



The Environmental 100 is a tool to assess the environmental health of your business. Use it to identify areas for focus. The intention is to help you become well organized and to create a more pleasant working environment. (You may also learn yours is already among the best!). It focuses on five areas:

- Sight
- Sound
- Touch
- Smell/Taste
- Relationships/Culture

There are 3 steps to completing The Environmental 100:

- 1 **Answer each question.** If the statement is true, tick the box. If not, leave it blank until you've done what it takes for it to be a full YES. Be rigorous, be a tough marker. Only tick the box if the statement is virtually always true for you - if it is only sometimes or usually true, it doesn't count. However, if the statement doesn't apply to you, so therefore will never be true, then tick the box (you get credit for it as it will never happen). You may also modify statements slightly to more appropriately fit your situation - but this must not be used as a get out clause to make it easier to score!
- 2 **Summarize each section.** Add up the number of ticked boxes ticked and note the total at the end of each section. Then transfer the total of each section, along with the date, to the spaces at the bottom of this page. As you continue to work the programme, your totals will change. Use this section to track your progress.
- 3 **Keep playing until all boxes are filled.** This process may take 30 days or two years, but you can do it! It's not the time that matters, it's that you are moving forward and achieving results. Use your coach to help plan your strategy and maintain your focus.

MY PROGRESS RECORD

Date	Sight	Sound	Touch	Smell/Taste	Relationships/ Culture	Make a note here of any specific benefits or breakthroughs
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



SIGHT

How things **Look** in our business

- My workspace is neat and well organized.
- My clothing is clean, comfortable and appropriate.
- I have had a complete eye examination within the last two years.
- There is sufficient natural light.
- I have personalized my own workspace.
- The light in my workspace allows me to perform all tasks.
- I rarely suffer from headaches at work.
- Either a) I do not need corrective lenses
b) I do wear lenses as prescribed.
- Colours in my workplace are pleasant and stimulating
- Either a) I do not use VDU screens as part of my work.
b) I use VDUs and I am allowed regular breaks.
- Either a) I do not use a VDU
b) My screen is always free from glare and distortion.
- My workplace is cleaned on a regular basis.
- Space is distributed fairly and evenly.
- There are natural plants and flowers.
- I never endanger myself or colleagues.
- I am happy with my own appearance.
- I regularly discard unwanted papers.
- I turn off lights when last out of a room.
- The bulbs in our lights are energy efficient.
- My environment is aesthetically pleasing.

Number of ticks

SOUND

What you **Hear** in our business

- There is an absence of excessive noise around my workstation.
- There are no disruptive appliances or machines within my workplace.
- I hear well.
- I do not regularly use a mobile phone.
- I do not distract colleagues with my own sounds.
- Workplace sounds are pleasant and invigorating.
- I have access to quiet areas.
- Either a) I do not need assistance to hear well.
b) I do wear artificial hearing aids as prescribed.
- I never shout at colleagues.
- I listen carefully to clients and colleagues.
- Necessary ear protectors are available or are not required.
- Either a) I never need protective ear equipment.
b) I utilize appropriate protection as necessary.
- Communication is open and effective.
- I do not vindictively gossip or talk about others.
- There are regular fire alarm tests.
- I am familiar with all alarm sounds.
- Open praise is commonplace.
- The telephone system is up to date.
- Conversation is polite and positive.
- I am always open to comments and assistance from others.

Number of ticks



TOUCH

How it **Feels** in our business

- I have sufficient space in which to work.
- My environment feels productive and inspiring.
- My work environment feels safe and secure.
- I am not damaged within my workspace.
- I have nothing in my workspace that I do not need.
- The temperature at work is always comfortable.
- The humidity within my workspace is always acceptable.
- Furniture is appropriate and comfortable.
- My chair is well maintained.
- My workplace is arranged efficiently and safely.
- I feel well rested and replenished when I arrive at work.
- I am allowed to take regular breaks.
- I am not tolerating anything bad about my work experience.
- I feel happy about my weight.
- I walk or take exercise at least three times a week.
- My blood pressure is at a healthy level.
- My cholesterol count is healthy.
- I have had a complete medical within the last three years.
- All equipment is fit for its purpose.
- I take regular breaks.

Number of ticks

SMELL/TASTE

The **Aromas & Nutrition** experienced in our business

- There are no offensive smells within my work area.
- There are pleasant invigorating aromas surrounding me.
- The aromas of others do not offend me.
- The air is pure and fresh.
- My aroma doesn't offend others (smoking/perfume/body odour).
- I have access to good quality drinking water at work.
- I am a non-smoker.
- I rarely drink alcohol (less than 10 units per week).
- I can obtain a nutritional meal at work.
- I have access to an appropriate separate food consumption area.
- I drink plenty of water.
- I have access to a food preparation area.
- Toilets are clean and fragrant.
- There is a positive, healthy atmosphere at work.
- I eat fresh fruit every day.
- I consume vegetables regularly.
- I avoid snacking on sweets and chips.
- I always eat breakfast.
- My teeth and gums are healthy.
- I rarely consume caffeine (chocolate, tea, coffee, cola etc).

Number of ticks

RELATIONSHIPS/CULTURE

The **Health** of our business

- There is supportive and positive culture throughout the company.
- I have a healthy balance between home and work.
- I have a healthy relationship with all my colleagues.
- I have a good relationship with my manager.
- I put people first and results second.
- The business puts people first and results second.
- I am up to date with all letters and calls.
- I am worthy of trust; people can depend upon me.
- There is a culture of openness and trust within the business.
- I either prevent or resolve conflict.
- I am always willing to help/coach others.
- Innovation is encouraged and rewarded.
- The rewards of success are shared.
- All individuals are treated with equal value.
- People understand what is expected of them.
- Leaders in the business set a good example.
- Safety is a priority in our business.
- I enjoy my work.
- I am consistently early or on time.
- Staff receive regular and appropriate training.

Number of ticks

Congratulations on completing The Environmental 100! Revisit the program until you get 80+ ticks. Remember, every professional's experience will be different. Be kind to yourself and work at your own pace. There is no one right way to get 80+! qGood Luck.