



## Quarterly Activity List

Q2 (October-December 2022) 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](mailto:WFHT.TN@tn.gov) or to your WFHTN Wellness Coordinator. (The [participation tracking sheet](#) may be submitted in addition to, or as an alternative to, photos.)
- Your WFHTN Wellness Coordinator can track your activities or you can 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. CT on Wednesday, Jan. 4.
- [Frequently Asked Questions](#)
- [Achievement Levels](#)
- [Fiscal Year 2023 Special Recognition Awards](#)
  - o [Award Nomination Form](#)

FOCUS AREA	COMMUNICATE	ENGAGE	INSPIRE CHANGE
<b>(Applies to related focus area.)</b>	Share: <ul style="list-style-type: none"> <li>Information on a <a href="#">National Health Observance</a>.</li> <li>A <a href="#">WFHTN Monthly Handout</a>.</li> <li><a href="#">WFHTN's Wellness Events</a>.</li> <li>Resources and events from <a href="#">Here4TN</a> and/or the <a href="#">ParTNers for Health Wellness Program</a>, including the 4Mind4Body "Using Mindfulness to Make the Holidays Happier" webinar on Nov. 16. <a href="#">Get the details!</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).</li> <li>Invite employees to join "Managing Family and Relationships" (presented by Here4TN) in November and "The Gift of Better Health" (presented by ActiveHealth) in December <a href="#">Get the details closer to date!</a></li> </ul>	<ul style="list-style-type: none"> <li>Host a <a href="#">Team-Building Activity</a>.</li> <li>Host a <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 Q2 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>Attend the monthly <i>WFHTN Wellness Council Webinar</i> on Oct. 6, Nov. 3 and Dec. 1. <a href="#">Link to join.</a></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> <li>Invite WFHTN to speak at an all-staff meeting.</li> <li>Speak about your Wellness Council at an all-staff meeting.</li> </ul>
<b>PHYSICAL ACTIVITY</b>	Share: <ul style="list-style-type: none"> <li>How co-workers can enjoy the fall foliage by getting active on one of over a thousand <a href="#">greenways</a> across the state.</li> <li>Info about <a href="#">Take a Hike Day</a> (Nov. 17) &amp; <a href="#">TN State Parks After-Thanksgiving Hikes</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a virtual exercise or stretch break.</li> <li>Invite employees to join the <a href="#">"Prepare for the Polar Bear Plunge" session on Nov. 29 at 1 p.m. CT</a> to learn about the many benefits of cold-water therapy.</li> <li>Invite employees to join the <a href="#">"Bone and Joint Health" webinar on Oct. 13 at 1 p.m. CT.</a></li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTN's <a href="#">Planksgiving Challenge</a> (Nov. 1-30).</li> <li>Create a pick-up game of basketball with family, friends or neighbors in honor of National Play Basketball Day (Dec. 2). Send photo(s) to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a> by Dec. 15. <i>Five participants chosen at random will win a prize!</i></li> </ul>
<b>HEALTHY EATING</b>	Share: <ul style="list-style-type: none"> <li><a href="#">How to Understand and Use the Nutrition Facts Label</a> in honor of Health Literacy Month (October).</li> <li><a href="#">Healthier Holidays in 1 – 2 – 3!</a></li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to <a href="#">Pick Tennessee Products</a> (pumpkins, apples, etc.) and send in photos (<a href="#">with permission</a>). <i>Five participants chosen at random will win a prize!</i></li> <li>Invite employees to try <a href="#">Mindful Eating Meditation</a> and <a href="#">share what they learned from the exercise</a>. <i>Five participants chosen at random will win a prize!</i></li> </ul>	<ul style="list-style-type: none"> <li>Host a virtual recipe swap for healthier options in honor of National Cookbook Month (October). Recipes can be collected via <a href="#">this form</a>. <i>Your Wellness Coordinator can assist with sharing.</i></li> <li>Host or promote and join Holiday Food Trivia! Join our game on Dec. 8 from 1-1:15 p.m. CT. <i>The top three will win a prize!</i></li> </ul>
<b>WELL-BEING</b>	Share: <ul style="list-style-type: none"> <li><a href="#">Seven Ways to Be Safe and Healthy this Halloween</a>.</li> <li><a href="#">World Diabetes Day (Nov. 14) handout</a>.</li> <li><a href="#">How to Help Someone Quit Smoking</a> in honor of the <a href="#">Great American Smokeout</a> (Nov. 17).</li> </ul>	<ul style="list-style-type: none"> <li>In honor of <a href="#">Breast Cancer Awareness Month</a> (October), encourage employees to send in photos (<a href="#">with permission</a>) showing off their pink.</li> <li>Encourage employees to complete the <a href="#">Healthier Halloween Scavenger Hunt</a>. Send answers to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a> by Nov. 9. <i>Five participants chosen at random will win a prize!</i></li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTN's two-week <a href="#">Shred Your Stress Challenge</a> (Oct. 17-28). <i>Five participants will win a prize!</i></li> <li>Ask employees to complete the <a href="#">"How Much Do You Know About E-Cigarettes?"</a> quiz. (<a href="#">Answer Key</a>) Employees can learn more in this <a href="#">E-Cigarette webinar</a> presentation. Please submit completed quizzes to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.</li> </ul>

*\*We support your creativity! If you have an idea not included on this list, share with your WFHTN Wellness Coordinator to see which goal it would fall under.*



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