



Quarterly Activity List

Q3 (January-March) 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 Friday, March 29.
- [Frequently Asked Questions](#)
- [Achievement Levels](#)
- [Fiscal Year 2024 Well Workplace Awards](#)
 - [Award Nomination Form](#)

We support your creativity! If you have an idea not included on this list, share with your Wellness Coordinator to see where it would fit in the focus areas.



WFHT.TN@tn.gov



[/WFHTN](https://www.facebook.com/WFHTN)



[/workingforahealthiertn](https://www.instagram.com/workingforahealthiertn)



[@WFHTN](https://www.youtube.com/@WFHTN)

Focus Area	Communicate	Engage	Inspire change
(Applies to related focus area.)	Share: <ul style="list-style-type: none"> Information on any national health observance. A WFHTN Monthly Handout. Resources and/or events from Here4TN 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 (live or recorded). Host a virtual exercise or stretch break. 	<ul style="list-style-type: none"> Host a well-being, physical activity, healthy eating or tobacco cessation challenge. Share an employee success story. Schedule or host a healthy Team Building Activity.
Wellness Council	Share: <ul style="list-style-type: none"> This Q3 Activity List with your Wellness Council members. A post-activity or post-webinar survey after an activity or webinar. 	<ul style="list-style-type: none"> Attend the monthly WFHTN Wellness Council Webinars on Jan. 11 (Link to join), Feb. 1 and March 7 (Link to join February and March) Recruit a new Wellness Council member. Invite other agencies to participate in your activity, challenge or webinar. 	<ul style="list-style-type: none"> Host a Wellness Council meeting. Invite WFHTN to speak at an all-staff meeting or conference. Speak about your Wellness Council at an all-staff meeting.
Physical Activity	Share: <ul style="list-style-type: none"> Active at All Ability Levels handout. Information on physical activity and cancer risk in recognition of World Cancer Day (Feb. 4). 	<ul style="list-style-type: none"> Encourage employees to join a live Yoga for All class or Dance Break for a chance to win a prize! No equipment, camera or commitment required. Attend a live Office Exercises workout on Thursday, Feb. 8 from 12-12:15 p.m. 	<ul style="list-style-type: none"> Participate in WFHTN's 21 Days to a Healthier Heart Challenge from Feb. 7-27. Three participants chosen at random will win a prize and one will win a grand prize!
Healthy Eating	Share: <ul style="list-style-type: none"> Meal Planning Tips: Healthy Living on A Budget (3 minutes, 17 seconds). Create a Healthier Plate handout in honor of National Nutrition Month (March). 	<ul style="list-style-type: none"> Promote Healthy Eating Trivia on Tuesday, March 5 from 12-12:30 p.m. CT! Top three win a prize and one prize given at random! Encourage employees to complete the one-week Small Steps to Healthier Eating Challenge. 	<ul style="list-style-type: none"> Join WFHTN's Healthy Eating Virtual Scavenger Hunt. The first 15 to submit their forms, plus 15 participants chosen at random will win a prize. Link will be provided the week of March 4.
Well-being	Share: <ul style="list-style-type: none"> Monthly Wellness Calendar. Prevent Colon Cancer Throughout Your Life (March). 	<ul style="list-style-type: none"> Complete these Word Picture Puzzles by Jan. 31 for International Brain Teaser Month (January). Submit to WFHT.TN@tn.gov. Five participants chosen at random will win a prize! In honor of American Heart Month (February), encourage employees to share photos (with permission) showing off their red to WFHT.TN@tn.gov by March 1. 	<ul style="list-style-type: none"> Join WFHTN's Goal Getters group starting Jan. 8! Five participants chosen at random will win a prize! Share messages of appreciation in honor of Relationship Wellness Month (February). Submit using this form by Feb. 23. Join WFHTN's Employee Spirit Month (March) social media campaign! Tag us in your posts on Facebook or Instagram during March. Three participants chosen at random will be entered to win a prize!



WFHT.TN@tn.gov



/WFHTN



/workingforahealthiertn



@WFHTN