



# Healthy Eating Challenge Starter Kit

## Focus Area: Healthy Eating

**Objective:** To create an employee wellness challenge focused on healthier eating.

**Length of Challenge:** One to four weeks (recommended).

## Materials Needed:

- [Sign-Up Sheet/Form](#) (optional, but recommended)
- Challenge Tracking Sheet (recommended)
- Prizes (optional)

## Directions:

- Develop a Healthy Eating Challenge using the “Getting Started” guidelines below.
- Reach out to your assigned WFHTN Regional Wellness Coordinator for assistance.

**Regional/Satellite Offices & AWS Employees:** We recommend the challenge be hosted across regional/satellite offices and/or with AWS employees.

## Getting Started:

1. Select a theme and title for your Healthy Eating Challenge. (For inspiration, please see our [National Health Observance Calendar](#) or be creative.)
2. Decide what dates your Healthy Eating Challenge will run.
3. Establish a sign-up period (for example, one week) before the challenge start date. (Access the [WFHTN Sign-Up Sheet here](#).)
4. Determine how participants will track and share their progress (for example: Challenge Tracking Sheet, like sample following) and how winners will be rewarded.
  - *Remember: Your assigned WFHTN Regional Wellness Coordinator can assist with a tracking method.*

- *Challenge rewards do not have to be tangible. Announcing the Healthy Eating Challenge winner(s) in an email, e-newsletter, during an all-staff meeting and/or in a flier are all great ways to give recognition!*
5. Announce the challenge to employees! (This can be done via email, e-newsletter, department intranet, and/or fliers.)
  6. At the close of the sign-up period (if you established one), contact all participants to share the following:
    - A welcome, congrats and/or thank you for participating in the challenge.
    - Dates of when the challenge will begin and end.
    - Instructions on how to participate in your Healthy Eating Challenge.
    - Details about how to submit their Challenge Tracking Sheets and how winner(s) will be rewarded.

*NOTE: Don't forget to BCC participants if contacting them via email.*
  7. Print or attach, via email, the Healthy Eating Challenge Tracking Sheet and distribute to all participants. See a sample Tracking Sheet below.
  8. Each week send participants a friendly email reminding them to engage in the challenge and have fun with it. Your communication might include additional information related to the challenge, such as fun food facts, healthy recipes, tips and tricks, inspirational quotes and/or participant photos. (See 'Sample Weekly Emails Starters' below.)
    - *Remember: Your assigned WFHTN Regional Wellness Coordinator can assist with creating additional communications and handouts.*
  9. As the challenge comes near an end, send out a reminder to participants to submit their Healthy Eating Challenge Tracking Sheet and announce the winner(s)!



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