**Promotional Email**

*Promote onsite activities and environmental supports*

**AUGUST:**

**Email Template #1 — Encourage Employees to Move More**

**Subject Line: Make Play a Part of Your Day!**



To be the best at what we do and to feel your best every day, it is important take care of yourself. This may involve eating nutritious foods, being physically active, getting enough sleep, practicing gratitude or making time for an active 15-minute break.

Join us for our upcoming Get Moving Activity on August 13th, from 12pm-1pm at the 3rd Floor University Conference Room. We’ll have games, prizes, and activities to help you add more movement into your workday.

Play Your Way is our physical activity campaign which you’ll see us focus on all year long. Access more [Play Your Way (physical activity resources)](http://sfhss.org/well-being/physical-activity) available through San Francisco Health Service System Better Every Day.

Thank You,

Well-Being Champion(s)

**OCTOBER:**

**Email Template #2 — Promote Onsite Activities and Environmental Supports**

**Subject Line: Add More Play Into Your Day!**



One important way to take care of yourself at work is to incorporate physical activity into each day. Research shows movement may lead to greater productivity, creativity, and increased energy. Our department is committed to promoting opportunities that support well-being at the workplace.

**Below are some opportunities to add more movement (and play) into your workday:**

* October Health Fair
* We’ve dedicated a LOCATION for you to take active breaks with your colleagues.
* We will be distributing educational resources to help you breathe and stretch
* We wanted to remind you about the nearby group exercise classes you can attend on your lunch break

Thank You,

Well-Being Champion(s)

**FEBRUARY:**

**Email Template #3 — Promote Onsite Activities and Environmental Supports**

**Subject Line: Three Health Benefits Associated with Cycling**



**The health benefits of regular cycling include:**

* Increased cardiovascular fitness because pushing the pedals provides an aerobic workout that’s great for your hear, brain and blood vessels
* Increased muscle strength, flexibility, and joint mobility
* Decreased stress levels

Below are resources to consider so that you can add cycling into your daily routine:

1. Bikes are allowed on BART and MUNI. If you bike to work, consider getting off, a few stops early and riding a part of the way to work. Start your day with some exercise to get you ready and focused for the workday.
2. Ride a bike to your next meeting. The City has invested in a [CityCycle program](https://sfenvironment.org/article/bicycling/city-and-county-of-san-francisco-employees) that allows departments to house bikes in-house, for employees to use as a form of transportation to work activities. We have a CityCycle bike for our department. (insert info)
3. Did you know that the City has a discount on Ford Go Bike’s annual membership? [Learn more about the membership online](https://sfenvironment.org/sites/default/files/fliers/files/sfe_tr_ccsf_bikeshare_discount.pdf).

Thank You,

Well-Being Champion(s)

**APRIL:**

**Email Template #4 — Promote Onsite Activities and Environmental Supports**

**Subject Line: Walking for Good Health**



**There are many benefits associated with walking. Here are 5 reasons to add a walk into your workday:**

1. Walking can help to strengthen your heart
2. People who walk also experience an ease in their joint pain
3. Walking regularly can boost your immune function and lower your blood sugar
4. Taking a walk can have immediate benefits including Increased energy and a better mood
5. A 15-minute walk can help tame your sweet cravings

Add a walk into your daily routine by trying one, or more, of these ideas:

* If you commute to work, consider getting off one or two stops early and walking the rest of the way to work. This will boost your energy and supplement your normal cup of coffee.
* Are there stairs in your building? Skip the elevator and take the stairs to your next meeting, or use another floor’s restroom to add more steps into your day.
* “Walk-in-place”while your waiting by the copier or grab a friend and do a 1-minute energizer by walking-in-place together!
* Use your 10 minute break to take a walk—do a stair climb or take a lap around the building

Thank You,

Well-Being Champion(s)

**Department All-Staff Announcement:**

*Promote simple ways to add movement into your day*

**It’s time to Play Your Way!**

Not only can moving more make us healthier, but can also improve our energy, productivity and mood. Our department is committed to well-being at our workplace. This year, our focus is to encourage physical activity and active breaks during the work-day.

You’ll start to see visual reminders, communications, and various resources and activities highlighted to help each of us make play (and movement) a part of our daily routine. I invite you to be intentional about being active every day, both at the workplace and at home.

**To get everyone started, I’d like to invite you to set a goal to** **Move Every Day:**

1. Take the stairs, instead of the elevator
2. Find a walking buddy and aim to go for a walk once a week—and then slowly add more days as you start to find a routine
3. Make time for an active stretch break. SFHSS has a great stretch video you can find on their website sfhss.org/well-being
4. Come to me if you’re interested in having a stretch band at your workstation. I have some to give away and I hope you’ll pick one up!

**Department Newsletter/Employee Portal (Play Your Way Reminders):**

*Promote simple ways to add movement into your day*

**It’s time to Play Your Way!**

Not only can moving more make us healthier, but can also improve our energy, productivity and mood. Our department is committed to well-being at our workplace. This year, our focus is to encourage physical activity and active breaks during the work-day.

**Monthly Tips:**

1. **January-** Take the stairs, instead of the elevator
2. **February-** Find a walking buddy and aim to go for a walk once a week—and then slowly add more days as you start to find a routine
3. **March-** Make time for an active stretch break. SFHSS has a great stretch video you can find on their website sfhss.org/well-being
4. **April-** Come to me if you’re interested in having a stretch band at your workstation. I have some to give away and I hope you’ll pick one up!
5. **May-** Try a nearby exercise class. Check out the [SFHSS Well-Being Calendar](http://sfhss.org/events)
6. **June-** Instead of using the breakroom or restroom nearest your workstation, use one farther away, maybe even on another floor – and take the stairs each time you go.
7. **July-** If you sit at a desk, make it a habit to stand up every time you make or answer a phone call. March in place or pace in a circle to keep moving.
8. **August-** Stuck on a long call or need an energizing break? Stand up and do some basic strength and balance exercises, like squats, desk push-ups, wall sits, calf raises, tree pose and chair pose.
9. **September**- Keep small hand weights or a resistance band at your desk for bicep curls, lateral raises, rows, and overhead presses. Watch demos online or work with a fitness trainer to make sure you’re doing exercises correctly to avoid injury.
10. **October-** Walk to a coworker’s desk or office to talk instead of using email, IM or the phone. The personal interaction is an added bonus!
11. **November-** Join or start a recreational sports league at your workplace.
12. **December-** Get off the bus or train a few blocks early and walk the rest of the way to work or home. If you drive to work, park as far away from the entrance as you can.

**Email Header:**

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**Visuals:**

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