



Healthy Habits Challenge

Focus Area: Well-being

Objective: The challenge focuses on practicing overall healthy habits and adding to them each week. By the end of this challenge, participants will be working on four different healthy habits for better health and wellness. (Reach out to your assigned WFHTN Regional Wellness Coordinator for assistance selecting/modifying the healthy habits featured in this challenge.)

Length of Challenge: Four weeks

Materials Needed:

- Sign-Up Sheet/Form (optional, but recommended)
- [Healthy Habits Challenge Tracker](#)
- Prizes (optional)

Directions:

- Check off each day you complete the highlighted healthy habit(s).
 - Every week a different healthy habit will be highlighted and as the challenge progresses, you'll be tasked to add one healthy habit to each week for a total of four different healthy habits by the end of the challenge.
- Aim to check-off as many healthy habits as possible!
- At the end of the challenge, submit your challenge tracker to < **insert email** >.

Regional/Satellite Offices & AWS Employees: This challenge can be hosted across regional/satellite office and/or with AWS employees.



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Getting Started:

1. Decide the dates your "Healthy Habits Challenge" will run.
2. Establish a sign-up period (for example, one week) before the challenge start date.
3. Determine how participants will submit their [Challenge Tracker](#) and how winners will be rewarded.
Remember: Challenge rewards do not have to be tangible. Announcing the "Healthy Habits Challenge" winner(s) in an email, e-newsletter and/or flier are all great ways to give recognition!
4. Announce the challenge to employees! (This can be done via email, e-newsletter, department intranet and/or fliers.)
5. At the close of the sign-up period (if you established one), contact all participants to share the following:
 - A welcome, congrats and/or thank you for participating in the challenge.
 - Dates the challenge will begin and end.
 - Instructions for how to play the "Healthy Habits Challenge".
 - Details about how to submit the Challenge Tracker and how winner(s) will be rewarded.
NOTE: Don't forget to BCC participants if contacting them via email.
6. Print or attach via email the "[Healthy Habits Challenge Tracker](#)" and distribute to all participants.
7. Each week of the challenge send participants a friendly email reminding them to engage in the challenge and have fun with it. Your communication might include additional info related to the challenge, such as fun food facts, healthy recipes, tips and tricks, inspirational quotes and/or participant photos. (See 'Sample Weekly Emails' below.)
8. As the four-week challenge comes close to an end, send out a reminder to participants to submit their "Healthy Habits Challenge Tracker" and announce the winner(s)!

Sample Weekly Emails:

Welcome Email

Subject: Welcome to the Healthy Habits Challenge!

Attachment(s): Healthy Habits Challenge Tracker

Body:

Hello,

Welcome to the **Healthy Habits Challenge** with the < insert dept > Wellness Council!

We're excited that you're joining us for the next month to care for yourself and practice healthy habits for better well-being.

In this challenge, the goal is to practice a variety of habits related to healthier eating, physical activity and well-being. We'll start off by focusing on just one healthy habit, and then in Week #2 focus on two healthy habits and so on. By the end of this challenge, you will be working on four different healthy habits for better health and wellness! (Don't worry if you don't complete each habit every single day. Just do your best!)

Challenge Dates: <insert dates>

The employee(s) who submit their [Healthy Habits Challenge Tracker](#) to < insert email > by < insert date > will < insert prize/recognition >.

Who's ready to become healthier AND happier!?

Week #1 Email

Subject: Let's make healthy happen! (Healthy Habits Challenge)

Attachment(s): Healthy Habits Challenge Tracker

Body:

Alright, it's officially Week #1 of the **Healthy Habits Challenge** with the < insert dept > Wellness Council!

Let's be real, taking care of ourselves and our well-being sometimes falls to the very bottom of our priority list. So, when it comes to living a healthier lifestyle, it can feel overwhelming to know where to start and what to do. The Healthy Habits Challenge is here to help!

Here are the healthy habits we're focusing on for the next four weeks:

- Drink at least 64 ounces of water.
- Do 15+ minutes of physical activity.

- Enjoy lunch with no distractions.
- Complete one act of kindness – for yourself or someone else.

Don't worry if you don't complete each habit every single day. Just do your best!

This week aim to up your day-to-day water intake! (Here's a [WFHTN Water Tracker](#) you can use.) Drinking water is important for your health. Always consult your health care provider about what is recommended for you.

Week #2 Email

Subject: Hello Week 2! (Healthy Habits Challenge)

Body:

Hello Week #2 of the **Healthy Habits Challenge** with the < insert dept > Wellness Council!

This week, set yourself up for success and add more movement into your day by trying one (or more) of the following tips to get at least 15 minutes of physical activity into your day:

- Set an alarm(s) to be active, even if just for 5-15 minutes.
- Keep sneakers at your desk or in your car.
- Use the printer, recycling bin, bathroom, etc. that's furthest from you.
- Choose a lunch spot in an area that will give you the longest stroll.
- Take the stairs up and down.
- Try these [Office Exercises](#).
- Bike or walk to and/or from work. (Or if you work from home, bike or walk during your wellness breaks.)
- Host a walk and talk meeting. (This can be done virtually if your meeting just requires a phone!)

Finding new ways to incorporate more activity into your day? Share with us on [Facebook](#) (@WFHTN), [Twitter](#) (@WFHTN), or [Instagram](#) (@workingforahealthierrtn)!

Don't forget to submit your [Healthy Habits Challenge Tracker](#) to < insert email > by _____ to be eligible to win _____.

Week #3 Email

Subject: You're halfway through! (Healthy Habits Challenge)

Body:

You are halfway through the **Healthy Habits Challenge** with the < insert dept > Wellness Council!

Sometimes our busy lifestyles get the best of us. This week's healthy habit is to try to "Enjoy lunch with no distractions."

Not only is it important to occasionally break away from work to improve your productivity and prevent burnout, you also need to refuel your body to boost your brain power. Here are some tips to make time for lunch and the get the most out of it:

- Block lunch time on your Outlook calendar as you would for any other meeting or appointment.
- Set a reminder or alarm on your phone if you tend to ignore Outlook reminders.
- Make plans to meet a friend or colleague (even if virtually) to keep you accountable.
- Let others know you'll be right back with an Out-to-Lunch sign! (Visit our [resources](#) > expand 'Healthy Eating' > scroll down to "Out-to-Lunch Signs" and select a sign to print. Or post this message on Jabber or Skype).
- Eat away from your desk. Select a lunch spot that's enjoyable to you, whether a break room or outside bench.
- Challenge yourself to eat with awareness. Put down your smartphone. Can you taste all the different flavors in your lunch? Are you eating until you're satisfied? (If you want a guided experience, play [this short audio clip](#).)

Share your lunchtime selfie or groupie with us over on [Facebook](#) (@WFHTN), [Twitter](#) (@WFHTN), or [Instagram](#) (@workingforahealthierrn)!

Don't forget to submit your [Healthy Habits Challenge Tracker](#) to < insert email > by _____ to be eligible to win _____.

Week #4 Email

Subject: This is it! (Healthy Habits Challenge)

Attachment(s): Healthy Habits Challenge Tracker

Body:

It's the final week of the **Healthy Habits Challenge** with the < insert dept > Wellness Council!

In this last leg of the challenge, we'll be "completing one act of kindness – for yourself or someone else" *each day*. What you may not realize is that acts of kindness can release hormones that contribute to your mood and overall well-being:

- They give oxytocin (some call it our love hormone) levels a boost

- They release dopamine, a chemical messenger in the brain that can give us a feeling of euphoria.
- They can increase serotonin, a neurotransmitter that helps regulate mood.

Practicing acts of kindness can be super small things, that will go a long way to making sure that you (and others) feel better about your lives and more hopeful about your future. Here are some acts of kindness to consider:

- Greet someone with a smile when they walk into the room.
- Tell someone they're awesome just because.
- Give your colleague praise for something they've done well.
- Send someone you know a joke, picture or video on your smartphone to cheer them up.
- Lend your ear – catch up with a colleague and ask how they're doing.
- Enjoy some sunshine.
- Have a one-song dance party.
- Take your time eating and savor every bite.
- Cook yourself a meal.
- Go to bed one hour earlier.
- Be kind to yourself – give yourself a break.

You can check out more kindness resources at randomactsofkindness.org

And don't forget to submit your [Healthy Habits Challenge Tracker](#) to < **insert email** > by _____ to be eligible to win _____.

Wrap-Up Email

Subject: Thank you for participating in the Healthy Habits Challenge!

Body:

YOU DID IT! You made it to the end of the Healthy Habits Challenge with the < **insert dept** > Wellness Council!

We hope you found this challenge helpful in caring for yourself and practicing healthy habits for better well-being.

We'd love to hear what you thought about this challenge by providing your feedback in this short survey here: < **insert survey link** >

Have a photo, video or a success story to share? We'd love to receive them! Simply submit to WFHT.TN@tn.gov



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Healthy Habits Challenge Tracker

Name _____

Department _____

✓ each day you complete a healthy habit. Aim to check-off as many healthy habits as possible.

WEEK	HEALTHY HABITS	MON	TUES	WED	THURS	FRI	SAT	SUN	Total # of Habits Completed
Week 1	Drink at least 64 ounces of water.								
Week 2	Drink at least 64 ounces of water.								
	Do 15+ minutes of physical activity.								
Week 3	Drink at least 64 ounces of water.								
	Do 15+ minutes of physical activity.								
	Enjoy lunch with no distractions.								
Week 4	Drink at least 64 ounces of water.								
	Do 15+ minutes of physical activity.								
	Enjoy lunch with no distractions.								
	Complete one act of kindness – for yourself or someone else.								



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