**Promotional Emails**

*Promote onsite activities and environmental supports*

**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 *Insert Location*. 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)

**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:**

* List any Activities/Events occurring soon
* 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)

**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)

**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 Scripts:**

*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!

**Meeting Scripts to Share with Leaders:**

*Promote simple ways to add movement into your day*

**Monthly Meeting Activity/Scripts:**

1. **January-** *Initiate a discussion activity:* Have everyone pair up and answer “What is your favorite season to get outdoors and what fun (movement) activities do you enjoy doing outside?”
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.  (provide ideas on how to add more steps into their day)
   1. Sometimes, starting a healthy habit requires support.  We spend most of our waking hours at work and so it’s important that we practice healthy habits and we do it together.  For the month of February, find a co-worker and keep each other motivated.  Try to take a walk together (maybe its to go pick up a healthy lunch or maybe it’s after you have lunch together).  Start with 5 minutes and build up your time together! (provide other ideas on how to move together)
3. **March-** Daylight savings is on March 8.  Sometimes this time change can affect our sleep.
   1. Here are some tips to help you get a better night’s rest during the transition:
      1. Pay attention to what you eat and drink before bed:  Avoid heavy or large meals, caffeine and ALCOHOL within 2 hours of bedtime.  All of these things can disrupt your sleep cycle.
      2. Take a relaxing shower 90 minutes before bed for more deep sleep.  If you’re not an evening shower type of person, you can try just bathing your feet in hot water to help you relax and improve your sleep.
      3. Try to establish a sleep schedule that gives you at least 7 hours of sleep each night.  If you’re way off target right now, try to add 1 extra hour each week and build up to it.
      4. Establish a relaxing wind-down ritual before you go to bed:  Your body needs to shift into sleep mode so spend the last hour before bed doing a calming activity like reading, do light stretches, or putting a puzzle together..  Try to avoid using electronics during this hour because the white light can trigger your brain to stay awake.
      5. Exercise early-  exercise can help you fall asleep faster and sleep more soundly, as long as it’s done at the right time.  Try to finish exercising at least 3 hours before bed or work out earlier in the day.
4. **April-** Take the stairs, instead of the elevator
   1. Did you know that most pedometers are set to 10,000 steps as a goal because that’s the # of steps studies have shown to help with weight-loss?  Sometimes, we need to start with a more attainable goal.  If 10,000 is too many, try for 6,000 steps.  This is the # of steps that will help people to maintain their weight and is typically associated with 20-30 minutes of activity.  Get more steps into your day and aim for 6,000.  Let’s challenge each other to move more together.
5. **May-**  Exercise is one of those things that we can never “find time for”.  For a lot of us, the reality is that we will never “find time”, so we need to “make the time” for it.  Our department’s leadership really believes in providing us with accessibility to be able to “make time for exercise”—Which is why we have exercise classes happening at *Insert Location*:  *List classes and fitness centers nearby*.  Consider trying a class or getting a workout in before or after your shift.
6. **June-** Highlight a seasonal fruit/vegetable that people can add to their meal. Eating healthy keeps you strong and gives you energy to stay active. Fuel your body so you feel good and you can move more throughout the day.
   1. Use this website to highlight what’s in season:  <https://www.pbs.org/food/fresh-tastes/whats-in-season-during-the-summer/>
7. **July-** Make time for an active stretch break.  SFHSS has a great stretch video you can find on their website sfhss.org/well-being
   1. play the video and do the stretches together:  <https://youtu.be/JeFIIVwuwu0>
8. **August-** *Initiate a discussion activity:* Have everyone pair up and answer “How do you add more movement into your work day?”
9. **September**- Dehydration leads to fatigue because it impacts the flow of oxygen to the bran and causes your heart to work harder to pump oxygen to all your bodily organs, making you more tired and less alert. By staying hydrated you stay energized. Stay hydrated—especially during hot days and be sure to choose non-sugared drinks and drink plenty of water.
   1. Tips for drinking more water:
      1. Drink a glass of water after every bathroom break.  Sometimes we need a reminder set in our routine to establish better hydration habits.  The more water you drink, the more you’ll need to go to the bathroom.  It will create a cycle of drinking more water instantly!
      2. Dilute sugary drinks with water and ice.  If you’re drinking something extra sweet like juice, lemonade, or iced tea, water it down.  You’ll get the sweetness you’re craving, with some extra water.
      3. Use a gallon jug.  This will give you your water goal for the day and it acts as a visual reminder that you need to drink water.
      4. Eat water-rich foods:  cucumber (96% water), zucchini (95% water), watermelon (92% water), grapefruit (91% water)
      5. Stick to a one-to-one rule when drinking coffee.  For every drink you have, have one glass of water.  This is a strategy to stay hydrated and can also work with alcohol to help you avoid a nasty hangover.
10. **October-** Coordinate an activity to have each person share their favorite stretch.  Have them pair up in groups of 3 and ask each person in the group to share one of their favorite stretches.
11. **November-** Stress management during the holidays:
    1. Choose some of these tips and share them with folks:  <https://www.healthline.com/health/holiday-stress-management-tips#3>
12. **December-** *Initiate a discussion activity:* Have everyone pair up and answer “What is your favorite way to add more movement into your day?”

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

*Promote simple ways to add movement into your day*

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**Monthly Tips:**

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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.