

Wellness Week

A photograph of two women hiking on a rocky mountain trail. The woman on the left has long red hair and is wearing a striped shirt. The woman on the right has blonde hair in a ponytail and is wearing a grey shirt and a black backpack. They are both looking out over a vast mountain valley with green slopes, evergreen trees, and distant mountain ranges under a hazy sky. The text "HEALTH IS BEAUTIFUL" is overlaid in white capital letters across the middle of the image.

HEALTH IS BEAUTIFUL





TABLE OF CONTENTS

WHAT IS WELLNESS WEEK	3
TIMELINE	4
Creating a Schedule	5
Activity Ideas	5
PROMOTION	6
Wellness Week Promotion	7
PROGRAM MATERIALS	8
Wellness Week Sample Schedule	9
Daily Health Quotes	10
Daily Health Facts	11
Customized Bingo	12
Healthy Habits Bingo	13
Core/Glute Challenge Flyer	14
Physical Activity Tracker	15
Catch a Flight Tracker	16
Stair Coupons	17
Thank You Thursday Flyer	18
Thank You Thursday Cards	19
Wellness Week Kickoff Day Flyer	20
Incentive Ideas	21
Program Evaluation	22
Participant Evaluation	23

What is Wellness Week

The Wellness Week program provides an opportunity for your work site to focus on health and wellness topics for one week or a few days. It is a great way to promote wellness initiatives that your company plans to implement during the year.

GETTING STARTED

Before you offer a wellness week, it's important to develop an implementation plan. Listed below are some items to consider when creating your plan.

- > Determine your budget
- > Discuss staff availability
- > Decide which time of year is best for your wellness week
- > Decide on the length of your wellness week (e.g., a full week or just a few days)
- > Create a plan
- > Advertise internally to generate excitement and gather support
- > Conduct your wellness week

BUDGET

Determining a budget is one of the first steps in planning your wellness week. You can run a successful event on any budget. Keep the following in mind as you develop your budget:

- > Advertising
- > Prizes
- > Activities
- > Handouts
- > Equipment

TIMELINE

TIMELINE

Your wellness week can be any time of the year and you can offer activities as many days during the week as works for your company. It's better to choose dates that allow most employees to participate. Consider the weather if you will be offering outdoor activities.

CREATING A SCHEDULE

You have your budget and your dates—now it is time to create the schedule of activities. Ask yourself what you want to communicate to your employees. What type of activities do they enjoy doing? Will your wellness week be centered around a theme?

Theme Ideas

- > Holiday
- > Complete health
- > Nutrition
- > Physical activity
- > Work/life balance

Kickoff Ideas

- > Distribute a flyer with a list of the week's activities and a piece of fruit or a granola bar
- > Use high-traffic areas to promote activities and distribute healthy snacks
- > Start off the week with a wellness class on a health-related topic and include information about the week
- > Provide a healthy lunch and distribute a list of the week's activities
- > Start the week with a health fair
- > If you have an on-site cafeteria, partner to offer healthier choices throughout the week

ACTIVITY IDEAS

Offer a Health and Wellness presentation during the week. A list of available Health and Wellness Presentations is located at selecthealth.org/wellness-resources/worksites-tools.

Mini Classes

Offer 15- to 20-minute classes during breaks:

- > Aerobics
- > Stretching
- > Yoga or Pilates®
- > Weights
- > Stress management

Physical Activity Competition

- > Hold a physical activity competition during the week—activities could include sit-ups, push-ups, running/walking a mile, or a hula hoop contest

- > Have your CEO or other top management participate with employees
- > Encourage departments/teams to participate together or compete against each other
- > Award prizes for each competition

Fitness Friday

Instead of a competition, offer a variety of activities for employees:

- > Croquet
- > Volleyball
- > Frisbee® golf
- > An obstacle course

Stair Promotion

Encourage your employees to take the stairs by periodically hiding prizes in the stairwells. Or hide a coupon that employees can redeem for prizes.

Stair Tracker: Employees can complete a tracker to measure stair usage during the week (see sample under “Resource Materials”).

Health Fair

A variety of health information can be shared at a health fair. A list of available health fair offerings is located at selecthealth.org/wellness-resources/worksites-tools.

Week-Long Challenges

- > Bingo Challenge: Employees complete a bingo card of activities as they participate during the week (see sample under “Program Materials”)
- > Walk with a Leader: Schedule some company walks during the week. Include your leadership by asking individuals to lead the walks on different days or times
- > Monthly physical activity challenge: Kick off a month long physical activity challenge during the week (see sample under “Program Materials”)
- > Physical Activity Challenge: Employees track their physical activity for the week. You can create a challenge among departments or individual employees or work to see how many minutes your company can complete during the week

Thank You Thursday

Practice gratitude by encouraging employees to write a Thank You Card to a coworker, family member or friend.

PROMOTION

PROMOTION

Communicating your wellness week activities is important for successful participation.

WELLNESS WEEK PROMOTION

Publicize your wellness week to your employees to create excitement and anticipation. This will allow employees to arrange their schedules and participate in the activities. Promote through a variety of methods to reach the majority of your employees, such as emails, flyers, posters, and articles in your company newsletter. (See samples under “Program Materials.”)

In addition to promoting your upcoming wellness week, make sure to communicate with your employees throughout that week. This will help keep them engaged and increase participation in daily activities. For example, you may want to send out an email informing employees of the activities for the day and include a health fact. (See samples under “Daily Health Facts.”)

Sample emails prior to Wellness Week



PROGRAM MATERIALS

PROGRAM MATERIALS

Included in this section are materials you can use during your wellness week.

PROGRAM MATERIALS

- > Daily Health Quotes: A list of health-related quotes you can use in emails or on flyers to promote the week's activities
- > Daily Health Facts: Short, health-related facts that can be emailed to employees during the week
- > Included is a customizable bingo card. Fill in the blank squares with activities related to your wellness week. Or use the ready to go Healthy Habits Bingo card to encourage your employees to participate in habits from 30 minutes of exercise to acts of kindness
- > Physical Activity Tracker: Encourage your employees to track their activity during the week
- > Stair Tracker: Promote stair usage by asking employees to record the number of flights of stairs taken
- > Stair Coupon: Place these coupons in stairwells for redeemable prizes
- > Thank You Thursdays flyer, and cards
- > Wellness Week Kickoff Day flyer
- > Incentive Ideas
- > Program Evaluation
- > Participant Evaluation

Wellness Week Sample Schedule

MONDAY

Fruit Distribution

Healthy Recipe Rehab Presentation

11:30 a.m. and 1:00 p.m. in Room 438

TUESDAY

Free Massages (sign up for appointment)

10:00 a.m. to 4:00 p.m. room 714

15-minute stretching/relaxation/yoga breaks

11:15 a.m. to 2:15 p.m. in Room 180

WEDNESDAY

Walk with A Leader

Meet in the front lobby at 10:00 a.m. and 2:00 p.m. to go for a walk led by some of our leaders.

Take the Stairs!

Take the stairs today and look for a prize hidden in the stairwells.

THURSDAY

Change to Health Fair

9:00 a.m.-3:00 p.m. in room A. Check your blood pressure, body fat and grip strength.

Learn about exercise and nutrition and play a game and win a prize.

FRIDAY

Fit Friday. Get your team together to play some fun games like bocce ball or ladder game.



Daily Health Quotes

"The reason I exercise is for the quality of life I enjoy." –**Kenneth H. Cooper**

"Physical fitness is not only one of the most important keys to a healthy body; it is the basis of dynamic and creative intellectual activity." –**John F. Kennedy**

"Fifty years ago, people finished a day's work and needed rest. Today they need exercise." –**Anonymous**

"Health is a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity." –**World Health Organization, 1948**

"The patient should be made to understand that he or she must take charge of his own life. Don't take your body to the doctor as if he were a repair shop." –**Quentin Regestein**

"When it comes to eating right and exercising, there is no 'I'll start tomorrow.' Tomorrow is disease." –**V.L. Allineare**

"Happiness lies, first of all, in health." –**George William Curtis**

"Lack of activity destroys the good condition of every human being, while movement and methodical physical exercise save it and preserve it." –**Plato**

"After dinner, rest awhile, after supper, walk a mile." –**Arabic Proverb**

"It is exercise alone that supports the spirits and keeps the mind in vigor." –**Marcus Tullius Cicero**

"Walking is the best possible exercise." –**Thomas Jefferson**

"Those who think they have not time for bodily exercise will sooner or later have to find time for illness." –**Edward Stanley**

"The human body is made up of some four hundred muscles evolved through centuries of physical activity. Unless these are used, they will deteriorate." –**Eugene Lyman Fisk**



Daily Health Facts

Did you know...

- > If you have a string cheese (50 calories and 2.5 grams of fat) instead of a Snickers® bar (280 calories and 14 grams of fat) for a snack, you will be saving 230 calories and 11.5 grams of fat?
- > You can make your recipes a little healthier by substituting █ of the flour with whole wheat flour or using applesauce instead of butter or oil?
- > Most adults need seven to nine hours of sleep? Current research confirms that regular sleep plays an important role in weight management.
- > That taking the stairs burns up to five times more calories than taking the elevator?
- > If you write down your goals, you are more likely to accomplish them. Be sure to post them where you will see them each day.
- > It is important to wear sunscreen year-round. Remember to apply 30 minutes before leaving the house and reapply every two hours or after swimming or sweating.
- > One medium apple is a serving of fruit? Visit **[choosemyplate.gov](https://www.choosemyplate.gov)** to create your own plate.
- > That studies show that people who keep a food diary have a higher success rate of losing weight and keeping it off? Start a food tracker today. Be honest with yourself so you can see what areas need work.
- > Eating saturated fat can increase your cholesterol? Saturated fats are solid at room temperature and are found in meat and dairy products. Try to choose low-fat meat and dairy.
- > That a healthy blood pressure is less than 120/80? It's important to know your numbers. Have your blood pressure checked regularly.

Customized Bingo

DIRECTIONS

Draw an "X" through each box you complete during the week. Complete one row (up, down, across, or diagonal) or get blackout.

Turn in your completed cards to _____ by _____

Name _____ Extension _____

B I N G O				
C	H	A	L	E
Ate five servings of fruits and vegetables	Tried a new healthy recipe	Read nutrition labels on something I ate	Ate a green fruit or vegetable	
Went for a walk	Consumed water instead of soda today			Ate fruit with breakfast
	Ate an orange fruit or vegetable	FREE SPACE		Ate a healthy snack
		Wore sunscreen today	Packed a fruit or vegetable for work	Participated in 30 minutes of physical activity
Skipped dessert		Wore my seat belt today	Started my day with breakfast	Drank eight glasses of water today

Healthy Habits Bingo

Name _____

Draw an "X" through each activity you complete. Complete one row (up, down, across, or diagonal).

B	I	N	G	O				
C	H	A	L	L	E	N	G	E
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
Drink Water— No Sugary or Artificially- Sweetened Drinks	Drink Water— No Sugary or Artificially- Sweetened Drinks	Drink Water— No Sugary or Artificially- Sweetened Drinks	Drink Water— No Sugary or Artificially- Sweetened Drinks	Drink Water— No Sugary or Artificially- Sweetened Drinks				
Exercise 30 Minutes per Day	Exercise 30 Minutes per Day	Exercise 30 Minutes per Day	Exercise 30 Minutes per Day	Exercise 30 Minutes per Day				
No Fast Food	No Fast Food	No Fast Food	No Fast Food	No Fast Food				
Eat 2 to 3 Cups of Veggies and 1 to 2 Cups of Fruits per Day	TV <2 Hours or Total Sitting Time <4 Hours per Day	Eat 2 to 3 Cups of Veggies and 1 to 2 Cups of Fruits per Day	TV <2 Hours or Total Sitting Time <4 Hours per Day	Eat 2 to 3 Cups of Veggies and 1 to 2 Cups of Fruits per Day				
Perform an Act of Kindness	Perform an Act of Kindness	Perform an Act of Kindness	Perform an Act of Kindness	Perform an Act of Kindness				

Disclaimer: The content presented here is for your information only. It is not a substitute for professional medical advice, and it should not be used to diagnose or treat a health problem or disease. Please consult your healthcare provider to confirm which activities may be best for you and to address any questions or concerns.

Core/Glute Challenge

Name _____

SUN	MON	TUE	WED	THU	FRI	SAT
Numbers for all exercises are total, not each side.	10 reps for each exercise shown below	12 reps for each exercise shown below	14 reps for each exercise shown below	Rest Day	14 reps for each exercise shown below	16 reps for each exercise shown below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 reps for each exercise shown below	Rest Day	18 reps for each exercise shown below	20 reps for each exercise shown below	22 reps for each exercise shown below	Rest Day	22 reps for each exercise shown below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 reps for each exercise shown below	26 reps for each exercise shown below	Rest Day	26 reps for each exercise shown below	28 reps for each exercise shown below	30 reps for each exercise shown below	Rest Day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32 reps for each exercise shown below	34 reps for each exercise shown below	36 reps for each exercise shown below	Rest Day	40 reps for each exercise shown below	44 reps for each exercise shown below	Rest Day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48 reps for each exercise shown below	50 reps for each exercise shown below	Bicycles: Twist opposite elbow to knee. Leg Lift Planks: From a plank or kneeling plank position, alternate lifting each foot.	Single Bridge: Start on back with one leg in the air and one leg bent with heel on the ground. Squeeze glutes and lift hips.	V-ups: Start lying on your back and bring legs and body up at the same time into a V position. Hip drops: From a side plank or kneeling side plank, lower the bottom hip toward the floor and lift back up	Single Hinge: From a standing position, reach arms forward and one leg back at the same time. Keep toes pointing down and hips parallel to floor. Alternate.	Lunges: Step one foot back into a lunge keeping knees bent at 90 degrees. Alternate. Squats: Stand with feet slightly wider than hip-width apart. Push hips back while bending knees. Keep chest up and weight in heels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Core/Glute Challenge Exercises

BICYCLES



LEG LIFT PLANKS



HIP DROPS



SINGLE BRIDGE



V-UPS



SINGLE HINGE



LUNGES



SQUATS



- > You can break down all exercises into sets and move rest days.
- > Modify the exercises to meet your specific fitness level (e.g. planks can be done on knees, v-ups with legs bent).
- > Proper form and technique are important to get the most out of your workout and prevent injury.

Disclaimer: The content presented here is for your information only. It is not a substitute for professional medical advice, and it should not be used to diagnose or treat a health problem or disease. Please consult your healthcare provider to confirm which activities may be best for you and to address any questions or concerns.

Physical Activity Tracker

DIRECTIONS

Use this tracker to record the minutes and type of activity you participated in this week.

Name _____ Extension _____

Turn in your completed cards to _____ by _____

Monday	Tuesday	Wednesday	Thursday	Friday

Date ____/____/____

Physical Activity Tracker

DIRECTIONS

Use this tracker to record the minutes and type of activity you participated in this week.

Name _____ Extension _____

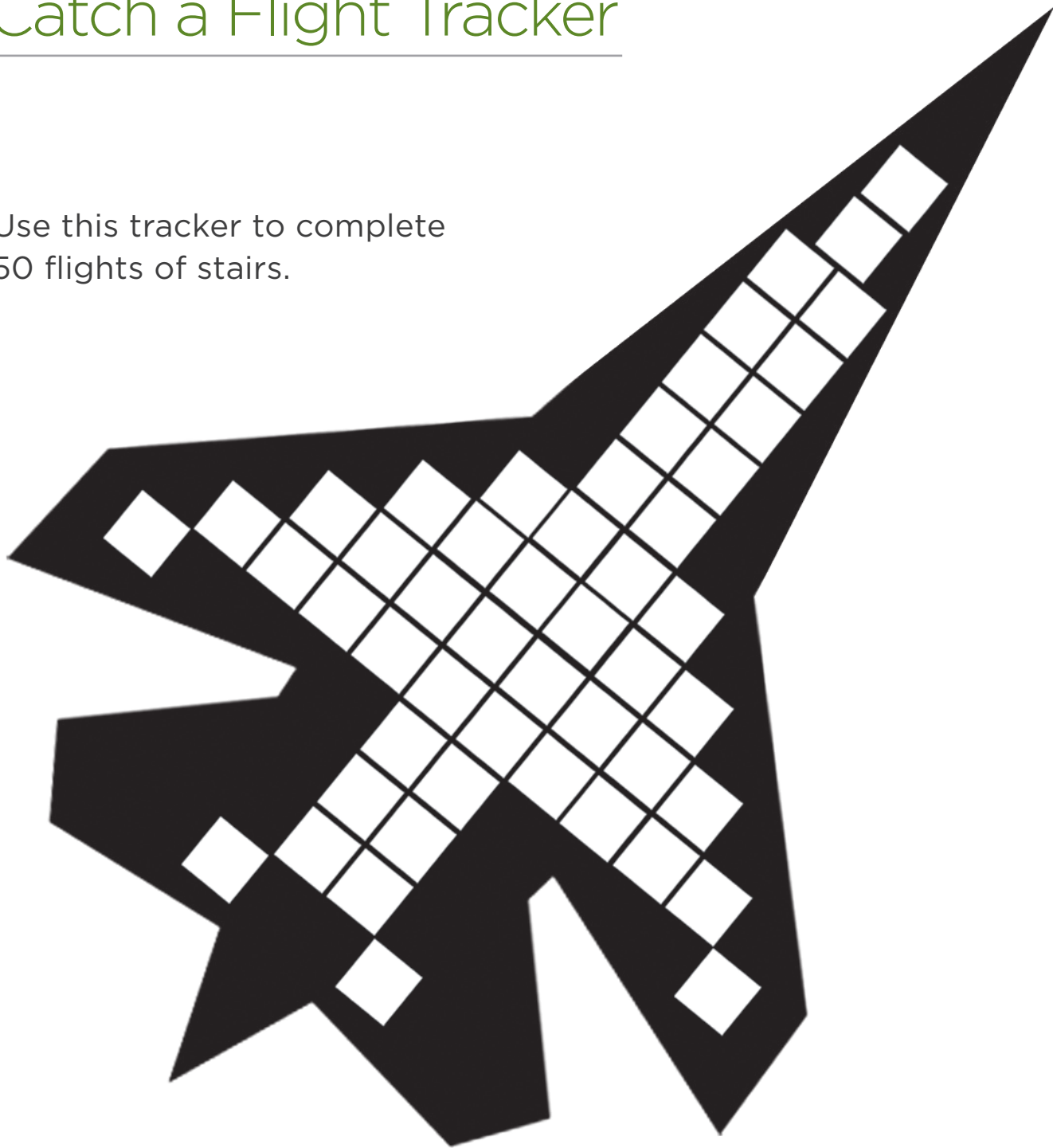
Turn in your completed cards to _____ by _____

Monday	Tuesday	Wednesday	Thursday	Friday

Date ____/____/____

Catch a Flight Tracker

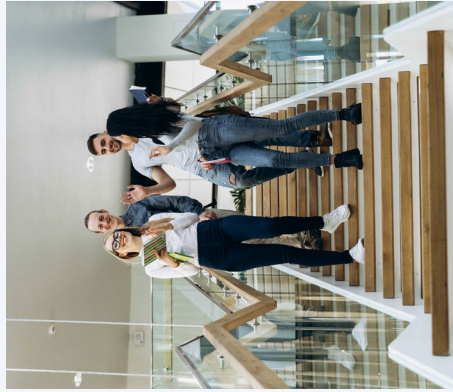
Use this tracker to complete
50 flights of stairs.



Name _____

Phone/Email _____

STAIR COUPON



Turn in this coupon to
_____ to receive your prize.

STAIR COUPON



Turn in this coupon to
_____ to receive your prize.

STAIR COUPON



Congratulations on
taking the stairs.
You have won!
Turn in this coupon to
_____ to receive your prize.

STAIR COUPON



Congratulations on
taking the stairs.
You have won!
Turn in this coupon to
_____ to receive your prize.



THIS MONTH PARTICIPATE IN
THANK YOU THURSDAYS
#thankyouthursdays

Take a minute today to express gratitude to someone.
Send a thank you card to a friend, family member or coworker.
Let them know how much you appreciate them.

Practicing gratitude can increase your happiness.

*Kind words can be short and easy to speak,
but their echoes are truly endless. -Mother Teresa*





Handwriting practice lines for the first column.



Handwriting practice lines for the second column.



Handwriting practice lines for the third column.



Wellness Week Kickoff Day

Incentive Ideas

- ✓ T-shirts
- ✓ Water bottles
- ✓ Exercise clothing, shoes, or watches
- ✓ Yoga mat, activity tracker, foam roller, or massage ball
- ✓ Certificate or recognition in staff meeting or newsletter
- ✓ Movie tickets
- ✓ HSA contributions
- ✓ Cooking Class
- ✓ Meal plan subscription like Hello Fresh, etc.
- ✓ Subscription to Audible
- ✓ Travel vouchers
- ✓ Extra time off
- ✓ Gift cards



Program Evaluation

Program Name _____

Program Start Date _____ / _____ / _____ **Finish Date** _____ / _____ / _____

Number of people who participated in the program _____

INCENTIVES

Did you use incentives? _____ Why or why not? _____

What incentives were used? _____

PROMOTION STRATEGIES

What did you use to promote this program?

- ☐ Posters
- ☐ Employee newsletter
- ☐ Email/texts
- ☐ Bulletin boards
- ☐ Other _____

What promotion strategies worked? _____

What didn't work? _____

PROGRAM MATERIALS

What program materials did you use?

- ☐ Kickoff Flyer
- ☐ Bingo Card
- ☐ Stair Tracker
- ☐ Quotes/Facts
- ☐ Sudoku
- ☐ Other _____

What aspects of the program were successful? _____

What aspects of the program, if any, will you change for next year? _____

Participant Evaluation

Please take a few moments to evaluate wellness week. Your feedback will help us continue to make the program successful.

What wellness week activities did you participate in? _____

What additional activities would you like to see for future wellness weeks? _____

What was your number one motivation for participating in wellness week?

☐ Prizes

☐ Coworker encouragement

☐ Fun

☐ Other _____

If you could change one thing about wellness week to make it better, what would you change? _____

Any additional comments or suggestions? _____

