



Quarterly Activity List

Q2 (October-December 2023) FY 2024

Please use this activity list as a guide for possible activities instead of trying to complete every activity suggested. Your 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](#).
- Submit photos (with [permission](#)) from events, challenges and success stories to WFHT.TN@tn.gov or to your Wellness Coordinator. The [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 and provide suggested strategies.

Guidelines:

- Submit completed activities to your Wellness Coordinator by 5 p.m. CT on Friday, Jan. 5.
- [Frequently Asked Questions](#)
- [Achievement Levels](#)
- [Fiscal Year 2024 Well Workplace Awards](#)
 - [Award Nomination Form](#)



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Focus Area	Communicate	Engage	Inspire Change
Applies to related focus area	Share: <ul style="list-style-type: none"> Information on a National Health Observance. A WFHTN Monthly Handout. WFHTN's Wellness Events. Resources and events from Here4TN and/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. 	<ul style="list-style-type: none"> Host a Team-Building Activity. Host a Well-being, Physical Activity Challenge, Healthy Eating or Tobacco Cessation Challenge. Share an employee success story.
Wellness Council	Share: <ul style="list-style-type: none"> This Q2 Activity List with your Wellness Council members. A post-activity or post-presentation survey after an activity or webinar. 	<ul style="list-style-type: none"> Attend the monthly WFHTN Wellness Council Webinar on Oct. 5, Nov. 2 and Dec. 7. Link to join. Recruit a new Wellness Council member. Complete WFHTN's Wellness Council Survey. (Available Oct. 2023) 	<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's upcoming activities and events at an all-staff meeting.
Physical Activity	Share: <ul style="list-style-type: none"> How co-workers can enjoy the fall foliage by getting active on one of the greenways and trails across the state. There are more than 1,000! How to Stay Active in Cold Weather. 	<ul style="list-style-type: none"> Kick-off Planksgiving by joining How to Plank Properly on Nov. 1 from 12-12:15 p.m. Submit Take a Hike Day (Nov. 17) and/or TN State Parks After-Thanksgiving Hikes photo(s) with permission to WFHT.TN@tn.gov by Dec. 1. <i>Three participants chosen at random will win a prize!</i> 	<ul style="list-style-type: none"> Participate in WFHTN's Planksgiving Challenge (Nov. 1-30). Participate in WFHTN's O'Fitness Tree Challenge (Dec. 4-10).
Healthy Eating	Share: <ul style="list-style-type: none"> How to Understand and Use the Nutrition Facts Label in honor of Health Literacy Month (October). Helpful Tips for Healthy Holiday Parties. 	<ul style="list-style-type: none"> Invite employees to try a Mindful Eating Meditation and share what they learned from the exercise. <i>Five participants chosen at random will win a prize!</i> Host or promote and join Healthy Eating During the Holidays (Dec. 2023). A recording link will be available after the event. 	<ul style="list-style-type: none"> Participate in our Pick Tennessee Products Photo Contest. Submit photos by Tuesday, Oct. 10: https://stateoftennessee.formstack.com/forms/wfhtn_pick_tennessee_products_photo_contest (Voting will take place Oct. 16-19.) Host a recipe swap for healthier options in honor of National Cookbook Month (October). Recipes can be collected via this form. Your Wellness Coordinator can assist with sharing.
Well-being	Share: <ul style="list-style-type: none"> World Diabetes Day (Nov. 14) handout. How to Help Someone Quit Smoking in honor of the Great American Smokeout (Nov. 17). Healthier Holiday Tips. 	<ul style="list-style-type: none"> Attend our Well-being Check-in and practice guided imagery on Oct. 24 from 12-12:30 p.m. Encourage employees to complete the Healthier Halloween Scavenger Hunt by Nov. 8. Five participants chosen at random will win a prize! In honor of Nobody Trashes Tennessee's No Trash November, encourage employees to join a trash pickup and share photos with permission to WFHT.TN@tn.gov. 	<ul style="list-style-type: none"> In honor of Breast Cancer Awareness Month (October), encourage employees to send in photos with permission showing off their pink. Participate in WFHTN's two-week Shred Your Stress Challenge (Nov. 6-17). <i>Five participants will win a prize!</i>

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