

Organization and country: Bulgaria Training, Bulgaria

Name of the activity: Activity O'Clock

Overview (What I am going to learn?): Easy set of exercises to improve blood circulation and concentration and to boost energy levels throughout the work day

Objective (What am I going to learn it for?): To stay healthier, feel more energised and more productive during work. It can be challenging to sit less and move more at work

Materials: Some light gym equipment would be nice, but it can also be performed without any additional resources. Music can add interest!

Time: 16 minutes spread throughout the working day, 2-minute exercise each hour

Target group: All employees

Instructions for facilitators

It's important for the facilitator to make good selection of a few short and simple physical exercises and to demonstrate to employees how to properly execute them. There should be a certain signal / alarm played at every round hour to notify the time for exercise.

The facilitator's role is also to observe employees while doing the exercise to make sure they are performed properly, which would minimize the chance of any injuries.

Tasks and procedure:

1. Make selection of a few short and simple physical exercise that can be done next to the desk (examples below).
2. Define a list of order for each exercise and No of repetitions (i.e. start with 10 and increase gradually).
3. Give instructions and demonstrate to all employees how to properly execute each exercise.
4. Play the alarm on every round hour to notify all it's time for an energizer.
5. Perform the activity in the proper order.

Examples for energisers (physical exercises):

1. Stretch Breaks

Stretch your shoulders, neck, hips, back, and wrists throughout the working day



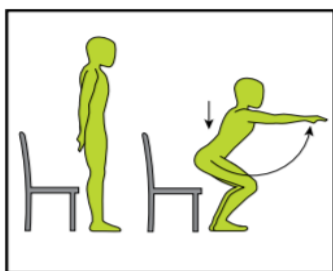
Neck Stretch

Chair Twist

Side Stretch

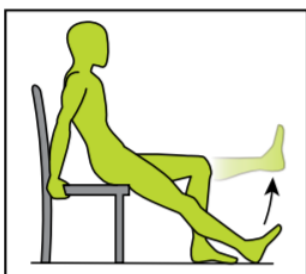
2. Squats

CHAIR SIT AND STAND Stand in front of the chair with your legs shoulder-width apart. Squat down like you are sitting on the chair but without actually touching it. Maintain a proper position: back straight, knees above the feet, weight on the heels. Straighten your legs to go back to the starting position. Repeat the movement 10–15 times.



3. Seated Leg Extensions

Sit on the edge of your chair with your arms by your sides. Extend your right leg out straight and flex your foot so that just the right heel is on the floor (keeping your foot flexed engages the muscles in the shin and ankle). Lift your leg up as high as you can without rounding your back. Hold for two counts, then lower. Repeat with the other leg. Perform 10 reps on each leg



Conclusion and evaluation:

This is a quick, simple and easy way to improve blood circulation and energy levels of employees, to make sure their concentration as well as their productivity is at optimum at work. You can perform a short survey after first few days to gather feedback and insights on whether the selection of exercises and the No or repetitions is well accepted by all or needs any adjustments.