



Wellness Week

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

Time Duration: This is a one-week event.

What to do: Create daily themes, send emails and provide sign-in sheets for 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 are in locations for employees to conveniently sign.
6. Collect sign-in sheets at end of the week and email to your Wellness Council Representative.

Materials Needed:

- Emails (see sample emails)
- Sign-in Sheets
- [Post-Event Survey](#)

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!*

SAMPLE INTRODUCTORY EMAIL

Hello,

Next week, ***insert dates***, we will celebrate a "Wellness Week!" Below are the themes. Find a sign-in sheet near you (or email me) so we can count your participation. If you take any pictures please send them my way. If you are an AWS employee, please use the attached sign-in sheet. Be sure to fill out the [photo release form](#) before sending a picture.

Whole Grains Monday: Enjoy whole grains today!

Take a Walk Tuesday: Get outside (or stay inside) and take a walk.

Water Wednesday: Drink plenty of water. Replace one sugary beverage with water.

Think Positive Thursday: Positive thoughts and gratitude are encouraged on this day.

Finish Strong Friday: This day will be one for you to do any of the activities from the other days again or for the first time (ex: eat a meatless meal).

These events are meant to be reminders about the importance of good health practices. Healthy living is about overall wellness and enjoying all aspects of life and feeling good while doing it!

Let me know if you have any questions.

SAMPLE WHOLE GRAINS MONDAY EMAIL

Good morning,

It is the beginning of Wellness Week! Today's theme is "**Whole Grains Monday!**" Below you'll find important information about whole grains. So enjoy some whole grains today, and either send a picture, sign a sign-in sheet or send an email.

What's a Whole Grain?

A grain is considered to be a whole grain as long as all three original parts — the bran, germ and endosperm — are still present in the same proportions as when the grain was growing in the fields.

The benefits of whole grains most documented by repeated studies include:

- reduced risk of stroke
- reduced risk of type 2 diabetes
- reduced risk of heart disease
- better weight maintenance
- less inflammation
- lower risk of colorectal cancer

Make Easy Substitutions

- Switch half the white flour to whole wheat flour in your regular recipes for cookies, muffins, quick breads and pancakes. Or be bold and add up to 20% of another whole grain flour such as sorghum.
- Add half a cup of cooked bulgur, wild rice or barley to bread stuffing.
- Use whole corn meal for corn cakes, cornbread and corn muffins.
- Stir a handful of rolled oats in your yogurt for quick crunch with no cooking necessary.

Try New Foods

- Make risottos, pilafs and other rice-like dishes with whole grains such as barley, brown rice, bulgur, millet, quinoa or sorghum.
- Try whole grain breads. Kids especially like whole grain pita bread.
- Look for cereals made with grains like Kamut®, kasha (buckwheat) or spelt.

Experiment with New Recipes

Visit the recipe section of the [Whole Grains Council](#) website for many delicious and simple whole-grain recipes.

SAMPLE TAKE A WALK TUESDAY EMAIL

Good morning,

The Wellness Week theme for today is "Take a Walk Tuesday!" The challenge today is to go on at least one 10-minute walk. Did you know that there are numerous benefits to walking? Click [here](#) for an article about some of those benefits. Have you heard the phrase, "sitting is the new smoking?" Research shows that sitting all day can have detrimental effects on health. So to combat this, get up every hour and walk around for at least three minutes; it is important to move around even if you are standing all day. If the weather isn't ideal for a walk – no problem! Walk in place or walk around the office.

SAMPLE WATER WEDNESDAY EMAIL

Good morning,

Today is "Water Wednesday!" Try replacing just one sugary beverage with water or drink six to eight 8-ounce glasses of water today. Be sure to sign in on a sheet near you or email me about what you did.

Click [here](#) for a 36-second video about getting enough water!

SAMPLE THINK POSITIVE THURSDAY EMAIL

Good morning,

Today is "**Think Positive Thursday!**" I hope at some point in your life you have been able to experience the power of positive thinking. Have you ever noticed that the negative thoughts we dwell on tend to keep happening? Instead of thinking, "I wish I wasn't ____;" instead think, "I am so thankful to be healthy!" or "I am grateful that I have so much love in my life!" Thinking positively and also being grateful are both incredibly powerful tools. Mental health is very important. We have some really great resources such as our [Here4TN](#) Employee Assistance Program.

Today stop by the ***insert central office location*** "Positivity Wall" and write a positive trait about yourself, something you're grateful for or just anything happy! Can't make it to ____? That's okay! Just take the time to think some positive thoughts. Be sure to sign on a sign-up sheet near you or email me!

SAMPLE FINISH STRONG FRIDAY EMAIL

Good morning,

It is the end of another "Wellness Week!" Thank you all for your participation. Small healthier choices, over time, really do add up! Today the theme is "**Finish Strong Friday.**" For today you can go back and repeat any of the activities from this week and/or do an activity for the first time. For example, you could go on a walk while

thinking lots of positive thoughts and then drink water when you get back. Be sure to sign on a sign-up sheet near you or just email me.



Wellness Week Tracker

(For Regional/AWS employees.)

<u>Activity</u>	✓
Whole Grains Monday	
Take a Walk Tuesday	
Water Wednesday	
Think Positive Thursday	
Finish Strong Friday	

Return to wellness council representative at end of challenge.