



Small Steps to Healthier Eating

Focus Area: Healthy Eating

Objective: To take small steps to help overall eating habits align more with the Dietary Guidelines for Americans.

Length of Challenge: One week (length of challenge is flexible; contact your Regional Wellness Coordinator for assistance with editing the Tracking Sheet)

Materials Needed:

- Sign-Up Sheet/Form (optional, but recommended)
- Small Steps to Healthier Eating Tracking Sheet
- Prizes (optional)

Directions:

- Use tracking sheet to record amount eaten from the listed food groups
- Strive to fill in the tracking sheet completely

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



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Getting Started:

1. Decide the dates your "Small Steps to Healthier Eating Challenge" will run.
2. Establish a sign-up period (for example, one week) before the challenge start date. [*Sign-up period is optional.*]
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 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 in the "Small Steps to Healthier Eating 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 "Small Steps to Healthier Eating Challenge Tracking Sheet" and Infographics and distribute them to all participants.
7. Remember to 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. (Request 'Sample Emails' from your wellness coordinator.)
8. As the challenge comes to an end, send out a reminder to participants to submit their "Small Steps to Healthier Eating Challenge Tracking Sheet" and announce the winner(s)!