WorkWell NC Turnkey Program

Ten-Minute Challenge

A challenge to enhance employee health 10 minutes at a time

WORK Well NC

Ten-Minute Challenge

Overview

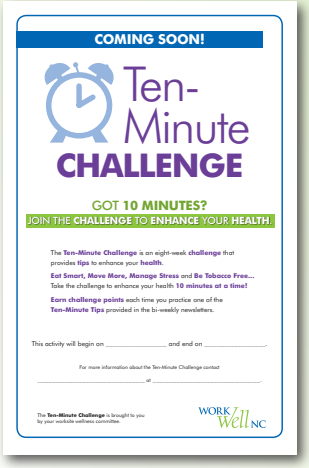
The Ten-Minute Challenge is a worksite wellness activity that encourages employees to practice health enhancing behaviors such as eating smart, moving more, quitting now and managing stress. This overview discusses the tools and resources that are available to help your wellness committee organize and implement this challenge at your worksite.

This challenge is designed to be held over an eight-week period, but can be modified to suit the needs of your committee and number of participating employees. Each week of the challenge focuses on one of the healthy behaviors— eating smart, moving more, quitting now and managing stress. Bi-weekly newsletters detail the benefits of practicing these healthy behaviors and give Ten-Minute Tips on how to fit these behaviors into our busy lives. Participants earn points each time they practice a Ten-Minute Tip. A challenge log is provided to record accumulated points. The newsletters keep participants interested and motivated to continue practicing healthy behaviors once the challenge is complete. Award participants with a certificate at the end of the challenge.

Download sample materials for the Ten-Minute Challenge at **www.eatsmartmovemorenc.com/Worksites.html**.

These materials include:

- announcement poster
- sign-up sheet
- Ten-Minute Challenge Log
- bi-weekly newsletters
- Certificate of Participation
- evaluation survey



DOWNLOAD ADDITIONAL TURNKEY PROGRAMS AND OTHER RESOURCES FOR WORKSITE WELLNESS AT
WWW.EATSMARTMOVEMORENC.COM/WORKSITES.HTML

Step-by-Step Guide for Organizing the Challenge

1. **TALK** with management about implementing the Ten-Minute Challenge at your worksite. Show them the activity materials. Remind management that this activity will help employees practice healthy behaviors. It will also help build social support within the worksite.

2. **DESIGNATE** a coordinator. The coordinator will announce the challenge, post and collect the sign-up sheet(s) and distribute the challenge log, bi-weekly newsletters and the evaluation survey.

3. **ANNOUNCE** the challenge with the start and end date to all employees at your worksite. Download a sample announcement poster at **www.eatsmartmovemorenc.com/Worksites.html**. Post the announcement in several locations such as break rooms, bulletin boards or stairwells. Depending upon the size and organization of your worksite, additional advertising may be needed via e-mail messages, staff meeting announcements or by word of mouth.

4. **RECRUIT** participants for the challenge. Post the sample sign-up sheet in appropriate places around the worksite.

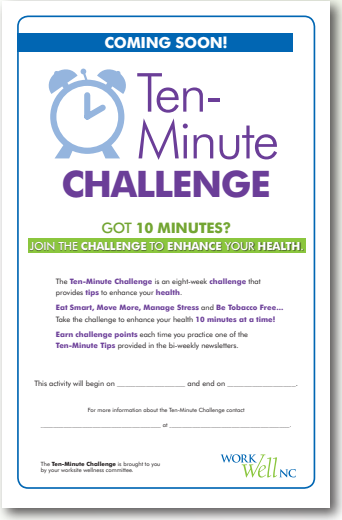
5. **DISTRIBUTE** the challenge log to all participants. Also, explain to them what they will be doing in this challenge. Participants will learn the benefits of eating smart, moving more, quitting now and managing stress. They will earn a point each time they practice one of the Ten-Minute Tips provided in the biweekly newsletter. Remind them to record their points on the challenge log.

6. **SEND** newsletters to all participants on a biweekly basis. Download the four newsletter editions at **www.eatsmartmovemorenc.com/Worksites.html**. Each edition focuses on a different aspect of healthy living i.e. Eating Smart, Moving More, Quitting Now and Managing Stress.

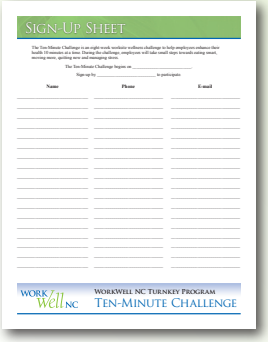
7. **WRAP UP** the challenge at the end of eight weeks. You may invite all participants to meet and discuss which Ten-Minute Tips were the easiest or hardest to complete. Encourage participants to continue practicing the healthy behaviors from the challenge as part of their daily lives.

8. **EVALUATE** the challenge. Distribute the sample evaluation form to all participants. Make a note of how many employees participated and if there were any drop outs.

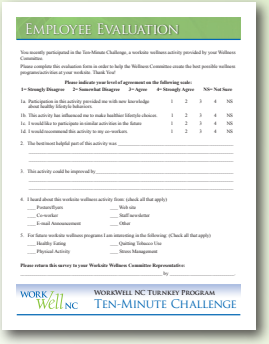
9. **PRESENT** a Certificate of Participation to all participants. This can be signed by upper management or by someone else in the community. Provide prizes to teams or participants that earned the most points, if your budget allows.



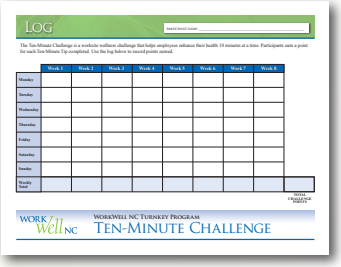
Poster



Sign-Up Sheet



Evaluation

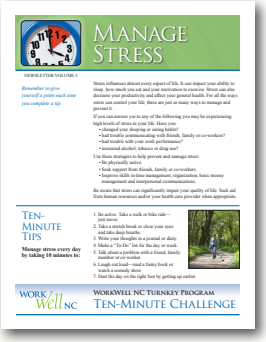


Ten-Minute Challenge Log

Certificate

Newsletter 1

Newsletter 2



Newsletter 3

Newsletter 4

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