National Health Education Week Toolkit

Focus Area: Wellbeing Activities

Description: This toolkit can be used for daily or weekly messages during National Health Education Week. Of course, you can celebrate ANY week as National Health Education week! There are five challenges that you can share with the employees in your agency/department. A tracking sheet is attached for those who would like to track their progress as you move between challenges. You could also encourage participants to continue exercising as a second part of the challenges!

Each day you complete the challenge, check it off your Tracking Sheet. The total numbers of checkmarks are added to the weekly total. (This applies if you decide to do the challenges weekly.)

Length of Challenge: One week (can be extended to five weeks)

Materials Needed:  
- Sign-Up Sheet/Form (optional, but recommended)  
- Tracking Sheet  
- Prizes (optional)

Directions:
- Strive to complete as many challenge activities as you can.  
- Each day you complete the challenge, check it off your Tracking Sheet.  
- At the end of the challenge, calculate your total activities completed.

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

WFHT.TN@tn.gov  
facebook.com/WFHTN  
twitter.com/WFHTN
Getting Started:

1. Decide what dates your “National Health Education Week” will run.
2. Establish a sign-up period (for example, one week) before the challenge start date.
3. Determine how participants submit their tracking sheets and how winners will be rewarded.
   - Remember: Challenge rewards do not have to be tangible. Announcing the challenge winner(s) in an email, e-newsletter and/or flier are all great ways to give recognition!
4. Announce the challenge to employees! (This can be done via email, e-newsletter, department intranet and/or fliers.)
5. 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.
   - Details about how to submit their Tracking Sheets and how winner(s) will be rewarded.
6. Print or attach the Tracking Sheet via email and distribute it to all participants.
7. Each week (or day) of the challenge, send participants a friendly email reminding them to engage in the challenge and have fun with it. Your communication might include additional info related to the challenge, such as fun food facts, healthy recipes, tips and tricks, inspirational quotes and/or participant photos. (See ‘Sample Weekly Emails’ below.)
8. As the challenge comes close to an end, send out a reminder to participants to submit their tracking sheet and announce the winner(s)!

Weekly Wellness Challenge Preview
Week/Day 1: Include 3-5 servings of fruit per day
Week/Day 2: Include 6-8 glasses of water per day
Week/Day 3: Set aside five minutes of your day for relaxation breathing
Week/Day 4: Practice a random act of kindness
Week/Day 5: Pick your favorite activity from the previous weeks/days
Sample Weekly Emails:

First Weekly/Daily Challenge

Subject: Health Education Challenge Starts Today!
Body:
Is your fruit intake where it should be? Many of us struggle to get our recommended servings of fruit each day. Your first <weekly/daily> challenge will do just that. The Academy of Nutrition and Dietetics recommends we include 3-5 servings of fruit each day.

Serving Size:
1 serving equals:
- 1 medium-sized fresh fruit (the size of a baseball or an average-sized fist)
- 1 cup (8 fl. oz.) of 100% fruit juice
½ serving equals:
- ½ cup of cut or canned fruit (the size of a tennis ball or small, scooped handful)

Benefits:
Great source for Vitamin C
- Sources of vitamin C include citrus fruits, tomatoes, potatoes, strawberries, green and red bell peppers, broccoli, Brussels sprouts and kiwifruit, among others.

Vitamin A
Potassium
Fiber

Tips to help include fruit in your diet:
- Choose fruit at breakfast by adding it to your cereal or drink a glass of 100% fruit juice.
- Use fruit as a snack.
- Keep fruit visible in your refrigerator or in a bowl on your counter or table.

Second Weekly/Daily Challenge

Subject: Health Education Challenge <Week 2/Day 2>!
Body:
Are you drinking enough water throughout the day? Many people struggle to maintain their water intake on a daily basis. Your second <weekly/daily> challenge is to try to drink 6-8 glasses of water per day. Most individuals
consume only three of the recommended 6-8 glasses per day. Water plays an important role in our bodies. It is necessary for energy production and temperature control.

**Tips to help include more water in your diet:**
- Place a glass on your nightstand at home. Drink a glass of water before going to bed and when you first wake up in the morning.
- When passing a water fountain, try to take five swallows of water.
- Place a pitcher of water in front of the refrigerator so it’s the first thing you see.
- Try drinking at least one glass of water with each meal.

**Third Weekly/Daily Challenge**

Subject: Health Education Challenge *<Week 3/Day 3>*!

Body:
Congratulations on making healthier choices! If you’ve been participating in the *<weekly/daily>* challenges, then you’ve already begun to make some important changes in your daily nutritional habits. The two previous challenges included adding more fruit to your diet and making sure you drink enough water. As you continue to pursue a healthy lifestyle, it’s also important to focus on emotional health and relaxation. This *<week’s/day’s>* challenge is to set aside five to ten minutes for stretching. It’s easier than you think, and you can do it at your desk!

**Fourth Weekly/Daily Challenge**

Subject: Health Education Challenge *<Week 4/Day 4>*!

Body:
A random act of kindness is simply doing something nice for someone else, without them asking and without you doing it for anything in return. The wonderful part of random acts of kindness is that there are not only benefits to the receiver but also to the giver. There are many benefits associated to random acts of kindness. Here are just a few:

1. Kindness can increase the feeling of strength and energy due to helping others.
2. Kindness can also make you feel calmer.
3. Kindness can make you feel less depressed.
4. Kindness can cause increased feelings of self-worth.

This *<week’s/day’s>* goal is to spread kindness! Below are a few suggestions for random acts of kindness, but feel free to be creative!
Suggestions of Random Acts of Kindness:

- Send flowers or chocolates to a friend out of the blue.
- When someone speaks, listen intently.
- Mow a neighbor’s lawn after mowing your own.
- Be courteous and kind to customer-care representatives.
- Wash the dishes even if it’s someone else’s turn.
- Forgive even when no apology was offered.
- Send a note (letter, email, etc.) to a loved one.

**Fifth Weekly/Daily Challenge**

Subject: Health Education Challenge *<Week 5/Day 5>*!

Body:
You did it! The final *<weekly/daily>* challenge is here. If you didn’t meet one of the challenges the first time around, this is a good time to try that challenge again. The final *<weekly/daily>* challenge is to pick from the previous challenges (eat more fruit, drink more water, relax and perform a random act of kindness) and either complete the challenge you didn’t finish or pick your favorite challenge and do it again.
# National Health Education Week

## Weekly Tracking Sheet

*Use a check mark ✔️ to indicate each activity completed.*

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<tr>
<th>Week 1</th>
<th>Sunday</th>
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National Health Education Week
Daily Tracking Sheet

Use a check mark ✔ to indicate each activity completed.

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<th>Day</th>
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