



FUN



AT



WORK

52 WAYS TO  
HAVE FUN AT WORK

**BAUDVILLE**<sup>®</sup>  
THE PLACE FOR DAILY RECOGNITION

## HOW TO USE THIS EBOOK

In a given year, we spend nearly 2,300 hours at work. Why not have some fun while we're there! Add some fun to your working hours with the 52 ideas in this eBook.

We've compiled our favorite fun activities and celebrations from customers and our own experiences and organized them into four different sections:

1. Real Fun for One – Fun at work starts with you!
2. Phenomenal Finds – Tips to create a fun culture that attracts top talent.
3. Fantastic Team Tips – Ways to have fun as an entire team.
4. Official Celebrations – Ideas for celebrating holidays throughout the year.

You can use the 52 Ways to have Fun at Work eBook in several different ways. Either refer to it as a resource when you plan team events and celebrations, or integrate the ideas into your everyday work culture. Select a new idea or activity every week for your team, and watch how the fun you have together translates into increased camaraderie, trust, and productivity.

Regardless of how you choose to use this eBook, we hope the ideas will serve as a starting point to your own fun at work ideas. Share your stories, tips, and ideas on the [Baudville Facebook page](#) and get ideas from other fun workplaces, too!

Cheers!

### ABOUT BAUDVILLE

Baudville, the place for daily recognition, continues to be the leading innovator in day-to-day recognition solutions. Baudville's day-to-day recognition solutions appeal to today's increasingly diverse workforce with contemporary designs and relevant messaging, motivating and engaging workplaces world-wide. Baudville has been declared one of the best companies to work for in its area and strives to create the ultimate work experience for its employees. For more tips and ideas to create a positive culture, visit the [Baudville Recognition Resource Center](#) on [Baudville.com](#).

**"I NEVER DID A  
DAY'S WORK IN MY LIFE.  
IT WAS  
ALL FUN."**

**THOMAS A. EDISON**

# REAL FUN FOR ONE

## 1. Fun Catches On

Don't wait for fun to come to you. Consciously choosing your attitude and behavior to embrace enthusiasm, joy, and fun generates positive energy around you and directly affects the mood and productivity of the workplace. Fill a tackle box with small tokens of praise, [recognition tools](#), and fun stuff. Cast out an item when you see a deserving colleague. Items include:

- A Gumby figure for somebody who has shown flexibility.
- A pair of cheap sunglasses for a bright idea.
- A rubber ball for somebody who has bounced back from a challenge.
- Fun size pieces of candy to sweeten someone's day

## 2. Put Your Signature on What You Do

A payroll officer personalized her job of delivering paychecks and made it more fun by donning a rhinestone crown and a sash as she became the Payroll Queen. Sometimes she wrote a personal note on the check stub and sometimes she just hand-delivered the paycheck to each worker. She said she had so much fun getting to know the people who depended on her services that she would never go back to a faceless job of paycheck distribution again.

*How can you personalize your services?*

## 3. Create a Commuter Kit

- Stock your car with some soothing music, a bubble pen, a clown nose or an audio book with stories or new languages.
- Try "Commutaerobics" and do glute and arm squeezes to upbeat music or isometric exercises with your steering wheel while stuck in traffic.
- Give yourself a pep talk – the car is a great place to get centered and ready for the day ahead.

## 4. Practice Fun Shui™

Be organized to get energized and make more room for fun in your life. Create organizational systems that work for you.

- Color-coded file folders
- Stacking baskets
- Molded plastic wall-mounted accessory holders
- Colored paper clips and creative Post-its®
- Color-code your calendar to see at a glance how balanced your schedule is
- Add fun time to your calendar
- Wall-mounted shelving to alleviate desk clutter

## REAL FUN FOR ONE

### 5. Send Out Sweet Sensations

- Put a candy dish on your desk.
- Give a note with Lifesavers® to someone who saved the day.
- Pass along a Payday® bar with a cash bonus.
- Give a Baby Ruth® for hitting a home run for the team.
- Present a Score® bar to somebody who scored a big sale.
- Pass along a Nestlé Crunch® bar to someone who's under a deadline crunch.
- Offer a Mounds® bar to somebody who has mounds of paperwork to do.

### 6. Customize Your Email Signature

Your signature is the most frequently viewed part of your email, so make it count! Add a creative that describes your skills – like Queen of First Impressions or Holder of Marketing Mojo – or include a favorite inspirational quote.

Making your signature more unique will make you more memorable to your recipients and hopefully brighten their day, too!

### 7. Music Soothes the Savage Shark

Bring a portable stereo with headphones to your office. Music plays a part in our moods and can affect our emotions and creativity. Known as the Mozart Effect, music from the Baroque period has been shown to calm people down, help with problem solving, and boost creativity. Researchers at the University of Illinois found that when workers listen to the music of their choice while performing administrative tasks or more complex analytical work, their productivity increased.

### 8. Lighten Up Your Presentations

By using other methods of “edutainment,” audience members will find your message more memorable than the usual training tedium. Present your information in a fun format such as:

- A skit
- A puppet show
- A dance routine to go along with a theme song
- A rap song or ideas sung to the tune of The Twelve Days of Christmas

## REAL FUN FOR ONE

### 9. Surround Yourself with Things that Bring You Joy

Decorate your workspace with things that have meaning in your life, such as:

- Family or pet photos in unique frames
- Plants or fresh flowers to cleanse the air
- Bright colors that make you feel good
- Personalized note cards

### 10. Be the One for Fun

Champion the cause for creating an enjoyable workplace. Duke University cited that job satisfaction ranked #1 among the key factors to living a long life. So have some fun!

- Make a game of filling in your own captions on employee photos placed near the copy machine.
- One defense department manager lightened up meetings with a raffle. Prizes included calendars, panic buttons, Pocket Praise®, and special treats to celebrate milestones.
- Your laughter is contagious – let them hear you roar. Good moods affect others in a positive way.

### 11. Create a Home Away From Home

If you work in a windowless office, try building a fake window using Plexiglas and molding, then slide in different scenery posters behind the Plexiglas to change with your moods or seasons. Let your personality emerge and decorate your cubicle with your own personal flair.

- Bring in a lava lamp
- Cover your floor with a hand-woven tapestry
- Hang beads across your doorway

### 12. Become a Fanatic About Looking for Humor

- Turn on your “lighten up” radar to seek out the fun or funny in things.
- Use an upbeat screensaver or one that features inspirational quotes and pictures.
- Learn how to juggle tissues or stress balls while you’re on hold.
- Subscribe to a daily humorous tip to start your day out on the right foot.
- Ask yourself if something will matter in a few weeks, months, or years.

## PHENOMENAL FINDS

### 13. Make a Game of It

Challenge yourself to make a mundane task seem more appetizing.

- Set a timer and tell yourself you only have to work on it until you hear the bell. Challenge yourself to see how much you can get done before the timer goes off.
- Combine fun and effectiveness.
- One landscape worker roller skated while blowing leaves.
- Challenge a co-worker to see who can generate the most sales calls or generate the most income in a morning.

### 14. Refresh, Renew, Recharge

Taking a short break in between bouts of concentrated work will bring you back revitalized and ready to be even more productive. Some examples of how to re-energize:

- Move your body to get blood and oxygen moving to the brain.
- Get outside for a breath of fresh air.
- Grab a healthy snack in the cafeteria.
- Add pizzazz to your break room with a stereo, cartoons, Hula-Hoops, or giant white boards for scribbling.

### 15. Bail Out Sinking Morale

These simple ideas will help reel in recruits and retain them once they've come on board. The Gallup Organization finds that length of employment and productivity levels are directly related to the quality of the manager and the environment they create. Have each employee fill out a profile of their favorite things such as music, hobbies, food, color, recreation, and books as well as a wish list of what they would prefer for awards at different price points to help supervisors know what makes their employees happy.

### 16. Incorporate Laughter into Your Culture

Laughter connects people and relaxes their muscles. We can't be stressed out and laughing at the same time. Research has also shown that children, with all their energy, laugh around 400 times per day while adults, with their lack of energy, laugh only about 15 times per day.

- Start your meetings on a humorous note – ask what has happened lately that is amusing.
- Grab their attention in a presentation with a humorous twist.
- Add a joke of the week or an amusing event in your newsletter.

### 17. Teammate Trivia

Request some interesting trivia facts about each co-worker and create a puzzle in your next newsletter matching the little known trivia fact to the correct employee. Give prizes for the most correct answers or the first to complete the matches. This is a great way to get your employees interacting and learning about one another.

## PHENOMENAL FINDS

### 18. Recruit a Student

Your local college leisure and recreation department may have students who are interested in doing an internship or class project. Some schools have corporate wellness, recreation, or education majors who need some time working with businesses in the to plan special events or fun programs. Whether it be an annual company picnic, holiday party, or a string of smaller things to do to infuse fun into your organization, they would be helpful in creating some buzz for a semester or a one-time event.

### 19. The Name Game

Build morale and team spirit by making a game of naming your teams, departments, products, or meeting spaces. Baudville's creative team made a game of naming their meeting rooms using the [Fish Suggestion System](#) – the winning names included The Think Tank and The Fish Bowl, and energizing signs now adorn the walls. This fun activity will foster a sense of inclusion and is a great way to get your team thinking creatively.

### 20. Going, Going, Gone

Become a resource for a charitable organization. Hold an auction of items donated by employees and give the proceeds to a good cause.

- Host a “white elephant” auction.
- Hold a silent auction where employees write down their bid on a form next to the item.
- Host a yard sale or flea market with employee booths.
- Hold a children's flea market where employee's children sell their items.

### 21. Form Special Interest Groups

People like to gather with like-minded people to share stories and experiences. Use employees who are experts at hobbies or interests outside the organization to form special interest groups. Providing an outlet for people to be creative and do what their heart desires, jump starts their passion to do other things with heart.

- A band or choral group
- Running club or book club
- Professional associations
- Weight Watchers® group
- Technology team

### 22. Crafty Contributions

Involve the artistic aspects of employees that might not otherwise get tapped during the normal workday. Invite departments to use their crafty imaginations in creative contests such as:

- A snack sculpture contest – build the tallest tower using chips and cream cheese dip.
- A logo, slogan, mascot, or jingle contest to develop a new image for a project or product.
- A painting or collage to represent the department and its people to hang in their area.

## PHENOMENAL FINDS

### 23. Make a Game of Training

Adult learning theory suggests audience members who interact and participate in their own learning retain more and engage their brains more.

- Make teams like those on *The Family Feud* to create friendly competition.
- Spin the *Wheel of Fortune* to select prizes for correct answers.
- Get the participants moving, thinking, talking, and creating projects.
- Give out prizes for positive participation.

### 24. Prime Time Players

Enlist a creative and dramatic team of employees to create an entertaining and educational training video for new hires. Follow the lead of popular television shows such as *Extreme Makeover* for dress codes or *Trading Spaces* for organizing offices. One summer camp staff created a hilarious video to train counselors on the aspects of how to spot home-sickness and how to deal with it using staff members dressed as campers.

### 25. Local Recreation Departments are Resources

If you need more oomph, props, or equipment for an event, call your local parks and recreation professionals who have event and program planners on staff with resources such as:

- Tables, chairs, theme decorations, and party items
- Balls, goals, netting, scooters, Hula-Hoop, or other sports equipment
- Interns or summer staff who can partner with you for a program
- Resource books and ideas for fun activities and social events

### 26. Open House Today

Have each department host an open house to share what they do and how they do it. Often, co-workers don't always know exactly what goes on and who does what in areas outside their immediate territory. Hosting an open house complete with balloons, treats, greeters, a tour of the department, and an information sheet about the place and the people will help bridge the understanding and communication amongst the different areas of your organization.

## FANTASTIC TEAM TIPS

### 27. Get a Standing Ovation for Your Orientation

Make new employee orientation a memorable event where the employees are the stars. The Training Coordinator at the Cleveland MetroParks Zoo created the game show Who Wants to be a Zoo Guru with questions about the zoo, its policies, and attractions. Complete with lights, music, and drama, the attitudes of the trainer and the participants set the tone for a lively, entertaining program that held the new employees' attention and increased their retention.

### 28. New Hire Head Hunt

Don't wait until people leave to give them a party. Host a welcome party when people join and send them on a scavenger hunt to meet co-workers, learn trivia about them, gather supplies, and learn their way around the office. End the hunt at the local eatery where many of their colleagues are already waiting to welcome them to the team. Give them a new nameplate or other type of welcome gift to make them feel honored and welcomed.

### 29. Boost Front Lines & Bottom Lines

Creating shared experiences with these Fantastic Team Tips boosts both morale and the bottom line. Research shows that happy employees have a positive impact on an organization's revenues and customer satisfaction by creating an atmosphere of open communication, recognition, trust, respect, and fun. Bring in a workplace helmet or any other fun hat. When someone comes up with a good idea, makes someone laugh, or works through a problem, send the clever cap their way. Use this as a pass-along praise tool.

### 30. Fun Feedback and Kudos

Send small Tokens of Appreciation generously and often. Baudville has many resources for recognizing the good things people do on a continual basis, such as [Pocket Praise](#), [Cheerful Change coins](#), or encourage-mint candies.

### 31. Food = FUN

- Host a regular potluck breakfast or BBQ luncheon to learn more about the people and the foods they bring. Go with a theme day or with food from their country of origin.
- Have employees share their favorite recipes and compile a company cookbook.
- Surprise your staff with a catered breakfast or lunch.
- Host a bake sale to raise money for a charity or workplace improvement.

### 32. Location, Location, Location

Meet someplace besides the conference room, such as the swings at a nearby park, to gain a new perspective. The stimuli that are in variable surroundings generate more ideas than the usual office space. Being at a playground or in an amusement arcade gives us permission to think creatively in our problem-solving modes. Also, giving coworkers time and tokens to spend on some amusement machines, go-karts, or laser tag adds to the fun factor.

## FANTASTIC TEAM TIPS

### 33. Personalized Position Titles

Allow each person to create a different twist to their official title and put that title on their business cards to bring a hint of humor and sense of ownership to their position. Invite a brainstorming session to create titles that state value to the customer. Sample titles include:

- The Queen/King of First Impressions (Receptionist)
- Chief Idea Officer (Marketing Manager)
- Chief Talent Scout (HR Director)
- Director of Numerical Organization (Accounting Officer)

### 34. Playful Professionalism

Start meetings on a positive note with good news or something upbeat or funny. Have the group create funny consequences as a playful method of addressing those who arrive late, such as doing push-ups, singing a nursery rhyme, or tap dancing. Each idea can be pulled out of a jar or put into a balloon that must be popped in order to find out the consequence for being late.

### 35. Mascot Madness

Create a mascot for your department, and adopt it as your representative, bring it to meetings, or dress it up for holidays. Kidnap another department's mascot and hold it for ransom, complete with a ransom note and photos of it tied to the train tracks.

A Maryland state agency dressed their cow statues outside the building according to the season for all to see as they drove into the parking lot. Not to be outdone, the county agency across the street started dressing up their statue according to festive holidays. Commuters enjoyed the battle of statue fashion.

### 36. Volunteer for Fun

Allow for paid time off for those who want to do community service or host an event to raise funds or awareness.

- Invite employees to wear something pink one day and have the company donate \$1 for each person in pink to raise money for breast cancer awareness.
- An Army base in Virginia hosted a Haunted Forest for the community with an entrance fee of a canned good for the local food bank.
- A financial lender gives time off for workers to help with adult literacy awareness, Habitat for Humanity, Race for the Cure, and hundreds of other causes.

## FANTASTIC TEAM TIPS

### 37. Turn the Tables

For a change, have supervisors cater to their employees for a day or for a special project. Supervisors at a South Carolina Parks and Recreation Department cook a pancake breakfast for the whole staff at their annual off-site gathering. Other ideas include:

- Boss car wash for employee of the month
- Shadow the boss around for an hour to learn what they do
- Managers helping out on the frontline for a shift
- Lunch with a manager

### 38. Engage and Entertain

Actively involve workers in the policies that will affect them. Instead of writing copious memos addressing the dress code violations, one hospital hosted a fashion police show. They recruited models from different departments to walk the runway in appropriate and not-so-appropriate attire while the fashion police in the audience voted on what was allowable or not. Exaggerate the “don’ts” to make your point.

### 39. Perks to Perk Up Your Workday

On-site extras offer ways to make the workday more enjoyable:

- Sponsor a mid-week treat at 2:30 each Wednesday.
- Provide wellness tips and brown bag luncheon talks.
- Host Technology Tuesday each week with info on the newest trend or gadget.
- Provide on-site dry cleaner drop-off.
- Arrange for pick up and shipment of personal packages.
- Supply an on-site workout room.

## OFFICIAL CELEBRATIONS

### 40. Celebrate to Motivate

Host your own official holiday. Engaging in shared experiences, building traditions among the group, and marking milestones with recognition and acknowledgement create a sense of connection and community. Having something to look forward to and work toward helps inspire and energize team members.

- Recognize completion of a reorganization by giving out survival kits at a Shake-Up party complete with milkshakes, tossed salad, upside down cake, scrambled eggs, or mixed nuts.
- Distribute lottery tickets to celebrate surpassing a monthly sales quota.

### 41. Fairing Well

Invite local professionals and agencies in for a Health and Wellness Fair. Representatives from area hospitals, spas, and health clubs can offer opportunities to learn more about personal health and wellness. Some booths may include:

- Blood pressure, cholesterol, or body fat testing
- Smoking cessation classes
- Information on stress management
- Sample nibbles from a health food store

### 42. Halloween Hoopla

Friendly competition centered on a holiday known for fun and games gets the juices flowing.

- Have a Halloween cubicle decorating contest.
- Hold a pumpkin decorating contest.
- Include a Halloween costume contest.
- Try taking a bite out of apples hanging from a string – a twist to bobbing for apples.
- Host a Pumpkin Chuckin' contest by seeing who can toss their pumpkin the furthest, either under their own power or using a contraption designed to launch the jack-o'-lanterns through the air!

### 43. Admin Antics Event

Host an Admin Antics event with each department fielding a team to compete in events such as:

- Toss Your Boss – tossing a life-sized blow up doll for distance.
- Office Chair Relay Race – rolling forward in wheeled office chairs around obstacles set up in the parking lot.
- Jumping to Conclusions – standing broad jump.
- Longest Drive – tee up a Nerf ball onto a Styrofoam cup and drive it for distance.

## OFFICIAL CELEBRATIONS

### 44. Official Olymp' Eggs

Instead of the usual egg hunt, try hosting your own Olymp' Eggs in the spring. Invite employees and their children by distributing plastic eggs filled with jelly beans and tiny invites folded into the egg. The entry fee can be a food dish made with eggs. Events include:

- Raw egg toss
- Egg and spoon race
- Push an egg with your nose race
- Parent/child 3-legged egg hunt
- Create your own egg-ceptional event!

### 45. Seasonal Sounds

For a simple seasonal theme day, choose a musical era, match the music to the mood for background effect, and wear the clothing of that genre.

- Fall into the Fifties – sock hop attire, jeans, poodle skirts
- Winter Blues – blues music and blue clothing, like blue jeans!
- Spring into the Sixties – love beads, tie dye shirts
- Seventies Summer – jeans, smock tops, band t-shirts
- Summer Jams – shorts and sunglasses with Jimmy Buffet or Beach Boys music

### 46. Make Any Day Laughter Day

Declare your own Official Laughter Day. Bring in a comedian for a meeting, start the day with a humorous email, or have a joke contest amongst team members. Have the boss sit in a dunk tank or stand behind a pie-in-the-face curtain. Laughter has been proven to help strengthen the immune system, stimulate blood flow, boost cardiovascular fitness, lower blood pressure, and reduce the levels of stress hormones, thus having a positive impact on our health, attitudes, and productivity. What are you laughing at?

### 47. Competitive Edge

Try friendly competition with prizes as incentives in call centers.

- Each sale earns a chance to throw a basketball and each basket earns a prize.
- Ring the bell for each up-sell and receive a token as a chance to Pin the Tail on the Donkey. A correct tail placement earns a prize.
- Use a Product Bingo sales card with 16 different products. When someone gets a Bingo, the card is redeemed for a prize.

## OFFICIAL CELEBRATIONS

### 48. Wheel of Good Fortune

Celebrate birthdays on a monthly basis. Offer cake and ice cream for the whole team and let the birthday folks spin the prize wheel. Offer a few expensive prizes on the wheel along with the more affordable or sponsored prizes.

Prizes could include:

- A free dinner
- Donuts or bagels
- A day off with pay
- Flowers
- Movie tickets
- A t-shirt
- Gift certificates

### 49. Get Your Just Desserts

To honor your volunteers and those who have given a helping hand during the year, invite them to a Just Desserts recognition ceremony in their honor. Use official [invitations](#) to invite them and a guest to a Build-Your-Own-Sundae Bar. Include a presentation of the great things each person has done to help the organization. Give each person a personalized [certificate](#) and a coupon for as much ice cream as they can eat.

### 50. Toss Your Twinkies, Turkey, or Time Cards

People love throwing things, so celebrate holidays in an unusual way such as:

- Frozen turkey bowling for Thanksgiving
- Pumpkin bowling (use water bottles as bowling pins) for Halloween
- Toss Twinkies for National Twinkie Day or other good on its special day
- Toss ID cards into bucket or Hula-Hoop placed on the floor at various distances
- Toss something specific to your industry and measure for distance

## OFFICIAL CELEBRATIONS

### 51. Professional Celebrations

A recognition holiday exists for nearly every professional position. Celebrate your employees or coworkers when their big day comes around! To simplify your celebrations, honor Employee Appreciation Day, which takes place annually during the first Friday in March. Give all your employees a handwritten thank you note letting them know how much you value their contributions and treat them to lunch for a memorable day!

### 52. Hooked on Holidays

Here are a few festive holidays to add to your calendar:

- **January** – National Hobby Month – Share colleague’s hobbies in your newsletter.
- **February** – Responsible Pet Owner Month – Hold a pet and owner look-alike contest with photos.
- **March** – National Noodle Month – Bring in different noodle dishes to share at a potluck.
- **April** – Stress Awareness Month – Have a massage therapist on-site for the day.
- **May** – Physical Fitness Month – Sponsor a physical event, like a fun run, yoga class, or bike rodeo.
- **June 21st** – Lighten Up America Day – Wear a goofy hat to lighten the mood.
- **July** – 3rd week is International Playful Professionalism Week – Hold a contest for a playful idea to do during the week.
- **August 19th** – National Golf Day – Set up putting greens in the hallway or a Frisbee golf course outside.
- **September** – 2nd Thursday is Day of the Working Parent – Give Kudos bars, an appreciation note, or an hour off early to all parents.
- **October** – 3rd week is International Energize Your Life Week – Offer classes to energize (investing, quite smoking, cooking, etc.).
- **November** – First Happy Hour Held in Ireland, 1745 – Host a non-alcoholic happy hour with chips and dip.
- **December** – Read a New Book Month – Compile and distribute a list of favorite reads of colleagues.

For more reasons to celebrate, visit the [Baudville Recognition Event Calendar](#).