

## Healthy Living Activity Plan

### *Pedometer Challenge*

#### Brief Description

Encourage staff to increase their physical activity using a workplace Pedometer Challenge. Participants track their daily steps to highlight how much (or little) time they spend being active in a typical day. Employees are encouraged to submit weekly tracking sheets to be entered into a draw to win a prize.

#### Time Commitment

Total: ~14 hours

- Planning: 5-10 hours prior to challenge
- Implementation: ~2 hours/week during the four week challenge
- Follow-up: ~2 hours post-challenge for debrief

#### Process

Key Dates	Activity and Task	Resources and Communication
<b>About 4 months prior to challenge start</b>	Outline plan for the Challenge	Materials from the physical activity at work section of the website Materials from online programs
<b>About 3 months prior to challenge start</b>	Purchase pedometers (if purchasing) or download tracking apps on phones	Pedometer supplier Financial commitment Link to online physical activity apps
	Discuss with relevant internal staff (senior management, department heads, site supervisors, employee champions, etc.)	Worksite dependent



	Explore appropriate incentives Secure prizeing	Use current resources available Assess budget for additional prizes
<b>About 2 months prior to challenge start</b>	Present Challenge at department staff meetings	Challenge Posters Challenge Guidelines for Participants
	Plan launch event	Decide on location, date, invitees, media, etc.
<b>About 1 month prior to challenge start</b>	Host Event Kickoff	Invite all employees and provide: <ul style="list-style-type: none"> <li>• refreshments</li> <li>• challenge info &amp; handouts</li> <li>• draw prizes</li> </ul>
	Distribute paper tracking sheets the week before Challenge begins (shared excel sheet or large paper sheet in common area)	Communicate via: <ul style="list-style-type: none"> <li>• Shift/department meetings</li> <li>• Email</li> <li>• Bulletin and Health &amp; Wellness message boards</li> <li>• Bathrooms &amp; lunch rooms</li> <li>• Word of mouth from Wellness Committee and employees</li> </ul>
<b>During Challenge</b>	Encourage employees to participate	Recognition for participants Share collective steps/stats, personal experiences or stories Award draw prizes
	Host walking group	Choose day and time Link in with existing community resources
	Provide evaluation forms	
	Plan wrap-up party	Decide location and send invites
<b>Post Challenge</b>	Distribute Certificates of Participation	
	Tally employee totals	Determine overall winners



	Host wrap-up party	<p>Invite participating employees and provide:</p> <ul style="list-style-type: none"> <li>• refreshments</li> <li>• certificates</li> <li>• draw prizes</li> </ul>
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## Fun Twists

- Host a Lunch & Learn – topic ideas: stretching, ergonomics, training for weight management/improvements/performance, nutrition, massage, screening, etc. Potential speakers (to be invited by anyone): community centre/gym reps, nutritionist/dietician, physiotherapist, massage therapist, personal trainer, yoga instructor, running store
- Promote a Walking Club, yoga/tai chi/Zumba class, gym orientation, etc.
- Invite employees to join a weekly walking group.
- Establish prize and awards criteria. Acknowledge participants during formal celebration (such as a “Health Break” coffee and snack session)

## Considerations

- Provide a box for employees to drop off weekly tracking and draw names at random at the beginning of each week for a small prize
- Award one (or more) major prize at the end of the challenge

## Measures of Success

- Number of employee participating
- Number of steps taken
- Feedback from employees on changes to levels of physical activity