



Quarterly Activity List

Q3 (January-March 2023) FY 2023

Please use this activity list as a *guide* for possible activities instead of trying to complete every activity suggested. Your WFHTN 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 Wellness Coordinator for an online form version.)
- Submit photos (with [permission](#)) from events, challenges and success stories to WFHT.TN@tn.gov or to your WFHTN 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](#)). We invite you to reach out to your Wellness Coordinator to help you meet your desired achievement level. Your Wellness Coordinator can track your Wellness Council's efforts, as well as provide suggested strategies.

GUIDELINES:

- Submit completed activities to your WFHTN Wellness Coordinator by 5 p.m. CT on Wednesday, April 5.
- [Frequently Asked Questions](#)
- [Achievement Levels](#)
- [Fiscal Year 2023 Special Recognition Awards](#)
 - o [Award Nomination Form](#)

FOCUS AREA	COMMUNICATE	ENGAGE	INSPIRE CHANGE
<i>(Applies to related focus area.)</i>	Share: <ul style="list-style-type: none"> Information on any National Health Observance. A WFHTN Monthly Handout. Resources and/or events from Here4TN or the ParTners for Health Wellness Program. 	<ul style="list-style-type: none"> Encourage employees to complete a short activity (crossword puzzle, word search, etc.). Host a Lunch 'n Learn or webinar (live or recorded). Host a virtual exercise or stretch break. 	<ul style="list-style-type: none"> Host a Team Building Activity. Host a Well-being, Physical Activity, Healthy Eating or Tobacco Cessation Challenge. Share an employee success story.
WELLNESS COUNCIL	Share: <ul style="list-style-type: none"> This Q3 Activity List with your Wellness Council members. A Post-Activity/Webinar Survey after an activity or webinar. 	<ul style="list-style-type: none"> Attend the monthly WFHTN Wellness Council Webinars on Jan. 5, Feb. 2 and March 2. Link to join Recruit a new Wellness Council member. Invite other agency(s) to participate in your activity, challenge or webinar. 	<ul style="list-style-type: none"> Host a Wellness Council meeting. Invite WFHTN to speak at an all-staff meeting. Speak about your Wellness Council at an all-staff meeting.
PHYSICAL ACTIVITY	Share: <ul style="list-style-type: none"> WFHTN's LIVE Workouts and/or Yoga for All sessions. Daily Tips to Stay Active in recognition of American Heart Month (February). 	<ul style="list-style-type: none"> Join our Livestream Walking Workout on Thursday, Feb. 16 from 1-1:15 p.m. CT. Promote and join our new Tuesday Dance Breaks each week from 11:45 a.m. - 12 p.m. CT. 	<ul style="list-style-type: none"> Participate in WFHTN's Find Your Fitness Challenge from Jan. 9 - Feb. 5. <i>Five participants chosen at random will win a prize!</i> Participate in WFHTN's two-week 21 Days to a Healthier Heart Challenge from Feb. 8-28. <i>Three participants chosen at random will win a prize!</i>
HEALTHY EATING	Share: <ul style="list-style-type: none"> How to Add Flavor with Herbs & Spices from American Heart Association. (9 minutes) Frozen Food Myths & Facts in honor of National Frozen Food Month (March). 	<ul style="list-style-type: none"> Promote WFHTN's Healthy Eating Trivia on Thursday, March 16 from 1-1:15 p.m. CT! <i>Top three win a prize and one prize given at random!</i> Encourage employees to complete the Eat Your Veggies word scramble. 	<ul style="list-style-type: none"> Create a sweet treat using one of WFHTN's Dessert Recipes. Send photos to WFHT.TN@tn.gov. Encourage employees to complete this one-week Green Plate Challenge in honor of St. Patrick's Day (March 17). <i>Three participants chosen at random will win a prize!</i>
WELL-BEING	Share: <ul style="list-style-type: none"> WFHTN Daily Wellness Calendar. WFHTN Monthly Events Flyer. Relationships come in all shapes and sizes. Share these Here4TN resources for Relationship Wellness Month (February) to help you understand how to make them better, when to end them and more. 	<ul style="list-style-type: none"> Complete this Wellness Word Scramble for International Brain Teaser Month (January) <i>Five participants chosen at random will win a prize!</i> In honor of American Heart Month (February) encourage employees to send in photos (with permission) WFHT.TN@tn.gov by Mar. 3 showing off their red. Encourage employees to complete our WFHTN Scavenger Hunt for Employee Spirit Month (March). <i>Five participants chosen at random will win a prize!</i> 	<ul style="list-style-type: none"> Host or promote and join Healthy Living on a Budget for Financial Wellness Month (Jan.)! Join our webinar on Jan. 12 from 1-1:30 p.m. CT. Set a S.M.A.R.T. Goal with WFHTN! Complete this S.M.A.R.T. Goal Setting Worksheet and share with us by March 31. <i>Ten participants chosen at random will win a prize!</i>

****We support your creativity! If you have an idea not included on this list, share with your WFHTN Wellness Coordinator to see which goal it would fall under.***



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