



Espresa
Powering Great Workplaces®



Annual Wellbeing Playbook

The Wellbeing Guide Challenge offers an inclusive, accessible path to wellbeing for every employee. Monthly challenges span sleep, nutrition, movement, mindset, volunteering, and everyday kindness—with seated or low-impact alternatives and plain-language prompts. HR admins get simple rollout steps, prebuilt communications, and transparent reporting through Espresa—making it easy to support wellbeing and belonging all year.

Program Pillars



Sleep Better –

Build simple routines for deeper rest and recovery



Eat to Feel Good –

Practical, budget-friendly nutrition that fuels your day



Move Your Way –

Walk, stretch, or train—every kind of movement counts



Mindset & Mental Health –

Micro-practices for calm, focus, and resilience



Accessibility & Belonging –

Options for different bodies, needs, and schedules



Community, Volunteering & Kindness –

Give back, connect, and uplift others

What's Inside (Annual Overview)

- 12 monthly challenges aligned to the program pillars
- Daily/weekly prompts with beginner, time-lite, and seated options
- Community groups for accountability and ideas
- Recognition and optional rewards (per company program)
- Monthly challenge playbooks – each month includes:
 - Goals (leaders)
 - Admin setup
 - How it works (employees)
 - Communication snippets
 - Accessibility and inclusion
 - Metrics
 - Sample prompts

How the Year Works

1. **Join** the month's challenge in Espresa
2. **Choose** your path (intensity, accessibility, or time-lite)
3. **Log** progress – sync a device or check in manually
4. **Show up** for others – volunteer, share kindness, and support your group
5. **Celebrate** wins – weekly shout-outs and end-of-month recaps

Accessibility & Inclusion

- Step goals include walking, rolling, and converted movement
- Alternatives for low-impact, seated, and low-sensory preferences
- Plain-language prompts and screen-reader-friendly copy

Need adjustments? Email your company's support team and we'll tailor an option.

Quick Start

- Log in to Espresa open this month's challenge
- Turn on reminders
- Join a community group
- Share one small win this week

Friendly reminder: Participation is voluntary. Listen to your body and consult a healthcare professional for personal medical advice.

Year at a Glance

	Challenge	Primary Pillars
01	Health Habits Challenge	Habits, Sleep, Nutrition, Movement
02	Practice Kindness!	Community, Kindness, Mental Health
03	Movement Challenge	Movement, Accessibility, Physical Wellbeing
04	Welcome to Earth Month!	Community, Sustainability, Volunteering
05	Mental Health & Wellbeing	Mindset & Mental Health
06	Be an Ally: 30 Days of Pride	Accessibility & Belonging, Community
07	Game On! Time to Play	Joy, Movement, Curiosity
08	It's All About You	Self-care, Recovery, Mindset
09	Learning September	Growth, Mindset, Community
10	Small Steps to Financial Health	Financial Wellbeing, Habits
11	Happy Plus	Recognition, Movement, Culture
12	Get Social	Community, Social Connection

Optional year-long add-on:

Training Compliance Challenge (240 days) – runs in the background for compliance education.

01 – Healthy Habits Challenge

Duration: 21 Days

Pillars: Habits, Sleep, Nutrition, Movement



Goal (Leaders):

- Build momentum with one small daily habit
- Establish a low-lift baseline for the year



How it works (Employees):

- Pick 1-2 habits (e.g., 10-minute stretch, 120 ounces of water, screen-free wind-down, budget check)
- Log daily in Espresa
- Earn new rewards & badges



Accessibility & inclusion:

- Seated stretches and alternatives
- Low sensory prompts
- Budget-friendly nutrition swaps

Sample Image



Sample Badges



Admin setup:

- Create challenge
- Enable level badges
- Load 21 prompts
- Monitor metrics

Metrics:

- Join rate
- 7-day retention
- Average level length
- Completion rate

Sample prompts:

- Anchor a habit to an existing routine (e.g., stretch after brushing teeth)
- Two-minute tidy or meal prep step
- Sleep queue: Dim lights and screens off 30 minutes earlier

Communications:

- Launch: "Start small, win big! One habit, 21 days."
- Midpoint: "What's your next 2-minute healthy habit?"
- Final 3 Days: "Lock your level, 3 check-ins to go!"

02 – Practice Kindness

Duration: 14 Days

Pillars: Community & Kindness, Mental Health

Sample Image



Goal (Leaders):

- Boost connection and morale with micro-acts of kindness



How it works (Employees):

- Practice one act of kindness a day
- Examples: Gratitude, mentor 10 minutes, donate an item, amplify a teammate's work with recognition



Accessibility & inclusion:

- Digital-first options (DMs, Kudos, recognition platform)
- Allow anonymous posts

Sample Badges



Admin setup:

- Recognition or kudos channel
- Template recognition cards
- Weekly employee spotlights

Metrics:

- Acts logged
- Kudos posted
- Cross-team interactions

Sample prompts:

- Send a 3-line thank-you note
- Give credit in a meeting
- Share a resource that helped you

Communications:

- Launch: "Light up February! One kindness a day."
- Midpoint: "Kindness snowball: share one story."
- Final 3 Days: "Last chance to tag a peer who made your month."

03 – Movement Challenge

Duration: 28 Days

Pillars: Movement, Accessibility



Goal (Leaders):

- Create consistent daily movement, walk, roll, converted steps



How it works (Employees):

- Set a goal: 2k, 5k, 10k steps per day
- Sync a device or log manually



Accessibility & inclusion:

- Rolling and seated cardio conversions
- Indoor routines
- Trainer tips for pacing

Sample Image



Sample Badges



Admin setup:

- Enable step sync
- Level badges
- Optional team leaderboard

Metrics:

- Average steps a day
- Streak adherence
- Percentage level upgrades
- Completion rate

Sample prompts:

- Take a 5-minute movement break
- Walk and Talk: One meeting on the move weekly
- End-of-day stroll and reflection

Communications:

- Launch: "Set your goal, every day counts."
- Midpoint: "Up for a 3 day level upgrade?"
- Final 3 Days: "Finish strong! Your movement challenge wraps soon."

04 – Welcome to Earth Month

Duration: 30 Days

Pillars: Community, Sustainability, Volunteering

Sample Image



Goal (Leaders):

- Drive eco-friendly actions and local impact



How it works (Employees):

- Complete one eco task/day (waste audit, meatless meal, transit swap, local cleanup)



Accessibility & inclusion:

- Home options (LED swap, thermostat check)
- Low-cost tips

Sample Badges



Admin setup:

- Eco task library
- Optional volunteer day
- Track hours

Metrics:

- Actions logged
- Volunteer hours
- Shared tips

Sample prompts:

- Plastic-free day
- 10-minute neighborhood litter pickup
- "Energy vampire" hunt at home

Communications:

- Launch: "Everyday choices, planet-size impact."
- Midpoint: "Share your best low-waste hack."
- Finale: "Earth Month badge—last 3 actions!"

05 – Mental Health & Wellbeing Challenge

Duration: 28 Days

Pillars: Mindset & Mental Health

Sample Image



Goal (Leaders):

- Normalize daily mental health micro-practices



How it works (Employees):

- Daily menu: 3-minute breath, 5-minute journal, 10-minute walk, 2-minute stretch—choose any



Accessibility & inclusion:

- Audio/text prompts
- Sensory-friendly options
- Private logging
- EAP links

Sample Badges



Admin setup:

- Post EAP/crisis resources
- Privacy note
- Rotating mental health tips

Metrics:

- Daily check-ins
- Resource clicks
- Pulse stress trend (optional)

Sample prompts:

- Box breathing (4x4x4x4).
- “Name it to tame it”—label one feeling
- One-line gratitude

Communications:

- Launch: “Small resets. Big difference.”
- Midpoint: “What’s your 3-minute go-to?”
- Finale: “Capture one win from this month.”

06 – Be an Ally: 30 Days of Pride

Duration: 30 Days

Pillars: Accessibility & Belonging, Community

Sample Image



Goal (Leaders):

- Grow everyday allyship behaviors



How it works (Employees):

- Daily action—learn, listen, signal, amplify, donate/volunteer



Accessibility & inclusion:

- Anonymous learning path
- Content warnings as needed

Sample Badges



Admin setup:

- Curate resources
- Moderation guidelines
- Community partner list

Metrics:

- Daily check-ins
- Resource clicks
- Pulse stress trend (optional)

Sample prompts:

- Learn a term; use it correctly.
- Update pronouns in profile.
- Share a vetted resource.
- Attend/listen to a community story.

Communications:

- Launch: “Join your peer and celebrate Pride!”
- Midpoint: “What’s your favorite way to celebrate?”
- Finale: “Have a Pride memory? Share it before the end of the month!”

07 – Game On! Time to Play

Duration: 30 Days

Pillars: Joy, Movement, Curiosity



Goal (Leaders):

- Re-energize midyear with playful missions



How it works (Employees):

- Weekly quests—new skill, outdoor micro-adventure, creative break, mini-workout



Accessibility & inclusion:

- Seated/cognitive play options
- Indoor alternatives

Sample Image



Sample Badges



Admin setup:

- Quest cards
- Optional team mini-games

Metrics:

- Quest completions
- Photo shares
- Self-reported energy uplift

Sample prompts:

- Try a 10-minute new skill
- Photo scavenger: capture something that sparks joy
- "Creative 15": doodle, build, or play music

Communications:

- Launch: "Play is a productivity tool."
- Midpoint: "Share your favorite quest."
- Finale: "Unlock your Playmaker badge."

08 – It's All About You

Duration: 24 Days

Pillars: Self-care, Recovery, Mindset



Goal (Leaders):

- Recharge and boost energy levels before the year's sprint



How it works (Employees):

- Daily self-care block (5–20 min): rest, nature, focus time, gratitude



Accessibility & inclusion:

- Low-sensory breaks
- Flexible time windows
- Seated movement options

Sample Image



Sample Badges



Admin setup:

- Gentle reminders; "no-meeting hour" suggestion
- Micro-break

Metrics:

- Check-ins
- Calendar holds created
- Self-rated energy

Sample prompts:

- 10-minute "no-screen" reset
- Block 20 minutes for deep work
- Nature dose: look for 3 greens

Communications:

- Launch: "Protect your energy—tiny daily resets."
- Midpoint: "What's your best boundary or break?"
- Finale: "Reflect: what will you keep into fall?"

09 – Learning Month

Duration: 30 Days

Pillars: Growth, Mindset, Community



Goal (Leaders):

- Build a habit of daily learning and skill-sharing



How it works (Employees):

- 10–20 minutes/day—course snippet, article, micro-practice; share a takeaway weekly



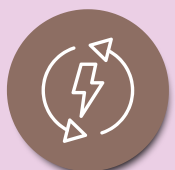
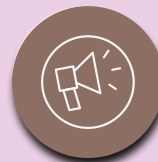
Accessibility & inclusion:

- Captioned content
- Text summaries
- Low-bandwidth links

Sample Image



Sample Badges



Admin setup:

- Curated playlists
- Peer-sharing thread; “Teach-Back Tuesday.”

Metrics:

- Learning minutes
- Number of posts
- Peer endorsements

Sample prompts:

- Learn one shortcut or tool
- Watch a 5-minute explainer
- Teach one thing you learned

Communications:

- Launch: “Stretch your skills—15 minutes a day.”
- Midpoint: “Post one aha moment.”
- Finale: “Showcase: top tips from the month.”

10 – Small Steps to Financial Health

Duration: 30 Days

Pillars: Financial Wellbeing, Habits

Sample Image



Goal (Leaders):

- Build financial confidence with bite-size tasks



How it works (Employees):

- Daily prompt—budget review, emergency fund check, smart spending swaps



Accessibility & inclusion:

- Plain-language guides
- Local/low-cost resources

Sample Badges



Admin setup:

- Link to financial education
- Optional office hours/webinar

Metrics:

- Actions logged
- Resource clicks
- Webinar attendance

Sample prompts:

- Track one spending category
- Save \$5–\$10 via a swap
- Review subscriptions

Communications:

- Launch: “Tidy your finances—one small step daily.”
- Midpoint: “What swap saved you the most?”
- Finale: “Your next-quarter money move?”

11 – Happy Plus

Duration: 31 Days

Pillars: Recognition, Movement, Culture



Goal (Leaders):

- Celebrate teammates and keep fitness front-and-center



How it works (Employees):

- Weekly mini-goals: move a set number of days a week and recognize peers



Accessibility & inclusion:

- Seated/low-impact movement
- Multiple recognition channels

Sample Image



Sample Badges



Admin setup:

- Recognition templates
- Lightweight fitness targets
- Weekly round-up

Metrics:

- Recognitions sent
- Activity days/week
- Engagement rate

Sample prompts:

- Shout out a teammate's impact
- 15-minute walk or stretch break
- Share one gratitude each week

Communications:

- Launch: "Shine the spotlight—on others and yourself."
- Midpoint: "Nominate a quiet hero."
- Finale: "Wrap with a gratitude chain."

12 – Get Social

Duration: 30 Days

Pillars: Community, Social Connection



Goal (Leaders):

- Strengthen community presence and connection



How it works (Employees):

- Engage on LinkedIn (or company-preferred channels) with likes, shares, and posts highlighting team wins and insights



Accessibility & inclusion:

- Provide post templates
- Allow anonymous highlights submitted to comms for posting

Sample Image



Sample Badges



Admin setup:

- Share a year-end win or lesson
- Spotlight a community or volunteer story
- Cheer a colleague's post

Metrics:

- Posts and engagement
- Unique contributors
- Cross-team amplification

Sample prompts:

- Shout out a teammate's impact
- 15-minute walk or stretch break
- Share one gratitude each week

Communications:

- Launch: "Let's end the year together—share a win."
- Midpoint: "Amplify a teammate's story."
- Finale: "Top posts of the year—thank you!"

Bonus – Compliance Confidentiality

Duration: Full year

Purpose: Give employees an easy, low-lift path to complete required compliance learning across the year while encouraging ethical and safe workplace behaviors.

Sample image



Goal (Leaders):

- Complete required compliance tasks
- Stay on track with milestone badges + reminders
- Maintain eligibility + celebrate progress



How it works (Employees):

- Complete compliance tasks throughout the year
- Log progress in Espresa (sync or manual)
- Earn badges for completion checkpoints



Accessibility & inclusion:

- Written + audio options
- Micro-modules encouraged
- Low-bandwidth access
- Neuro-friendly pacing
- Private participation



Admin setup:

- Load compliance milestones
- Set quarterly checkpoints
- Enable badges + reminders
- Connect LMS or manual logs

Metrics:

- Completion rate
- Check-in cadence
- Streak milestones
- On-time completion vs. overdue

Sample prompts:

- Review one security tip today
- Take a 5-minute data privacy refresher
- Complete your quarterly training touchpoint
- Spot-check your password security
- Identify one safety practice to apply this week

Communications:

- Launch: "Stay compliance-confident all year—small steps, major impact."
- Quarterly milestone: "You're close to your compliance badge—check your training items this month."
- Final stretch: "Finish strong—final steps for your compliance certification this year!"