



# Quarterly Activity List

Q4 (April-June) 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](mailto: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 suggest strategies.

## Guidelines:

- Submit completed activities to your wellness coordinator by Friday, June 28.
- [Frequently Asked Questions](#)
- [Achievement Levels](#)
- [Fiscal Year 2024 Well Workplace Awards](#)
  - o [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](mailto:WFHT.TN@tn.gov)



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Focus Area	Communicate	Engage	Inspire Change
<b>(Applies to related focus area.)</b>	Share: <ul style="list-style-type: none"> <li>Information on any <a href="#">National Health Observance</a>.</li> <li>WFHTN's scheduled <a href="#">activities, webinars and workouts</a>.</li> <li>Resources and/or events from <a href="#">Here4TN</a> or <a href="#">Partners for Health Wellness Program</a>.</li> <li>A <a href="#">monthly handout</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employees to complete a short activity (crossword puzzle, word search, etc.).</li> <li>Host or promote and join a <a href="#">lunch 'n learn or webinar</a> (live or recorded).</li> <li>Host or promote and join a virtual exercise or stretch break.</li> </ul>	<ul style="list-style-type: none"> <li>Host or promote and join a <a href="#">team-building activity</a>.</li> <li>Host or promote and join a <a href="#">well-being, physical activity, healthy eating</a> or <a href="#">tobacco cessation</a> challenge.</li> <li>Share an employee <a href="#">success story</a>.</li> </ul>
<b>Wellness Council</b>	Share: <ul style="list-style-type: none"> <li>This Q4 Activity List with your wellness council members.</li> <li>A post-<a href="#">activity</a> or <a href="#">presentation</a> survey after an activity or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Attend the monthly wellness council webinars on April 4, May 2 and June 6. <a href="#">Download calendar series</a>.</li> <li>Recruit a new wellness council member.</li> <li>Invite other agencies to participate in your activity, challenge or webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Invite <a href="#">Working for a Healthier Tennessee</a> to speak at your all-staff meeting.</li> <li>Speak about your Wellness Council at an all-staff meeting.</li> <li>Share event photos (<a href="#">with permission</a>) to be shared on <a href="#">Facebook</a> and <a href="#">Instagram</a>.</li> </ul>
<b>Physical Activity</b>	Share: <ul style="list-style-type: none"> <li><a href="#">Tips and resources to help you get active</a>.</li> <li><a href="#">Get Out! 5 Benefits of Outdoor Exercise</a> in recognition of <a href="#">Great Outdoors Month</a> (June).</li> </ul>	<ul style="list-style-type: none"> <li>Promote the <a href="#">Magic of Movement</a> 4Mind4Body event happening April 10.</li> </ul>	<ul style="list-style-type: none"> <li>During the month of May, schedule a <a href="#">walking meeting</a> with a colleague and let us know by May 31.*</li> <li>Promote Sharecare's <a href="#">Level Up Steps Challenge</a> happening May 1-31.</li> </ul>
<b>Healthy Eating</b>	Share: <ul style="list-style-type: none"> <li>These <a href="#">Eight Simple Steps for Good Health</a> in recognition of <a href="#">Mediterranean Diet Month</a> (May).</li> <li><a href="#">Healthy recipes</a> for National Take Back the Lunch Break Day (third Friday in June).</li> </ul>	<ul style="list-style-type: none"> <li>Show off your <a href="#">homegrown fruits, veggies and/or herbs</a> in honor of National Garden Month (April). Submit photos (<a href="#">with permission</a>) to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a> by April 30.*</li> <li>Promote the <a href="#">Intuitive Eating</a> 4Mind4Body webinar happening May 8.</li> </ul>	<ul style="list-style-type: none"> <li>Try <a href="#">sneaking some more veggies into your meals</a>. Share your delicious dishes using <a href="#">this form</a> by April 30. Three participants chosen at random will win a prize!</li> <li>Complete this <a href="#">Eat Your Veggies Word Scramble</a> in honor of <a href="#">National Fresh Fruits &amp; Vegetables Month</a> (June). Submit to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a> by June 28.*</li> </ul>
<b>Well-being</b>	Share: <ul style="list-style-type: none"> <li><a href="#">Here4TN Financial Topic Center</a> in honor of <a href="#">America Saves Week</a> (April).</li> <li><a href="#">Men's Health Month (June) handout</a>.</li> </ul>	<ul style="list-style-type: none"> <li>In honor of Earth Day (April 22), join a <a href="#">Nobody Trashes Tennessee clean up event</a> near you. Send photos (<a href="#">with permission</a>) to <a href="mailto:WFHT.TN@tn.gov">WFHT.TN@tn.gov</a>.*</li> <li>Schedule a Laughter Yoga session with your team in honor of <a href="#">National Humor Month</a> in April. <a href="#">Email us</a> to request.</li> <li>Invite employees to join the <a href="#">Virtual Resource Showcase</a> on Thursday, May 9.</li> </ul>	<ul style="list-style-type: none"> <li>Promote <a href="#">Working for a Healthier Me</a> in April.*</li> <li>Promote WFHTN's <a href="#">Wellness Week</a> happening June 10-14.*</li> </ul>

\*Prizes are up for grabs!



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