



How-To Host a Wellness Week

Focus Area: Well-Being

Objective: To celebrate wellness at work by encouraging daily activities around healthy eating, physical activity, tobacco cessation and/or well-being.

Length of Challenge: This is a one-week event.

Materials Needed:

- Emails (Request sample emails from your WFHTN Regional Wellness Coordinator.)
- Sign-in Sheets or [Online Form\(s\)](#)
- Wellness Week Tracker
- [Post-Event Survey](#)

Directions:

- Create daily themes, send emails and provide sign-in sheets for employees.

Regional/Satellite Offices & AWS Employees: This challenge can be hosted across regional/satellite office and/or with AWS employees.

Getting Started:

1. Review sample daily themes provided below; edit as desired.
2. Schedule a week to celebrate "Wellness Week."
3. Send email to department/office/etc. the week before to let employees know about the upcoming "Wellness Week."
4. Send daily email to department/office/etc. to introduce the daily theme;
5. Ensure sign-in sheets/[online form\(s\)](#) are in accessible for employees to conveniently sign.
6. Collect sign-in sheets at end of the week and email to your Wellness Council Representative.

Sample Themes:

- Whole Grains Monday
- Take a Walk Tuesday
- Water Wednesday
- Think Positive Thursday
- Finish Strong Friday

**Alternative themes: Gratitude Day, Jumping Jacks Day, Volunteer Day, Healthy Snacks Day, Tobacco-Free Day, Fruits & Vegetables Day, Take a Break Day, etc. Be creative!*

****Request additional sample Wellness Week themes from your WFHTN Regional Wellness Coordinator.**