



National Health Education Week

Focus Area: Well-being Activities

Objective: To help employees up their own health literacy during [National Health Education Week](#) (third week of October), however this can be celebrated any time of year.

Length of Challenge: One week (can be extended)

Materials Needed:

- Sign-Up Sheet/Form (optional, but recommended)
- National Health Education Week Checklist
- Prizes (optional)

Directions:

- Complete the five-step “National Health Education Week Checklist.”

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

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 checklists 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 checklists and how winner(s) will be rewarded.
6. Print or attach the checklist via email and distribute it to all participants.
7. Each day of the challenge consider sending participants a friendly email reminding them to engage in the challenge and to have fun with it. Your communication might include additional information related to the challenge, such as fun facts, healthy recipes, tips and tricks, inspirational quotes and/or participant photos. (See 'Sample Weekly Emails'.)
8. As the challenge comes to an end, send out a reminder to participants to submit their tracking sheet and announce the winner(s)!



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