



Quarterly Activity List

Q1 (July-September 2023) FY 2024

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](#).
- Submit photos (with [permission](#)) from events, challenges and success stories to WFHT.TN@tn.gov or to your Wellness Coordinator. (The [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](#)). We invite you to reach out to your Wellness Coordinator to help you meet your desired achievement level. Your Wellness Coordinator can track your Wellness Council's efforts, and provide suggested strategies.

GUIDELINES:

- Submit completed activities to your Wellness Coordinator by 5 p.m. CT on Wednesday, October 4.
- [Frequently Asked Questions](#)
- [Achievement Levels](#)
- [Well Workplace Awards \(Fiscal year 2024\)](#)
 - o [Award Nomination Form](#)



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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. Wellness events. Resources from Here4TN and/or ActiveHealth. Resources from the Be Well @Work monthly newsletter. 	<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). 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 monthly handout. Resources and/or upcoming events from WFHTN's weekly newsletters at a staff meeting. 	<ul style="list-style-type: none"> Participate in the monthly Wellness Council webinar on the first Thursday of each month from 9-9:45 a.m. CT. 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 2023 Annual Awards Celebration on July 20 from 10 a.m. - 12 p.m. CT. Host a Wellness Council meeting.
PHYSICAL ACTIVITY	Share: <ul style="list-style-type: none"> On-demand yoga video resources. The Get into Working Out infographic. 	<ul style="list-style-type: none"> Encourage employees to attend a virtual yoga class. <i>Two attendees chosen at random will win a prize!</i> Invite employees to join our Stretches for Walking activity on Thursday, July 27 from 12-12:15 p.m. CT. Invite employees to join our Barriers to Being Active activity on Thursday, Aug. 10 from 1-1:30 p.m. CT. 	<ul style="list-style-type: none"> Visit a national, state or local park in honor of National Park and Recreation Month (July). Submit photos to WFHT.TN@tn.gov. Promote and join the Find Your Flow Yoga Challenge in honor of National Yoga Month (September). <i>Three participants chosen at random will win a prize!</i>
HEALTHY EATING	Share: <ul style="list-style-type: none"> Top 10 Tips for Healthy Grilling and Barbecuing in honor of National Grilling Month (July). Selecting and Serving Produce Safely (PDE, video) in honor of Food Safety Education Month (September). 	<ul style="list-style-type: none"> Invite employees to join our Get the Facts on Food Labels webinar on Tuesday, Aug. 29 from 1-1:30 p.m. CT. Encourage employees to complete Cholesterol: Fact or Fiction? by Sept. 30 for National Cholesterol Education Month (September). <i>Three participants chosen at random will win a prize!</i> 	<ul style="list-style-type: none"> Host or promote and join our two-week 48 A Water Challenge from August 14-27 in honor of World Water Week. <i>Five participants chosen at random will win a prize!</i> Encourage co-workers to share how they enjoy more whole grains at meals in honor of Whole Grains Month (September). <i>Three participants chosen at random will win a prize!</i>
WELL-BEING	Share: <ul style="list-style-type: none"> The Social Wellness Checklist in honor of Social Wellness Month (July). Preventing Suicide at Work in honor of National Suicide Prevention Month (September). 	<ul style="list-style-type: none"> Invite employees to join A Safe and Savvy Summer webinar (presented by ActiveHealth) on Tuesday, Aug. 1. Encourage employees to Create a Quit Plan and learn about Tobacco Quit Aids (for state health plan members). Telephonic and online group coaching for tobacco cessation are available through ActiveHealth. To enroll, call 888-741-3390 (state health plan members only). 	<ul style="list-style-type: none"> Host or promote and join the Get Outdoors Challenge. <i>Five participants chosen at random will win a prize!</i> Try one of these Relaxation Techniques on National Relaxation Day (Tuesday, Aug. 15). Tell us which technique you tried. <i>Five participants chosen at random will win a prize!</i>

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