

Find Your 30 @Work

What is Find Your 30 @Work?

Find your 30 @Work is a fun 30-day challenge that helps participants to understand how to get 30-minutes of physical activity into their workday. The resources and activities associated with this challenge focus on motivating employees to add movement into the work-day and to explore activities that work best for them.

Background

The American Heart Association recommends that adults get at least 150 minutes per week of moderate intensity physical activity. However, only 1 in 5 adults meet this recommendation. This challenge is meant to help people find ways to be active 30 minutes a day for 5 days/week, which totals to 150.

How to start Find Your 30 @Work?

There are two components to this challenge.

- **Kickoff Event (optional):** This event is meant to get people excited for the challenge and to provide motivational resources. Participants will be provided with challenge tools and invited to partake in a poster-making contest that helps them to identify activities that can be done during the workday.
- **30-Day Tracking:** Participants will track their activities during each workday using a paper tracker. Weekly emails will be sent to motivate participants and prizes can be used to incentivize tracking.

Instructions

Consider logistics:

- **Plan kickoff Event (optional.)** Having a kickoff event is a great way to get everyone excited for the challenge. The poster-making contest is an option that can help participants to create a visual reminder and/or develop goals for how they will be active during the workday. To prepare for the kickoff event, start by choosing:
 1. **Time & date.** Keep in mind alternative work schedules and heavy meeting/offsite days. Allow enough time for people to have a fun time and not feel rushed. Estimated time for this activity is 1-hour.
If you don't do the poster-making contest—you can still host a short launch event to invite people to pick up their tracker and physical activity resources for the challenge.
 2. **Location.** Consider the activities that you will be coordinating. If you have a poster-making contest, you'll need tables and chairs for people to draw on. Otherwise, a single table or walking around the office to handout material can also be considered for a launch day.
- **Identify physical activity resources.** Use the [Physical Activity WB Inventory](#) to decide which resources to promote at the kickoff event. Think of Group Exercise Classes, Fitness Center Discounts, Instant Recess, etc.
- **Recruit Help.** The more the merrier. Invite your colleagues to help throughout the event. The following roles are needed:
 1. **Event Facilitator.** [Facilitator Notes](#) are provided in this guide to help with explaining the contest and the challenge.
 2. **Vote collector.** This role is needed to gather and count votes for each poster. Choose someone who is energetic and will remind people to vote for the best poster!

Advertise & promote:

- Hang a [promotional flyer](#) in a highly visible location to advertise the Find Your 30 @Work Kickoff Event. Make sure to fill in the PDF with your information.
- [Send an email](#) to your employees inviting them to the kickoff day and explaining the goals of this challenge.

Start Find Your 30 @Work!

Find Your 30 @Work Kick-off Event:

- **Before the event:**
 - **Coordinate with the Facilitator and the Vote Collector.**
 - Make sure that the facilitator reads the [Facilitator Notes](#). These notes are meant to provide guidance and support to the facilitator during the event.
 - Explain that the vote collector's role is to gather votes on the **most creative** activity poster and count how many votes are received for each poster. Then, they have to report the winner/s to participants.
 - **Prepare tools & resources.** Request printed challenge tools by emailing well-being@sfgov.org.
 - [Find Your 30 @Work Poster for the contest](#)— After printing, fill the empty fields on the top right corner with numbers based on the number of participants. This will help with voting later!
 - [Find Your 30 @Work Tracker](#) for employees to take back with them.
 - [Sign-In Sheet](#)—You'll need to make sure a sign-in sheet is available at your kickoff event. This will allow you to

capture the participants' email addresses so they can receive the emails associated with the challenge.

- **Voting Sheets**— Pieces of paper for voting
 - **Sharpies and colored pencils** – for poster-making!
 - **Tape** – if hanging posters on a wall
- **Order Incentives.** Email well-being@sfgov.org to order prizes for the poster contest winner/s. The number of prizes is dependent on how many employees are expected to attend. We suggest 1 winner if 15 people or less are expected to show up, and 2-3 if more than 15 are expected to attend.
 - **During the Event:**
 - **Explain Contest.** Start by using the facilitator notes to explain the contest to participants. Allow adequate time for employees to read the back of the poster, brainstorm, and write/draw their ideas.
 - **Announce Winner/s.** When participants are done writing/drawing, ask them to hang their posters on an empty wall or lay them on the table/s. Then, let everybody go around and check out the posters. Once they are done, it is time to vote! Ask employees to write the number of their favorite poster on a piece of paper and give it to the vote collector.
 - **Explain Challenge.** Use Facilitator's Notes to help explain the Find Your 30 @Work challenge to participants.
 - **Find Your 30 @Work Challenge:**
 - **Send Check-in Emails.** These emails are meant to remind and encourage participants to keep moving and tracking during the workday.

- **Announce Winners.** By the end of the 30-days, ask employees to give you their trackers. Your role would be to check the box at the bottom of the tracker that says “Total number of days you reached 30 minutes of physical activity.” If participants reached 15 days or more of physical activity, then they can go into the raffle pile. Then, enter the names of these participants into a raffle, and choose a winner randomly!

Tips to encourage Participation

- **Create teams.** Ask employees to create teams that go as a group to look for a walk or a quick movement break in the office. Let them think of fun team names and encourage them to keep each other motivated. Maybe the teams can establish a daily 5-10 minute break together!
- **Take a Selfie.** Ask employees to take a selfie while doing one of their activities. Place their selfie into the [Selfie Template](#) and identify a space where selfies can be printed and posted at the workplace. Maybe you ask people to submit their selfies each week. Email well-being@sfgov.org to request prizes for those that submit selfies!