

# ACHIEVEMENT LEVELS TUTORIAL



/WFHTN



@WFHTN



@WorkingForAHealthierTN



/TNSiteChampions

Encouraging and enabling state employees to lead healthier lives

# **Achievement Levels Fiscal Year 2022**

*(July 1, 2021 – June 30, 2022)*

# ACHIEVEMENT LEVELS



## PLATINUM

State agency has shown consistency in workplace wellness programming and maintained "Gold" achievement level for two fiscal years in a row.



## GOLD

State agency has shown consistency in workplace wellness programming throughout the fiscal year. They have organized and promoted wellness activities to meet the needs of their employees in each of WFHTN's focus areas (well-being, physical activity and healthy eating).



## SILVER




State agency has shown consistency in providing workplace wellness programming in several focus areas (well-being, physical activity, healthy eating) and has built a solid foundation, which will allow the initiative to continue to grow.



## BRONZE

State agency has shown consistency in workplace wellness programming and has built a solid foundation which will allow the initiative to continue to grow.

# ACHIEVEMENT LEVEL GOALS

<u>Level</u>	<u>Communicate</u>	<u>Engage</u>	<u>Inspire Change</u>	<u>Focus Areas</u> (WC, PA, HE, WB)
 <b>GOLD</b>	1 activity	1 activity	1 activity	4
 <b>SILVER</b>	1 activity	1 activity	1 activity	3
 <b>BRONZE</b>	1 activity	1 activity	1 activity	2



This tutorial will provide guidance about *how* to reach the achievement levels.



## Quarterly Activity List

Q1 (July-September) FY 2022

Please use this activity list as a *guide* for possible activities instead of trying to complete every activity suggested. Your Regional 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](#). (Ask your WFHTN Regional Wellness Coordinator for an online form version.)
- Submit photos (with [permission](#)) from events, challenges and success stories to [WFHT.TN@tn.gov](mailto:WFHT.TN@tn.gov) or to your WFHTN Regional Wellness Coordinator. (The WFHTN [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](#)).

### **GUIDELINES:**

- Submit completed activities to your WFHTN Regional Wellness Coordinator by 5 p.m. Central on Monday, October 4.
- [Frequently Asked Questions](#)
- [WFHTN Achievement Levels](#)

WFHTN will provide a “Quarterly Activity List” as a *guide* to help you plan your workplace wellness activities throughout each quarter.

# Fiscal Year Calendar

<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>July Aug Sept</b>	<b>Oct Nov Dec</b>	<b>Jan Feb Mar</b>	<b>April May June</b>

Here's a reminder about the fiscal year quarters, each 3 months long, starting in July and going through June.

# How to Achieve Bronze Level

FOCUS AREA	COMMUNICATE <i>*Share about these activities.</i>	ENGAGE	INSPIRE CHANGE
<i>(Applies to related focus area.)</i>	<ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTM's scheduled LIVE Workouts and/or Yoga for All sessions.</li> <li>Resources and/or events from Here4TN or <a href="#">ActiveHealth</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">Lunch 'n Learn</a> or <a href="#">webinar</a> (live or recorded). <i>Suggested topics: Making Time for Fitness, How to Manage Your Finances or Eat the Rainbow.</i></li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team-Building Activity</a>.</li> <li>Host any <a href="#">Well-being, Physical Activity Challenge, Healthy Eating</a> or <a href="#">Tobacco Cessation Challenge</a>.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
WELLNESS COUNCIL	<ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members</li> <li>A <a href="#">WFHTN Monthly Handout</a></li> <li>A Post-Activity/Webinar Survey after an activity or webinar</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly <a href="#">WFHTN Wellness Council Webinar</a>. (Click <a href="#">here</a> to join.)</li> <li>Recruit a new Wellness Council member.</li> <li>Invite other agency(s) to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend <a href="#">WFHTN's 2021 Annual Awards Celebration</a>.</li> <li>Host a <a href="#">Wellness Council meeting</a>.</li> <li>Schedule an <a href="#">ActiveHealth Index</a> meeting with your WFHTM Regional Wellness Coordinator.</li> </ul>
PHYSICAL ACTIVITY	<ul style="list-style-type: none"> <li>The <a href="#">WFHTN Physical Activity Log</a></li> <li><a href="#">How to properly squat and lunge</a></li> <li>These <a href="#">Look After Your Heart</a> resources in recognition of <a href="#">World Heart Day</a> (September 29)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Barriers to Being Active Quiz</a>.</li> <li>Encourage employees to get active outdoors by visiting Tennessee <a href="#">Greenways, Trails</a> or <a href="#">State Parks</a> in recognition of <a href="#">Park and Recreation Month</a> (July).</li> <li>Encourage employees to give yoga a try with these <a href="#">Yoga Video Resources</a> in honor of <a href="#">National Yoga Month</a> (September).</li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTM's all-department <a href="#">Move More Challenge</a>.</li> <li>Encourage employees to use these <a href="#">home</a> and <a href="#">workplace</a> ergonomic handouts to set up their workstation(s).</li> <li>Host an <a href="#">Office Olympics Challenge</a> in honor of the 2021 Summer Olympics.</li> </ul>
HEALTHY EATING	<ul style="list-style-type: none"> <li>The <a href="#">Eat Like an Olympian Handout</a> in honor of the 2021 Summer Olympics</li> <li>The <a href="#">"Guess the Grains"</a> quiz in honor of Whole Grains Month (September)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a <a href="#">"Fall Fruits &amp; Veggies BINGO"</a> in recognition of <a href="#">National Fruits &amp; Veggies Month</a> (September). Submit marked <a href="#">BINGO boards</a> to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.</li> <li>Encourage co-workers to visit a <a href="#">farmer's market</a> in honor of <a href="#">National Farmer's Market Week</a> (August 1-7).</li> </ul>
WELL-BEING ACTIVITIES	<ul style="list-style-type: none"> <li>The <a href="#">July Here4TN Scavenger Hunt</a> (July 12-23)</li> <li>The <a href="#">"Socializing"</a> Here4TN topic center in recognition of National Friendship Day (August 1)</li> <li>The #4Mind4Body webinar <a href="#">"Suicide Prevention"</a> on Thursday, September 16</li> <li>The <a href="#">Tobacco Quit Aids</a> available to members of the State's health insurance plan</li> </ul>	<ul style="list-style-type: none"> <li>Invite employees to share their favorite way or place to relax with each other in recognition of <a href="#">National Relaxation Day</a> (August 15).</li> <li>Share <a href="#">"The Role of Co-Workers in Preventing Suicide"</a> in honor of <a href="#">National Suicide Prevention Month</a> (September).</li> <li>Host a <a href="#">Are You Puzzled?</a> or "Brain Teasers Trivia" teambuilding activity (virtual or in-person) in honor of <a href="#">Healthy Aging Month</a> (September).</li> <li>Invite employees to join our "Tobacco-Free Living" webinar on August 11, 9-10 a.m. or August 19, 1-2 p.m. Central.</li> </ul>	<ul style="list-style-type: none"> <li>Help employees learn more about their Here4TN <a href="#">Financial Wellness Benefits</a> (including access to financial calculators, tools, tips and a money coach at no additional cost).</li> <li>Host a <a href="#">Financial Fitness Challenge</a> in honor of <a href="#">National Financial Awareness Day</a> (August 14).</li> <li>Encourage employees to <a href="#">Create a Quit Plan</a>.</li> </ul>

If you are aiming for **BRONZE LEVEL**, you want to complete at least: 1 Communicate, 1 Engage and 1 Inspire Change in 2 Focus Areas each quarter.

# Bronze Level Example (Quarter 1)



FOCUS AREA	COMMUNICATE <i>*Share about these activities.</i>	ENGAGE	INSPIRE CHANGE
<i>(Applies to related focus area.)</i>	<ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTM's scheduled LIVE Workouts and/or Yoga for All sessions.</li> <li>Resources and/or events from Here4TN or <a href="#">ActiveHealth</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">Lunch 'n Learn</a> or <a href="#">webinar</a> (live or recorded). <i>Suggested topics: Making Time for Fitness, How to Manage Your Finances or Eat the Rainbow.</i></li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team-Building Activity</a>.</li> <li>Host any <a href="#">Well-being</a>, <a href="#">Physical Activity Challenge</a>, <a href="#">Healthy Eating</a> or <a href="#">Tobacco Cessation Challenge</a>.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
WELLNESS COUNCIL	<ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members</li> <li>A <a href="#">WFHTN Monthly Handout</a></li> <li>A Post-Activity/Webinar Survey after an activity or webinar</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly WFHTN Wellness Council Webinar. (Click <a href="#">here</a> to join.)</li> <li>Recruit a new Wellness Council member.</li> <li>Invite other agency(s) to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend WFHTM's 2021 Annual Awards Celebration.</li> <li>Host a Wellness Council meeting.</li> <li>Schedule an <a href="#">ActiveHealth Index</a> meeting with your WFHTN Regional Wellness Coordinator</li> </ul>
PHYSICAL ACTIVITY	<ul style="list-style-type: none"> <li>The <a href="#">WFHTN Physical Activity Log</a></li> <li><a href="#">How to properly squat and lunge</a></li> <li>These <a href="#">Look After Your Heart</a> resources in recognition of <a href="#">American Heart Month</a> (September 29)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Barriers to Being Active Quiz</a>.</li> <li>Encourage employees to get active outdoors by visiting Tennessee's <a href="#">Trail of State Parks</a> in recognition of <a href="#">Park and Recreation Month</a> (July).</li> <li>Encourage employees to try with these <a href="#">Yoga Video Resources</a> in honor of <a href="#">National Yoga Month</a> (September).</li> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTM's all-department <a href="#">Move More Challenge</a>.</li> <li>Encourage employees to use these <a href="#">home</a> and <a href="#">workplace</a> ergonomic resources to setup their workstation(s).</li> <li>Host an <a href="#">Office Olympics Challenge</a> in honor of the <a href="#">2021 Summer Olympics</a></li> </ul>
HEALTHY EATING	<ul style="list-style-type: none"> <li>The <a href="#">Eat Like an Olympian Handout</a> in honor of the 2021 Summer Olympics</li> <li>The <a href="#">"Go Grains"</a> campaign in honor of <a href="#">National Grains Month</a> (September)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a <a href="#">"All Fruits &amp; Veggies are Good for You"</a> in recognition of <a href="#">National Fruits &amp; Veggies Month</a> (September). Contact <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.</li> <li>Encourage co-workers to visit a <a href="#">farmer's market</a> in honor of <a href="#">National Farmer's Market Week</a> (August 1-7).</li> </ul>
WELL-BEING ACTIVITIES	<ul style="list-style-type: none"> <li>The <a href="#">July Here4TN Scavenger Hunt</a> (July 12-23)</li> <li>The <a href="#">"Socializing"</a> Here4TN topic center in recognition of National Friendship Day (August 1)</li> <li>The #4Mind4Body webinar <a href="#">"Suicide Prevention"</a> on Thursday, September 16</li> <li>The <a href="#">Tobacco Quit Aids</a> available to members of the State's health insurance plan</li> </ul>	<ul style="list-style-type: none"> <li>Invite employees to share their favorite way or place to relax with each other in recognition of <a href="#">National Relaxation Day</a> (August 15).</li> <li>Share <a href="#">"The Role of Co-Workers in Preventing Suicide"</a> in honor of <a href="#">National Suicide Prevention Month</a> (September).</li> <li>Host a <a href="#">Are You Puzzled?</a> or "Brain Teasers Trivia" teambuilding activity (virtual or in-person) in honor of <a href="#">Healthy Aging Month</a> (September).</li> <li>Invite employees to join our "Tobacco-Free Living" webinar on August 11, 9-10 a.m. or August 19, 1-2 p.m. Central.</li> </ul>	<ul style="list-style-type: none"> <li>Help employees learn more about their Here4TN <a href="#">Financial Wellness Benefits</a> (including access to financial calculators, tools, tips and a money coach at no additional cost).</li> <li>Host a <a href="#">Financial Fitness Challenge</a> in honor of National Financial Awareness Day (August 14).</li> <li>Encourage employees to <a href="#">Create a Quit Plan</a>.</li> </ul>

**8 total in communicate per fiscal year (2 each quarter)**

**8 total in engage per fiscal year (2 each quarter)**

**8 total in inspire change per fiscal year (2 each quarter)**

Quarters 2-4 would look similar in order to achieve **BRONZE LEVEL**. Note: You do not have to keep with the same focus areas each quarter.

# Bronze Level Example

# How to Achieve Silver Level

FOCUS AREA	COMMUNICATE <i>#Share about these activities</i>	ENGAGE	INSPIRE CHANGE
<i>(Applies to related focus area.)</i>	<ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTN's scheduled LIVE workouts and/or Yoga for All sessions.</li> <li>Resources and/or events from Here4TN or <a href="#">ActiveHealth</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">Lunch 'n Learn</a> or <a href="#">webinar</a> (live or recorded). <i>Suggested topics: Making Time for Fitness, How to Manage Your Finances or Eat the Rainbow.</i></li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team-Building Activity</a>.</li> <li>Host any <a href="#">Well-being</a>, <a href="#">Physical Activity Challenge</a>, <a href="#">Healthy Eating</a> or <a href="#">Tobacco Cessation Challenge</a>.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
WELLNESS COUNCIL	<ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members</li> <li>A <a href="#">WFHTN Monthly Handout</a></li> <li>A Post-Activity/Webinar Survey after an activity or webinar</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly <i>WFHTN Wellness Council Webinar</i>. (Click <a href="#">here</a> to join.)</li> <li>Recruit a new Wellness Council member.</li> <li>Invite other agency(s) to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend <i>WFHTN's 2021 Annual Awards Celebration</i>.</li> <li>Host a Wellness Council meeting.</li> <li>Schedule an <i>ActiveHealth Index</i> meeting with your WFHTN Regional Wellness Coordinator.</li> </ul>
PHYSICAL ACTIVITY	<ul style="list-style-type: none"> <li>The <a href="#">WFHTN Physical Activity Log</a></li> <li><a href="#">How to properly squat and lunge</a></li> <li>These <a href="#">Look After Your Heart</a> resources in recognition of <a href="#">World Heart Day</a> (September 29)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Barriers to Being Active Quiz</a>.</li> <li>Encourage employees to get active outdoors by visiting Tennessee <a href="#">Greenways, Trails</a> or <a href="#">State Parks</a> in recognition of <a href="#">Park and Recreation Month</a> (July).</li> <li>Encourage employees to give yoga a try with these <a href="#">Yoga Video Resources</a> in honor of <a href="#">National Yoga Month</a> (September).</li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTN's all-department <a href="#">Move More Challenge</a>.</li> <li>Encourage employees to use these <a href="#">home</a> and <a href="#">workplace</a> ergonomic handouts to set up their workstation(s).</li> <li>Host an <a href="#">Office Olympics Challenge</a> in honor of the 2021 Summer Olympics.</li> </ul>
HEALTHY EATING	<ul style="list-style-type: none"> <li>The <a href="#">Eat Like an Olympian Handout</a> in honor of the 2021 Summer Olympics</li> <li>The "Guess the Grains" quiz in honor of Whole Grains Month (September)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a "<a href="#">Fall Fruits &amp; Veggies BINGO</a>" in recognition of <a href="#">National Fruits &amp; Veggies Month</a> (September). Submit marked <a href="#">BINGO boards</a> to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.</li> <li>Encourage co-workers to visit a <a href="#">farmer's market</a> in honor of <a href="#">National Farmer's Market Week</a> (August 1-7).</li> </ul>
WELL-BEING ACTIVITIES	<ul style="list-style-type: none"> <li>The <i>July Here4TN Scavenger Hunt</i> (July 12-23)</li> <li>The "<a href="#">Socializing</a>" Here4TN topic center in recognition of National Friendship Day (August 1)</li> <li>The #4Mind4Body webinar "<a href="#">Suicide Prevention</a>" on Thursday, September 16.</li> <li>The <a href="#">Tobacco Quit Aids</a> available to members of the State's health insurance plan</li> </ul>	<ul style="list-style-type: none"> <li>Invite employees to share their favorite way or place to relax with each other in recognition of <a href="#">National Relaxation Day</a> (August 15).</li> <li>Share "<a href="#">The Role of Co-Workers in Preventing Suicide</a>" in honor of <a href="#">National Suicide Prevention Month</a> (September).</li> <li>Host a <a href="#">Are You Puzzled?</a> or "Brain Teasers Trivia" teambuilding activity (virtual or in-person) in honor of <a href="#">Healthy Aging Month</a> (September).</li> <li>Invite employees to join our "Tobacco-Free Living" webinar on August 11, 9-10 a.m. or August 19, 1-2 p.m. Central.</li> </ul>	<ul style="list-style-type: none"> <li>Help employees learn more about their Here4TN <a href="#">Financial Wellness Benefits</a> (including access to financial calculators, tools, tips and a money coach at no additional cost).</li> <li>Host a <a href="#">Financial Fitness Challenge</a> in honor of National Financial Awareness Day (August 14).</li> <li>Encourage employees to <a href="#">Create a Quit Plan</a>.</li> </ul>

If you are aiming for **SILVER LEVEL**, you want to complete at least: 1 Communicate, 1 Engage and 1 Inspire Change in 3 Focus Areas each quarter.

## Silver Level Example (Quarter 1)

FOCUS AREA	COMMUNICATE <i>#Share about these activities</i>	ENGAGE	INSPIRE CHANGE
<i>(Applies to related focus area.)</i>	<ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTN's scheduled LIVE workouts and/or Yoga for All sessions.</li> <li>Resources and/or content on <a href="#">Healthier TN</a> or <a href="#">ActiveHealth</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">10 Minute Webinar</a> or recorded <a href="#">10 Minute Webinar</a> on <a href="#">Making Time for Fitness</a>, <a href="#">How to Manage Your Finances</a> or <a href="#">Eat the Rainbow</a>.</li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team-Building Activity</a>.</li> <li>Host any <a href="#">Well-being</a>, <a href="#">Physical Activity Challenge</a>, <a href="#">Healthy Living</a> or <a href="#">Tobacco Cessation Challenge</a>.</li> <li>Share in employee <a href="#">Social Media</a>.</li> </ul>
WELLNESS COUNCIL	<ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members.</li> <li>A <a href="#">WFHTN Monthly Handout</a>.</li> <li>Host a <a href="#">Wellness Council Meeting</a> or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly WFHTN Wellness Council Webinar. <a href="#">Click here to join</a>.</li> <li>Recruit a new Wellness Council member.</li> <li>Host a <a href="#">Wellness Council Meeting</a> or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend WFHTN's 2021 Annual Awards Ceremony.</li> <li>Host a Wellness Council meeting.</li> <li>Share in employee <a href="#">Social Media</a> about your WFHTN Regional Wellness Coordinator.</li> </ul>
PHYSICAL ACTIVITY	<ul style="list-style-type: none"> <li>The <a href="#">WFHTN Physical Activity Log</a>.</li> <li><a href="#">How to properly squat and lunge</a>.</li> <li>These <a href="#">Look After Your Heart</a> resources in recognition of <a href="#">World Heart Day</a> (September 29).</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Barriers to Being Active Quiz</a>.</li> <li>Encourage employees to get active outdoors by visiting Tennessee <a href="#">Greenways</a>, <a href="#">Trails</a> or <a href="#">State Parks</a> in recognition of <a href="#">Park and Recreation Month</a> (July).</li> <li>Encourage employees to give yoga a try with these <a href="#">Yoga Video Resources</a> in honor of <a href="#">National Yoga Month</a> (September).</li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTN's all-department <a href="#">Move More Challenge</a>.</li> <li>Encourage employees to use these <a href="#">home</a> and <a href="#">workplace</a> ergonomic handouts to set up their workstation(s).</li> <li>Host an <a href="#">Office Olympics Challenge</a> in honor of the 2021 Summer Olympics.</li> </ul>
HEALTHY EATING	<ul style="list-style-type: none"> <li>The <a href="#">Eat Like an Olympian Handout</a> in honor of the 2021 Summer Olympics.</li> <li>The "Guess the Grains" quiz in honor of Whole Grains Month (September).</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a "Fall Fruits &amp; Veggies BINGO" in recognition of <a href="#">National Fruits &amp; Veggies Month</a> (September). Submit marked <a href="#">BINGO boards</a> to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.</li> <li>Encourage co-workers to visit a <a href="#">farmer's market</a> in honor of <a href="#">National Farmer's Market Week</a> (August 1-7).</li> </ul>
WELL-BEING ACTIVITIES	<ul style="list-style-type: none"> <li>The <a href="#">July Here4TN Scavenger Hunt</a> (July 12-23).</li> <li>The "Socializing" Here4TN topic center in recognition of National Friendship Day (August 1).</li> <li>The #4Mind4Body webinar "Suicide Prevention" on Thursday, September 16.</li> <li>The <a href="#">Tobacco Quit Aids</a> available to members of the State's health insurance plan.</li> </ul>	<ul style="list-style-type: none"> <li>Invite employees to share their favorite way or place to relax with each other in recognition of <a href="#">National Relaxation Day</a> (August 15).</li> <li>Share "The Role of Co-Workers in Preventing Suicide" in honor of <a href="#">National Suicide Prevention Month</a> (September).</li> <li>Host a <a href="#">Are You Puzzled?</a> or "Brain Teasers Trivia" teambuilding activity (virtual or in-person) in honor of <a href="#">Healthy Aging Month</a> (September).</li> <li>Invite employees to join our "Tobacco-Free Living" webinar on August 11, 9-10 a.m. or August 19, 1-2 p.m. Central.</li> </ul>	<ul style="list-style-type: none"> <li>Help employees learn more about their Here4TN <a href="#">Financial Wellness Benefits</a> (including access to financial calculators, tools, tips and a money coach at no additional cost).</li> <li>Host a <a href="#">Financial Fitness Challenge</a> in honor of National Financial Awareness Day (August 14).</li> <li>Encourage employees to <a href="#">Create a Quit Plan</a>.</li> </ul>

Quarters 2-4 would look similar in order to achieve **SILVER LEVEL**. Note: You do not have to keep with the same focus areas each quarter.

# Silver Level Example

# How to Achieve Gold Level

FOCUS AREA	COMMUNICATE <i>*Share about these activities.</i>	ENGAGE	INSPIRE CHANGE
<b>(Applies to related focus area.)</b>	<ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTN's scheduled LIVE Workouts and/or Yoga for All sessions.</li> <li>Resources and/or events from Here4TN or <a href="#">ActiveHealth</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">Lunch 'n Learn</a> or <a href="#">webinar</a> (live or recorded). <i>Suggested topics: Making Time for Fitness, How to Manage Your Finances or Eat the Rainbow.</i></li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team-Building Activity</a>.</li> <li>Host any <a href="#">Well-being</a>, <a href="#">Physical Activity Challenge</a>, <a href="#">Healthy Eating</a> or <a href="#">Tobacco Cessation Challenge</a>.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
<b>WELLNESS COUNCIL</b>	<ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members</li> <li>A <a href="#">WFHTN Monthly Handout</a></li> <li>A Post-Activity/Webinar Survey after an activity or webinar</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly <a href="#">WFHTN Wellness Council Webinar</a>. (Click <a href="#">here</a> to join.)</li> <li>Recruit a new Wellness Council member.</li> <li>Invite other agency(s) to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend <a href="#">WFHTN's 2021 Annual Awards Celebration</a>.</li> <li>Host a Wellness Council meeting.</li> <li>Schedule an <a href="#">ActiveHealth Index</a> meeting with your WFHTN Regional Wellness Coordinator.</li> </ul>
<b>PHYSICAL ACTIVITY</b>	<ul style="list-style-type: none"> <li>The <a href="#">WFHTN Physical Activity Log</a></li> <li><a href="#">How to properly squat and lunge</a></li> <li>These <a href="#">Look After Your Heart</a> resources in recognition of <a href="#">World Heart Day</a> (September 29)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Barriers to Being Active Quiz</a>.</li> <li>Encourage employees to get active outdoors by visiting Tennessee <a href="#">Greenways</a>, <a href="#">Trails</a> or <a href="#">State Parks</a> in recognition of <a href="#">Park and Recreation Month</a> (July).</li> <li>Encourage employees to give yoga a try with these <a href="#">Yoga Video Resources</a> in honor of <a href="#">National Yoga Month</a> (September).</li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTN's all-department <a href="#">Move More Challenge</a>.</li> <li>Encourage employees to use these <a href="#">home</a> and <a href="#">workplace</a> ergonomic handouts to set up their workstation(s).</li> <li>Host an <a href="#">Office Olympics Challenge</a> in honor of the 2021 Summer Olympics.</li> </ul>
<b>HEALTHY EATING</b>	<ul style="list-style-type: none"> <li>The <a href="#">Eat Like an Olympian Handout</a> in honor of the 2021 Summer Olympics</li> <li>The <a href="#">"Guess the Grains"</a> quiz in honor of Whole Grains Month (September)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a <a href="#">"Fall Fruits &amp; Veggies BINGO"</a> in recognition of <a href="#">National Fruits &amp; Veggies Month</a> (September). Submit marked <a href="#">BINGO boards</a> to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.</li> <li>Encourage co-workers to visit a <a href="#">farmer's market</a> in honor of <a href="#">National Farmer's Market Week</a> (August 1-7).</li> </ul>
<b>WELL-BEING ACTIVITIES</b>	<ul style="list-style-type: none"> <li>The <a href="#">July Here4TN Scavenger Hunt</a> (July 12-23)</li> <li>The <a href="#">"Socializing"</a> Here4TN topic center in recognition of National Friendship Day (August 1)</li> <li>The #4Mind4Body webinar <a href="#">"Suicide Prevention"</a> on Thursday, September 16.</li> <li>The <a href="#">Tobacco Quit Aids</a> available to members of the State's health insurance plan</li> </ul>	<ul style="list-style-type: none"> <li>Invite employees to share their favorite way or place to relax with each other in recognition of <a href="#">National Relaxation Day</a> (August 15).</li> <li>Share <a href="#">"The Role of Co-Workers in Preventing Suicide"</a> in honor of <a href="#">National Suicide Prevention Month</a> (September).</li> <li>Host a <a href="#">Are You Puzzled?</a> or "Brain Teasers Trivia" teambuilding activity (virtual or in-person) in honor of <a href="#">Healthy Aging Month</a> (September).</li> <li>Invite employees to join our "Tobacco-Free Living" webinar on August 11, 9-10 a.m. or August 19, 1-2 p.m. Central.</li> </ul>	<ul style="list-style-type: none"> <li>Help employees learn more about their Here4TN <a href="#">Financial Wellness Benefits</a> (including access to financial calculators, tools, tips and a money coach at no additional cost).</li> <li>Host a <a href="#">Financial Fitness Challenge</a> in honor of National Financial Awareness Day (August 14).</li> <li>Encourage employees to <a href="#">Create a Quit Plan</a>.</li> </ul>

If you are aiming for **GOLD LEVEL**, you want to complete at least: 1 Communicate, 1 Engage and 1 Inspire Change in all 4 Focus Areas each quarter.

# Gold Level Example (Quarter 1)

FOCUS AREA	COMMUNICATE <i>*Share about these activities.</i>	ENGAGE	INSPIRE CHANGE
<i>(Applies to related focus area.)</i>	<ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTM's scheduled LIVE Workouts and/or Yoga for All sessions.</li> <li>Resources and/or events from Here4TN or <a href="#">ActiveHealth</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host a <a href="#">Lunch 'n Learn</a> or <a href="#">webinar</a> (live or recorded). <i>Suggested topics: Making Time for Fitness, How to Manage Your Finances or Eat the Rainbow.</i></li> <li>Host a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host any <a href="#">Team-Building Activity</a>.</li> <li>Host any <a href="#">Well-being</a>, <a href="#">Physical Activity Challenge</a>, <a href="#">Healthy Eating</a> or <a href="#">Tobacco Cessation Challenge</a>.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
WELLNESS COUNCIL	<ul style="list-style-type: none"> <li>This Quarterly Activity List with your Wellness Council members</li> <li>A <a href="#">WFHTM Monthly Handout</a></li> <li>A Post-Activity/Webinar Survey after an activity or webinar</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the monthly WFHTM Wellness Council Webinar. (Click <a href="#">here</a> to join.)</li> <li>Recruit a new Wellness Council member.</li> <li>Invite other agency(s) to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend WFHTM's 2021 Annual Awards Celebration.</li> <li>Host a Wellness Council meeting.</li> <li>Schedule an <a href="#">ActiveHealth Index</a> meeting with your WFHTM Regional Wellness Coordinator</li> </ul>
PHYSICAL ACTIVITY	<ul style="list-style-type: none"> <li>The <a href="#">WFHTM Physical Activity Log</a></li> <li><a href="#">How to properly squat and lunge</a></li> <li>These <a href="#">Look After Your Heart</a> resources in recognition of <a href="#">National Heart Health Month</a> (September 29)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Barriers to Being Active Quiz</a>.</li> <li>Encourage employees to get active outdoors by visiting <a href="#">Parks in Recognition of Park and Recreation Month</a> (July).</li> <li>Encourage employees to try with these <a href="#">Yoga Video Resources</a> in honor of <a href="#">National Yoga Month</a> (September).</li> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in WFHTM's all-department <a href="#">Move More Challenge</a>.</li> <li>Encourage employees to use these <a href="#">home</a> and <a href="#">workplace</a> resources to learn to their workstation(s).</li> <li>Host an <a href="#">Office Olympics Challenge</a> in honor of the 2021 Summer Olympics.</li> </ul>
HEALTHY EATING	<ul style="list-style-type: none"> <li>The <a href="#">Eat Like an Olympian Handout</a> in honor of the 2021 Summer Olympics</li> <li>The <a href="#">National Grains Month</a> (September)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete the <a href="#">Breakfast Crossword (Answer Key)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Host a <a href="#">Fall Fruits &amp; Veggies SNACK</a> in recognition of <a href="#">National Fruits &amp; Veggies Month</a> (September).</li> <li>Encourage co-workers to visit a <a href="#">farmer's market</a> in honor of <a href="#">National Farmer's Market Week</a> (August 1-7).</li> </ul>
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**16 total in communicate per fiscal year (4 each quarter)**

**16 total in engage per fiscal year (4 each quarter)**

**16 total in inspire change per fiscal year (4 each quarter)**

Quarters 2-4 would look similar in order to achieve **GOLD LEVEL.**

**Gold Level Example**

# Questions



Email  
[WFHT.TN@tn.gov](mailto:WFHT.TN@tn.gov)



# RESOURCES

[Achievement Levels FAQs](#)

[Achievement Levels Descriptions](#)

[Achievement Level Goals](#)



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