



Quarterly Activity List

Q1 (July-September) FY 2023

Please use this activity list as a *guide* for possible activities instead of trying to complete every activity suggested. Your WFHTN 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 or to your WFHTN Regional 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 Monday, October 3.
- [Frequently Asked Questions](#)
- [WFHTN Achievement Levels](#)



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FOCUS AREA	COMMUNICATE	ENGAGE	INSPIRE CHANGE
(Applies to related focus area.)	Share: <ul style="list-style-type: none"> Information on any National Health Observance. WFHTN's virtual events. Resources and/or events from Here4TN or ActiveHealth. 	<ul style="list-style-type: none"> Encourage employees to complete a short activity (crossword puzzle, word search, etc.). Host a Lunch 'n Learn or webinar (live or recorded). <i>Suggested topics: Making Time for Fitness, How to Manage Your Finances or Eat the Rainbow.</i> Host a virtual exercise or stretch break. 	<ul style="list-style-type: none"> Host any Team Building Activity. Host any Well-being, Physical Activity, Healthy Eating or Tobacco Cessation Challenge. Share an employee success story.
WELLNESS COUNCIL	Share: <ul style="list-style-type: none"> This Quarterly Activity List with your Wellness Council members. A WFHTN Monthly Handout. A Post-Activity/Webinar Survey after an activity or webinar. 	<ul style="list-style-type: none"> Participate in the monthly <i>WFHTN Wellness Council Webinar</i>. Link to join. Recruit a new Wellness Council member. Invite other agency(s) to participate in your activity, challenge or webinar. 	<ul style="list-style-type: none"> Attend WFHTN's 2021 Annual Awards Celebration on July 20 from 9-10 a.m. CT. Host a Wellness Council meeting. Schedule an ActiveHealth Index meeting with your WFHTN Wellness Coordinator.
PHYSICAL ACTIVITY	Share: <ul style="list-style-type: none"> These physical activity video resources from Here4TN. The Sit Less and Move More handout. 	<ul style="list-style-type: none"> Invite employees to join our "How to Handle the Heat" webinar on July 19 from 11-11:30 a.m. CT. Encourage employees to give yoga a try with these on-demand yoga video resources or attend a live virtual yoga class in honor of National Yoga Month (Sept.). 	<ul style="list-style-type: none"> Participate in the Mother Nature Calls Challenge (July 18-29). More information will be available in early July. Participate in WFHTN's all-agency Move More Challenge (August).
HEALTHY EATING	Share: <ul style="list-style-type: none"> Eat Right on a Budget (2 minutes) video in honor of National Financial Awareness Day (Aug. 14). The Whole Grains 101 handout in honor of Whole Grains Month (September). 	<ul style="list-style-type: none"> Encourage employees to complete the Breakfast Crossword (Answer Key). <i>Five participants chosen at random will win a prize!</i> Invite employees to join our "Fall in Love with Veggies" webinar (presented by ActiveHealth) on Sept. 15 from 12-12:30 p.m. CT. 	<ul style="list-style-type: none"> Host or promote and join Picnic Trivia in honor of Park and Recreation Month (July). Join our game on July 28 from 12-12:15 p.m. CT. Encourage co-workers to send in a photo (with permission) of their balanced breakfast in honor of Better Breakfast Month (September). <i>Five participants chosen at random will win a prize!</i>
WELL-BEING	Share: <ul style="list-style-type: none"> The Here4TN resources, tips and articles to step up your financial know-how in honor of National Financial Awareness Day (Aug. 14). The Role of Co-Workers in Preventing Suicide in honor of National Suicide Prevention Month (September). 	<ul style="list-style-type: none"> Promote the #4Mind4Body webinars in July and August. Get the details! Invite employees to join our "How to Manage Your Finances" webinar (presented by Here4TN) and the Department of Health Suicide Prevention Program webinar. Click here for more info. 	<ul style="list-style-type: none"> Promote and join the July Here4TN Scavenger Hunt (July 11-22). <i>Fifty participants chosen at random will win a prize!</i> Try one of these Relaxation Techniques with us on National Relaxation Day (Monday, Aug. 15). Tell us which technique you tried. <i>Five participants chosen at random will win a prize!</i>

***We support your creativity! If you have an idea not included on this list, share it with your WFHTN Wellness Coordinator to see where it fits with our goals.**



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