



Spring Into Action Challenge

Focus Area: Well-Being

Objective: Embrace the longer days of the spring season by taking small, intentional actions that support your mind, body and spirit.

Length of Challenge: Four weeks (can be shortened or extended)

Materials Needed:

- [Interest Form](#) (to sign up for optional challenge communications)
- [Challenge Tracker](#)
- Prizes (optional, but recommended)

Directions:

- Aim to take at least one small, intentional action a day to support your mind, body and/or spirit this spring.
- List your action(s) in your Challenge Tracker. At the end of the challenge, let us know you took time for yourself [on the submission form](#), or submit your Challenge Tracker to wfht.tn@tn.gov.

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 Spring into Action Challenge will run.
2. Establish a sign-up period (for example, two weeks) before the challenge start date. [*Sign-up period is optional.*]
3. Determine how challenge winners will be rewarded.
 - *Remember: Challenge rewards do not have to be tangible. Announcing the winner(s) in an email, e-newsletter and/or flyer 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 flyers.)
5. At the end 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 the challenge will begin and end.
 - Instructions for participating in the Spring into Action Challenge.
 - Details about how to submit their Challenge Trackers 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 Spring into Action Challenge Tracker and distribute it 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 info 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 WFHTN Wellness Coordinator.)**
8. As the challenge comes to an end, send out a reminder to participants to submit their Spring into Action Challenge Tracker and announce the winner(s)!