

Fitness Passport

What is a Play Your Way Fitness Passport?

The Fitness Passport helps encourage employees to move more, while exploring new activities. Employees can use the passport as a resource and motivational tool to try new activities offered during their workday. This passport acts as an activity guide that is customized by Champions.

Background

According to the American Heart Association, most adults spend their waking hours at work and struggle to fit exercise into their schedules. Movement can also help increase productivity and focus. This tool acts as activity guide that helps to motivate employees to move more throughout the day.

There are four phases to behavior change

1. **Pre-contemplation:** not thinking about a behavior change
2. **Contemplation:** thinking about making a plan for behavior change
3. **Action:** ready to take the first step to initiate behavior change
4. **Maintenance:** ongoing habit to sustain healthy behavior

A fitness passport can help with moving employees through the different phases. For those that aren't thinking about behavior change, the passport might motivate them to contemplation. For those that are in contemplation, the passport might give them ideas on how to take action. And for those that are in the maintenance phase—the passport can support their behavior by offering a way to change things up and keep it interesting. Everyone is in a different place. This tool can help to motivate your peers into the phase that works for each individual.

How to create a Fitness Passport:

Create a Fitness Passport: The fitness passport has 10 circles for activities that you'll be promoting. Identify 10 activities to promote—the activities can include existing SFHSS events, requested activities, department-led activities, or DIY (do it yourself) activities.

Distribute Fitness Passports: Share the fitness passport with your peers

(optional) Recognize Participation: Decide on length of challenge and motivate participation with incentives from SFHSS Well-Being Team.

Instructions

Consider Logistics:

- **Plan Ahead.** Work with your Well-Being Coordinator to see what activities will be available.
 - SFHSS plans their citywide calendar of activities (seminars, workshops, group exercise etc.) 2 months in advance.
 - Requesting activities for your department will require at least 6-weeks lead time. Be sure to incorporate this into your planning timeline.
- **Choose Your Challenge Timeline.** This activity can be done over various durations of time (e.g. 1-2 weeks or 30-days). Depending on your workplace culture, you might give more time for people to complete the activities or less. If most colleagues that are already active, aim for 10 activities in 2-weeks. If the workplace has more colleagues that need to get started with a movement routine—give them 3-4 weeks. Choose the duration what works best for you, your colleagues, and the office culture.
- **Passport Distribution.** Passports can be emailed to participants in advance. If your workforce does not have email—print the passports and explore opportunities for distribution at an all-hands meeting or to managers who can share with their employees.

Create a Fitness Passport!

Select Activities for Your Fitness Passport:

Choose activities that can peak interest among employees. Create variety in your selection to encourage participation in activities such as stretching, walking, getting outdoors, or trying something funky and new!

1. Identify activities on SFHSS Events Calendar

Visit sfhss.org/events to check out the current listing of offerings.

2. Request SFHSS sponsored activities

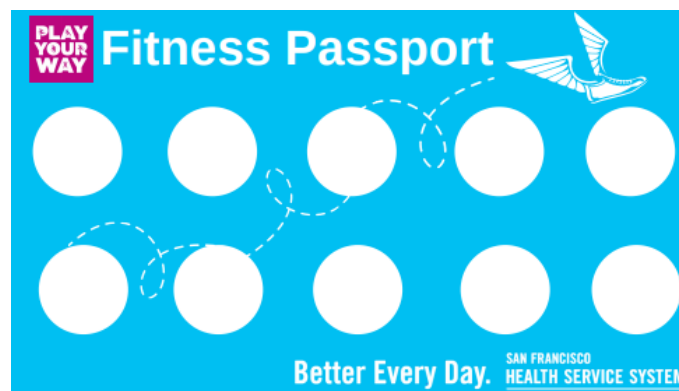
Download the [Activity Request Form](#) complete the request for the seminars below, and submit to well-being@sfgov.org. Remember, activities require at least 6-weeks to be confirmed. Plan ahead!

3. Be creative and add-in DIY (do it yourself) activities

Add-in activities that people can do on their own—on their way to work, before work, or during mid-day. Stretch breaks, walking the dog, walking a flight of stairs to a floor they don't usually go to, or doing an urban hike through their neighborhood before or after work. Everything counts as long as it adds play to a person's day!

Customize the Fitness Passport:

[Download the Fitness Passport template](#) and add the activities you've selected into each text field provided. Click on each transparent box and enter title of activity. Do this for each of the 10 fill-in text boxes.



Distribute Passports:

Remote: [Send an email](#) to employees to share the fitness passport and invite participation in the challenge to add more play into the work day. Attach the passport to your email and encourage everyone to have fun with the activities.

In-Person: Hang a [promotional flyer](#) in highly visible areas at the workplace, distribute through all communication channels to promote participation widely, and leave copies of the passport in shared community spaces with a sign for instructions. Make sure to fill in the PDF with your information. Email well-being@sfgov.org if you need colored copies.

Tips to encourage Participation

Create teams. Ask employees to create teams that choose and attend the classes together. Let them think of team names, and maybe have a leaderboard to encourage a friendly competition!

Hashtags are for Coworkers. Ask employees to take pictures of themselves while participating in activities. Create a hashtag for the Fitness Passport challenge and ask employees to tag their photos when posting to social media. If you have a department social media account, post or spotlight these images on the work social media page, if people are comfortable.

- #FitnessPassportHSS, #ExploringNewMovement, #FitnessPassportChallenge, #FPHSS, #FPHSS2021
- SFHSS is on social media! Facebook and Instagram @sanfranciscohss. Tag us in your Fitness Passport Challenge posts.

Recognize Participation:

(Optional) Order Incentives. If you're doing a challenge—consider ordering incentives. Use the end-of-challenge email to capture momentum and recognize participation.

Everyone who participates, whether or not they complete all activities, should be entered to win. SFHSS recommends a raffle prize approach with equal opportunity to all participants, to recognize effort over results. Prizes can be ordered from well-being@sfgov.org.

If you'd like to create a challenge using incentives:

- **Remote-** Let participants know they will be asked to share about their activities at the end of the challenge.
- **In person-** Let participants know they will be asked to submit their completed passports at the end of the challenge.

Take a Selfie. Ask employees to take a selfie with their completed passport or after participating in one of the activities on the passport.

- **Remote:** Create a Powerpoint slide show and share it with all participants at the end of the challenge.
- **In-Person:** Use the [Selfie Template](#) and hang the templates up around the office!
- **In-Person/Remote:** Post the selfies on the work social media page if people are comfortable.

Need additional support? Contact well-being@sfgov.org