

# Office Olympic Triathlon Challenge

## Focus Area: Well-Being

**Objective:** To complete all three activities in the Office Olympic Triathlon Challenge and represent for your department's team.

**Length of Challenge:** One week

## Materials Needed:

- Sign-up Sheet/Form (optional, but recommended)
- Office Olympic Triathlon Tracking Sheet
- Prizes (optional)

## Directions:

- Fully complete all three activities in the Triathlon Challenge (in order) for a one-week period.
- At the end of the challenge, submit your Challenge Tracker for your department's team.

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



## Getting Started:

1. Decide which dates your "Office Olympic Triathlon Challenge" will run.
2. Establish a sign-up period (for example, one week) before the challenge start date.  
*\*\*Reach out to your WFHTN Regional Wellness Coordinator for assistance with an online sign-up form.*
3. Determine how participants submit their Tracking Sheets (to WFHTN or a Wellness Council representative) and how winners will be rewarded.  
*Remember: Challenge rewards do not have to be tangible. Announcing the "Office Olympic Triathlon 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 the challenge will begin and end.
  - Instructions on how to participate in the "Office Olympic Triathlon Challenge".
  - Details about how to submit their Tracking Sheets and how winner(s) will be rewarded.*NOTE: Don't forget to BCC participants if contacting them via email.*
6. Print or attach via email the "Office Olympic Triathlon Challenge Tracking Sheet" and distribute to all participants.
7. Throughout 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 facts, healthy lunch recipes, tips and tricks, inspirational quotes and/or participant photos. (See 'Sample Weekly Emails' below.)



8. As the one-week challenge comes close to an end, send out a reminder to participants to submit their "Office Olympic Triathlon Challenge Tracker" and announce your winner(s)!

## Sample Weekly Emails:

### Welcome Email

Subject: Welcome to the Office Olympic Triathlon Challenge!

Attachments: Office Olympic Triathlon Challenge Tracker

Body:

Hello,

Thank you for joining Team < insert dept > in the **Office Olympic Triathlon Challenge!**

In this one-week challenge, we're competing against other executive agencies to see which department can rally together to have the most employees complete all three legs of the Office Olympic Triathlon Challenge. Are you ready to represent Team < insert dept > and practice healthier habits!?

Challenge Dates: < insert dates >

You must complete each leg of the Triathlon Challenge before moving on to the next. And you'll want to be sure to follow the submission guidelines for your efforts to count for Team < insert dept >. By the end of this challenge, you'll have completed three different activities for a healthier, happier you!

The employee(s) who submit their Office Olympic Triathlon Challenge Tracker to < insert email > by < insert date > will receive < insert prize/recognition >.

Let the games begin!

### Mid-Week Email

Subject: You still with us!? (Office Olympic Triathlon Challenge)

Body:

Team < insert dept > ,

We are halfway into our **Office Olympic Triathlon Challenge** week!

How are you doing in the Triathlon?



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Remember, it doesn't matter how fast you go, as long as you complete each leg of the Triathlon Challenge in order. (Don't forget to follow those submission guidelines to help Team < insert dept > compete against other departments!)

Here's a little mid-week motivation for you...



Let's aim to put in some real effort so we can be proud of our results!

## End-of-Week Email

Subject: This is it! (Office Olympic Triathlon Challenge)

Body:

It's the last day of the **Office Olympic Triathlon Challenge** with the < insert dept > Wellness Council!

Have you completed all three legs of the Triathlon Challenge yet? It's not too late to help Team < insert dept >.

Just be sure to please submit your [Office Olympic Triathlon Challenge Tracker](#) to < insert email > by \_\_\_\_\_ to be eligible to win \_\_\_\_\_.

Way to go everyone!

## Wrap-Up Email

Subject: Thank you for participating in the Office Olympic Triathlon Challenge!

Body:

YOU DID IT! You made it through the **Office Olympic Triathlon Challenge**.

We hope you found this challenge as a fun way to practice healthy habits at the office (no matter if that's at home or at work).



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We'd love to hear what you thought about this challenge by providing your feedback in this short survey here: < [insert survey link](#) >

If you have a photo, video or a success story to share we'd love to receive them! Simply submit to [WFHT.TN@tn.gov](mailto:WFHT.TN@tn.gov).



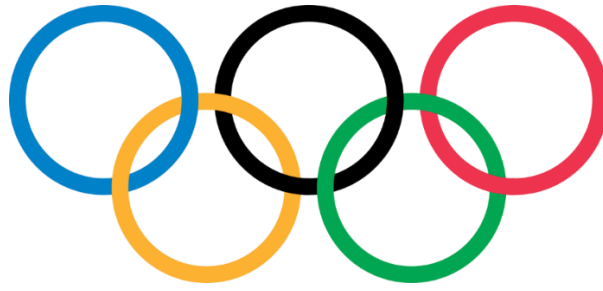
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# Office Olympic Triathlon Challenge Tracker

*DIRECTIONS: Complete each one of the three legs of the Office Olympic Triathlon in order between Monday, August \_\_\_\_\_. Submission requirements for each leg are detailed below and must be followed to count for your department's team!*



**LEG 1:** Download the SMART GOAL Worksheet [here](#).

**LEG 2:** Learn more about creating a "performance plate" [here](#).

**LEG 3:** Here is the OFFICE OLYMPIC DESK WORKOUT

<b>9:00 am</b>	<b>20 raise the roofs</b>	<input type="checkbox"/>
<b>10:00 am</b>	<b>20 calf raises</b>	<input type="checkbox"/>
<b>11:00 am</b>	<b>20 hallelujahs</b>	<input type="checkbox"/>
<b>12:00 pm</b>	<b>10-minute walk</b>	<input type="checkbox"/>
<b>1:00 pm</b>	<b>20 punches</b>	<input type="checkbox"/>
<b>2:00 pm</b>	<b>20 jumping jacks</b> <i>*Modification: half jacks</i>	<input type="checkbox"/>
<b>3:00 pm</b>	<b>1 round of <u>Desk Stretches</u></b>	<input type="checkbox"/>

*\*\*Questions about an exercise? Please see [this resource](#).*

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_



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