



## Quarterly Activity List

Q2 (October-December 2021) FY 2022

Please use this activity list as a *guide* for possible activities instead of trying to complete every activity suggested. Your Wellness Coordinator can assist if you need additional options.

### **PRE-ACTIVITY CHECKLIST:**

- Obtain approval for activity by your internal legal counsel.

### **POST-ACTIVITY CHECKLIST:**

- Distribute a Post-Activity Feedback Survey. (*Ask your WFHTN Wellness Coordinator for an online form version.*)
- Submit photos (with [permission](#)) from events, challenges and success stories to [WFHT.TN@tn.gov](mailto:WFHT.TN@tn.gov) or to your WFHTN Wellness Coordinator. (The WFHTN [participation tracking sheet](#) may be submitted in addition to, or as an alternative to, photos.)
- Track your completed activities on an activity planner ([Excel spreadsheet](#), [Word doc](#) or [pdf](#)).

### **GUIDELINES:**

- Submit completed activities to your WFHTN Wellness Coordinator by 5 p.m. Central on Friday, January 7.
- [Frequently Asked Questions](#)
- [WFHTN Achievement Levels](#)



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FOCUS AREA	COMMUNICATE	ENGAGE	INSPIRE CHANGE
<b>(Applies to related focus area)</b>	Share: <ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a></li> <li>WFHTN's scheduled Virtual Events and/or Yoga for All sessions</li> <li>Resources and/or events from Here4TN or ActiveHealth</li> <li>A <a href="#">WFHTN Monthly Handout</a></li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">Lunch 'n Learn or webinar</a> (live or recorded). <i>Suggested topics: "Get the Details on Diabetes" with ActiveHealth for Diabetes Month (November); "Making the Holidays Happier" with Here4TN</i></li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team Building Activity</a>.</li> <li>Host any <a href="#">Well-being, Physical Activity Challenge, Healthy Eating</a> or <a href="#">Tobacco Cessation</a> Challenge.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
<b>WELLNESS COUNCIL</b>	Share: <ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members</li> <li>A Post-Activity/Webinar Survey after an activity or webinar</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly WFHTN Wellness Council Webinar. (Click <a href="#">here</a> to join.)</li> <li>Recruit a new Wellness Council member.</li> <li>Invite other agency(s) to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Host a Wellness Council meeting.</li> </ul>
<b>PHYSICAL ACTIVITY</b>	Share: <ul style="list-style-type: none"> <li><a href="#">Tips for Taking Care of Your Joints</a> in recognition of <a href="#">Bone and Joint Action Week</a> (October 12-20)</li> <li><a href="#">Tips for Overcoming Exercise Barriers</a> in recognition of <a href="#">World Diabetes Day</a> (November 14)</li> <li>The #4Mind4Body webinar "<a href="#">Cold Weather Exercise &amp; Stretching</a>" on Wednesday, November 17</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to do daily <a href="#">Desk Stretches</a>.</li> <li>Encourage employees to get active outdoors at a <a href="#">corn or hay maze</a>!</li> </ul>	<ul style="list-style-type: none"> <li>Host an O'Fitness Tree challenge.</li> <li>Host a one-month <a href="#">Planksgiving Challenge</a>. (Resource: <a href="#">How to do a Plank</a>).</li> </ul>
<b>HEALTHY EATING</b>	Share: <ul style="list-style-type: none"> <li><a href="#">How to Have a Healthier Halloween</a></li> <li><a href="#">Helpful Tips for Healthier Holiday Parties</a></li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Holiday Food Trivia</a>. <i>WFHTN will give a prize to 10 random participants.</i></li> <li>November 15 is "National Clean Out Your Fridge Day"! Share this <a href="#">infographic</a> and encourage your co-workers to share pictures of their cleaning process.</li> <li>Encourage employees to <a href="#">Pick TN Products</a> (pumpkins, apples, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Hold a virtual recipe swap for healthier holiday options. Recipes can be submitted using this <a href="#">Google Form</a>. <i>The WFHTN team will collect recipes and share.</i></li> <li>Host a one-week Food Journal Challenge. They can use a <a href="#">Hunger/Fullness Food Journal</a> and/or an <a href="#">Emotion Food Journal</a>. <i>Participants can log their participation on this <a href="#">Google Form</a>.</i></li> </ul>
<b>WELL-BEING</b>	Share: <ul style="list-style-type: none"> <li>"<a href="#">Skin Care Basics</a>" in honor of <a href="#">National Healthy Skin Month</a> (November).</li> <li>"<a href="#">How to Help Someone Quit Smoking</a>" for the <a href="#">Great American Smokeout</a> (November 18).</li> </ul>	<ul style="list-style-type: none"> <li>Invite employees to join our "<a href="#">Behavioral Health &amp; Wellness</a>" webinar with ActiveHealth on <a href="#">Friday, October 15 from 9-10 a.m. Central</a> or <a href="#">Wednesday, October 20 from 1-2 p.m. Central</a> in honor of <a href="#">Emotional Wellness</a> Month (October).</li> <li>Encourage employees to get into the giving spirit in honor of the <i>Month of Giving</i> (December). For inspiration, check out the <a href="#">Tennessee Employees Charitable Campaign</a> and <a href="#">Tennessee Serves</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Help employees increase their health literacy during <a href="#">National Health Education Week</a> (third week of October) with this one-week challenge.</li> <li>Invite employees to test their knowledge with this short four-question <a href="#">Tobacco-Free Living Quiz</a>.</li> </ul>

*\*We want your Wellness Council to be creative! Share your ideas with your WFHTN Wellness Coordinator to see which goal it would fall under.*



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