.
3. Repeat on the opposite side.
4. Hold each stretch for 5 seconds and repeat 3 times on each side.



Reverse shoulder stretch

1. Clasp your hands behind your back.
2. Keeping your arms straight slowly lift your hands so feel stretch at the front of your shoulders and through your biceps.
3. Hold for a count of 5.
4. Relax and Repeat.



BODY

Forearm stretch

1. Stand with your arm at shoulder height, palm against the wall.
2. Press against the wall then turn your body away so that you feel a gentle stretch through the chest, shoulder, upper arm and forearm.
3. Hold for a count of 10, then relax and repeat x3.
4. Repeat with the other arm.



Hamstring stretch

1. With your hands on your hips, drop your chin, look down and curl the spine down and over so you end up with your body in a gentle fold and stretch your waist.
2. Keeping knees soft will help to extend the curve of the stretch through the back and backs of legs.
3. Hold for a count of 5 and then slowly uncurl until you are upright again.



Ankle stretch

1. Sit upright, hold on to the side of the chair and straighten your left leg with your foot off the floor.
2. With your leg straight and raised, point your toes away from you.
3. Point your toes back towards you.
4. Try 2 sets of 5 stretches with each foot.



Buttock clench

1. Make sure you are sitting with good alignment, shoulders relaxed and down, neck long, chin tucked in, legs hip width apart, knees soft, feet grounded.
2. Tense and hold your buttock muscles for a count of 10
3. Relax those muscles and repeat 10 times.

TOP TIP!

Take 1 minute from every hour and move in some way. Put the kettle, refill your water, empty the bin, run on the spot, jiggle and shake, do star jumps. Whatever the activity, make sure you move in some small way.

BODY

WORKSPACE SET UP

Happy workspace, happy productive self!

Make sure your workspace and desk set up is as comfortable and kind on your body as possible. Here are our top tips!

Clear the clutter

Only keep items you'll need to hand so as not to overstretch. It will help to have a clear canvas for the day's activities ahead.

Good ergonomics.

Make sure you have a well-designed set up which supports your whole body from your feet to your hips, head, neck and back. A good desk with plenty of room and a good supporting chair is essential. Standing desks are good but not designed to be used all day. If your chair doesn't support you, use a cushion or a pillow to look after your lower back.

Kit and caboodle.

A separate keyboard, mouse and extended monitor can really help with posture and avoid unnecessary straining. Any extended monitors should be set up within your natural eyeline and laptops placed on a stand (or book pile!), matching your monitor height. If the tips of your fingers can touch your monitor screen, that's about the right distance. Headphones and microphones can also help block out noise, or assist you to hear more clearly.



Light it up.

Daylight and fresh air helps revive us and boosts our mental health. If it's not possible to have your desk close to a window, make sure you have good lighting in your working space. This will help reduce fatigue & eye strain and will generally improve your mood.

Avoid eye strain.

For every 20 minutes that you spend at your screen, stare at an object 20 feet away from you for 20 seconds.

Keep it clean.

It's a great excuse to take a break by getting up and returning any used mugs, glasses & crockery to the kitchen or putting any rubbish in the bin. It's also good for the mind to have a clear and tidy workspace.

Take a break.

Take regular breaks. Get up and move about whenever possible. Get some fresh air too. Refill your water bottle. Put the kettle on. Or try some of our sitting exercises to keep the body moving and the blood flowing.

Stay hydrated.

Drink plenty of water to keep yourself hydrated, healthy and focused!

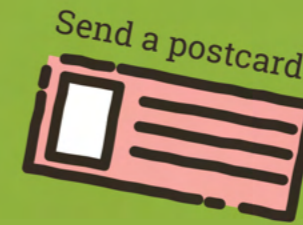
SOCIAL



Be kinder to the planet – be conscious of your water and energy consumption.



Acknowledge good customer service.



Send a postcard.



Pay someone a compliment!

In a world where you can be anything... be kind.

Being kind to yourself and sharing this kindness with others is fundamental to our own self care and wellbeing but it also has a powerful ripple effect, casting a kindness current that spreads far and wide beyond your one good deed.

Here are some ideas where you can be social, spreading love and kindness... and don't forget to share them with us using [#innovationfestival23](#)



Write a handwritten letter



Do a tea round!



Donate to a charity, if possible.

Take time to make a



homecooked meal



Be kind to yourself - take time for you!

Acknowledge those around you and be thankful.
Wish somebody a nice day.
Offer support to someone.
Buddy up with a new member of the team.
Take time to listen.

Text a friend to see how they are doing.
Post a picture to make someone smile.



Have a clear out and donate your unwanted items.

Pick up one piece of litter each day

Bring in your neighbours bin when it has been emptied.
Walk a dog for a friend or neighbour.
Offer to run an errand for someone

Share your skills and knowledge with someone who would like to improve.



Share your favourite recipe.

Smile at your co-workers when meeting on online platforms.
Share your contacts posts.
Leave a positive recommendation for someone on LinkedIn.
Write a blog post about someone who inspires you.



Leave a meaningful comment or review.



Recommend a book which you enjoy or have found useful.

Post funny stories and jokes that make people happy.
Share a comedy sketch.



Take the time to call your loved ones.

LIVING WELL AT THE INNOVATION FESTIVAL

If you require any further wellbeing information, have any concerns or would like to share any feedback or future ideas, please contact the wellbeing team by emailing:

wellbeing@nwl.co.uk

