

*The Sustainable Development Goals (SDGs) represent a beacon of hope for a better world, calling on us to collectively address the most pressing global challenges of our time. From eradicating poverty to safeguarding the environment and promoting social justice, these goals encapsulate our shared vision for a sustainable and equitable future by 2030.*

*As academics, we hold a unique position to drive meaningful change through our research, education, and advocacy efforts. Each of us has the power to contribute, even in the smallest of ways, to the realization of these ambitious goals. By dedicating just 15-30 minutes of our workday to focused tasks aligned with the SDGs, we can make a tangible impact not only on the world but also on ourselves.*

*In this document, you'll discover a myriad of inspirational suggestions tailored to your academic journey. These tasks are designed to be easily achievable within short time frames, allowing you to seamlessly integrate them into your daily routine. By bundling these tasks together and allocating dedicated time slots, you'll witness firsthand the ripple effect of your contributions, both in advancing the SDGs and in enriching your own academic journey.*

*Feel free to explore the suggested tasks, but don't hesitate to unleash your creativity and propose your own ideas. Whether you choose to embark on this journey solo or invite your colleagues and students to join you, your collective efforts will undoubtedly propel us closer to a world where prosperity is truly within reach for all. Let's seize this opportunity to make a difference and inspire positive change, one small task at a time.*



## Suggested Tasks

### 1 NO POVERTY



Task 1: Identify and list two local poverty alleviation organizations and their contact details (15 minutes).

Task 2: Gather unused office supplies or equipment and arrange a donation to a local charity (30 minutes).

Task 3: Draft a social media post promoting a specific poverty-related event or initiative in your community (15 minutes).

#### TASKS

#### TIME

#### OUTCOME

What impact do you think these actions/tasks will have in the long term?

## *Suggested Tasks*

**2** ZERO HUNGER



T1: Research local food banks, note their current needs, and compile a list to share with colleagues (15 minutes).

T2: Create a concise guide (e.g., infographic or email) on reducing food waste and distribute it to your department (30 minutes).

T3: Plan a short virtual meeting to discuss and organize a small office initiative for collecting non-perishable items for donation (30 minutes).

**TASKS**

**TIME**

**OUTCOME**

Did you encounter any challenges while completing the tasks?  
If so, how did you overcome them?

## *Suggested Tasks*

### **3** GOOD HEALTH AND WELL-BEING



Task 1: Take a 15-minute break for a quick stretch or walk.

Task 2: Share a brief well-being tip or exercise routine with colleagues through an internal communication channel (15 minutes).

Task 3: Research and share information on a healthy recipe or snack suitable for a quick office break (30 minutes).

#### **TASKS**

#### **TIME**

#### **OUTCOME**

Did you discover any unexpected joys or positive outcomes as a result of completing these tasks?

## Suggested Tasks

**4** QUALITY  
EDUCATION



T1: Review a specific section of your syllabus and update it to include diverse perspectives (30 minutes).

T2: Offer to give a brief talk or workshop on a specific academic topic within your expertise (30 minutes).

T3: Create a list of free and accessible educational resources relevant to your field and share it with your colleagues or students (30 minutes).

**TASKS**

**TIME**

**OUTCOME**

Did you find joy or fulfillment in completing these tasks, knowing they align with your values or academic interests?

## Suggested Tasks

**5** GENDER  
EQUALITY



T1: Dedicate 30 minutes to mentor or support a female student or colleague, providing guidance or advice.

T2: Share a concise article or video highlighting gender equality in your field with a brief comment (15 minutes).

T3: Spend 30 minutes organizing or attending a short virtual discussion on gender equality in academia.

**TASKS**

**TIME**

**OUTCOME**

How do you feel these tasks have contributed to advancing gender equality in academia and beyond? What achievements do you perceive?

# 6 CLEAN WATER AND SANITATION



## Suggested Tasks

T1: Conduct a quick check for leaks in office faucets and report or fix them (15 minutes).

T2: Share two water conservation tips with colleagues through a department email or chat group (15 minutes).

T3: Research and compile information on local water conservation initiatives, summarizing key points in a brief document (30 minutes).

### TASKS

### TIME

### OUTCOME

How do you envision your actions inspiring or influencing others to contribute to the SDG ?

**7 AFFORDABLE AND  
CLEAN ENERGY**



## *Suggested Tasks*

T1: Turn off and unplug electronic devices not in use in your office (5 minutes).

T2: Research and implement one energy-efficient practice in your office, such as adjusting computer settings or lighting (30 minutes).

T3: Share two practical tips on reducing energy consumption with colleagues through a departmental communication channel (15 minutes).

### **TASKS**

### **TIME**

### **OUTCOME**

Did you discover any unexpected joys or positive outcomes as a result of completing these tasks?



## Suggested Tasks

### 8 DECENT WORK AND ECONOMIC GROWTH



T1: Spend 15-30 minutes reviewing your own professional development plan, setting goals to enhance skills relevant to your economic growth.

T2: Offer to review a colleague's resume or provide career advice to a junior colleague, sharing insights and guidance on navigating the job market and building a successful career. 15-30min.

T3: Dedicate 30 minutes to advocating for fair employment practices in a departmental meeting promoting equality and inclusivity in the workplace.

#### TASKS

#### TIME

#### OUTCOME

How did these tasks contribute to your personal or professional growth?

# Suggested Tasks

## 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



T1: Stay informed about the latest developments in your academic field by spending 15 minutes reading recent publications or news articles.

T2: Share information about a recent innovation or breakthrough with colleagues in a concise email or message (15 minutes).

T3: Spend 30 minutes researching and summarizing sustainable practices in your field to discuss with peers.

### TASKS

### TIME

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### OUTCOME

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Were there any unexpected outcomes or discoveries as a result of completing these tasks?

# 10 REDUCED INEQUALITIES



## *Suggested Tasks*

Task 1: Spend 15 minutes reviewing and suggesting inclusive language edits for a section of an academic document.

Task 2: Share information about a diversity and inclusion event or workshop, including details and benefits (15 minutes).

Task 3: Dedicate 30 minutes to offering assistance or guidance to a colleague or student from an underrepresented group.

### TASKS

### TIME

### OUTCOME

Did you encounter any barriers or limitations that hindered your ability to complete the tasks? If so, how did you address them?

# Suggested Tasks

## 11 SUSTAINABLE CITIES AND COMMUNITIES



T1: Integrate topics related to sustainable urban development, such as urban planning, green infrastructure, or community resilience, into upcoming lectures or assignments. 15-30 minutes

T2: Share articles with students/colleagues fostering dialogue and raising awareness about the importance of urban sustainability. 15-30 minutes

T3: Write a brief email to university administrators, advocating for the implementation of sustainable practices or policies on campus.

### TASKS

### TIME

### OUTCOME

Did completing these tasks align with your personal values or academic interests?  
If so, how?

# Suggested Tasks

## 12 RESPONSIBLE CONSUMPTION AND PRODUCTION



T1: Reflect on your own consumption habits, purchasing decisions, resource usage, and waste generation. Set goals for more sustainable choices and reducing your environmental footprint.

T2: Share 2 tips on reducing waste, conserving resources, and adopting sustainable practices in your daily lives. (15 minutes)

T3: Dedicate 30 minutes to researching and suggesting sustainable office supply alternatives.

### TASKS

### TIME

### OUTCOME

How do you envision your actions contributing to the overall global efforts to achieve the SDG?

# Suggested Tasks

**13** CLIMATE ACTION



T1: Calculate your or your students carbon footprint using an online tool <https://www.carbonfootprint.com/calculator.aspx> (15min)

T2: Launch a pledge for students, faculty, and staff to reduce energy consumption, support renewables and advocating for climate-friendly policies.

T3: Host a short online discussion forum (30min) to share concerns and ideas for mitigating climate change impacts at the individual and community levels.

**TASKS**

**TIME**

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Vertical empty rounded rectangular box for entering time.

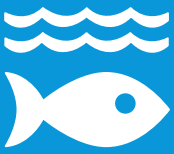
**OUTCOME**

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In what ways did your involvement remind you of the importance of collective action and collaboration?

# Suggested Tasks

**14** LIFE BELOW WATER



T1: Challenge students or colleagues to join a beach cleanup offering guidance and encouraging documentation on ocean pollution (30min)

T2: Dedicate 15 min to learning about a specific marine life preservation project like the consequences of unsustainable fishing practices on marine ecosystems.

T3: Advocate for reducing single-use plastics in the office and campus. (15min)

**TASKS**

**TIME**

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Vertical empty rounded rectangular box for writing time.

**OUTCOME**

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How do you plan to measure the effectiveness or success of your actions in advancing the SDG?

# Suggested Tasks

15 LIFE ON LAND



T1: Organize a campus initiative to plant trees, introduce plants, or cultivate vegetables, involving students, faculty, and staff. (30min)

T2: Develop educational content on the identification and significance of local native flora and fauna to integrate into your course modules. (15min)

T3: Participate in habitat restoration projects in your local area, such as removing invasive species, restoring degraded ecosystems or clean-up activities in parks.

**TASKS**

**TIME**

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**OUTCOME**

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How does your contribution align with your values, and how does that alignment make you feel?



# Suggested Tasks

**16** PEACE, JUSTICE  
AND STRONG  
INSTITUTIONS



T1: Learn nonviolent communication or conflict resolution strategies to foster constructive dialogue and understanding within academic settings or meetings.

T2: Educate students about their rights, promote tolerance and diversity, and challenge stereotypes and prejudices.

T3: Advocate for the inclusion of peace education and conflict resolution modules within academic curricula

**TASKS**

**TIME**

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Vertical empty rounded rectangular box for writing time.

**OUTCOME**

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What positive change or impact do you foresee resulting from your actions in your immediate surroundings or community?

# Suggested Tasks

## 17 PARTNERSHIPS FOR THE GOALS



T1: Reach out to colleagues from other academic institutions to explore potential collaboration on research projects related to SDGs.

T2: Share relevant research articles, reports, or resources on sustainable development with your academic network.

T3: Engage with international students in your department to discuss their perspectives on sustainable development issues in their home countries.

**TASKS**

**TIME**

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**OUTCOME**

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How has your participation in this initiative helped you grow personally or professionally?