

Find Your 30 @Work

What is Find Your 30 @Work?

Find your 30 @Work is a fun 30-day challenge that helps participants explore how to add 30-minutes of physical activity into their workday. The resources and activities associated with this challenge focus on physical activity exploration and being creative with daily routines to incorporate movement in each day.

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 with creative movement activities that works for an individuals interests and lifestyle. This will help participants to reach 150 minutes each week.

How to start Find Your 30 @Work?

There are three components to this challenge.

- **Provide Support with Goal Setting:** Participants will be invited to participate in a goal setting seminar followed by optional 1:1 coaching focused on physical activity habits. This component provides hands-on support to kick-off the challenge and to set participants up for success.
- **Provide Ideas for the Challenge:** Offer ideas to participants to help them explore ways to incorporate 30 minutes of movement each day. This can include classes from SFHSS event calendar, activities that can be done from home or at work (taking the stairs, playing with kids, walking the dog), or encourage recreational activity classes that participants can try on their own (rock climbing, SPIN classes, martial arts, etc.)!
- **30-Days of Movement Exploration:** Participants will track and reflect on their activities during each workday using the Find Your 30 tracker. Weekly emails will be sent to motivate participants and prizes can be used as incentives to keep everyone engaged.

Instructions

Consider logistics:

- **Plan Ahead.** SFHSS activities require 6-8 weeks of lead time. You'll need to coordinate the time, date, and location with the events and people involved in this challenge.
 1. **Time & date.** Keep in mind alternative work schedules and heavy meeting/offsite days. Allow enough time for people to attend the seminar and set goals without feeling rushed. Coaching is a 15-20 minute individual appointment and Seminars can be requested for 30-45 minutes in length.
 2. **Location.** Consider the activities that you will be coordinating. If you have a seminar, you'll need chairs for people attending and possibly speakers. For coaching, you'll need a smaller space that offers privacy. If working remotely, the speaker/coach and participants will need to have access to video meeting platforms.
 3. **Material Distribution.** Materials can be emailed to participants in advance. If your workforce does not have email—be sure to print the material in advance to handout at the event.
 4. **Order Incentives.** Email well-being@sfgov.org to order prizes. SFHSS recommends a raffle prize approach with equal opportunity to all participants, to recognize effort over results.

- **Recruit Help.** The more the merrier. Invite your colleagues to help throughout the event:
 1. **Email Distribution.** Choose a person with impact to help with sending out promotional email and weekly reminders. Identify someone from your communications team, leadership, or someone who has access to the all-staff list serve.
 2. **Onsite Registration.** If employees at your worksite don't have email access, take sign-ups for the seminar and coaching in-person. Setup a clipboard at your desk, on your door, or in the breakroom for easy sign-up. Check frequently and send reminders for registration, if needed.

- **Encourage Participation.** The more the merrier. Invite your colleagues to help throughout the event:
 1. **Create teams.** Ask employees to create teams that can work together to identify the movement of the day/week—they can do the movement together once it's located. Let them think of fun team names and encourage them to keep each other motivated.
 2. **Hashtags are for Coworkers.** Ask employees to take pictures of themselves doing one of their activities. Create a hashtag for the Find Your 30 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.
 - #FindYour30HSS, #FindYour30atWork, #MoveMoreatWork, #FY30HSS, #FY30HSS2021
 - SFHSS is on social media! Facebook and Instagram @sanfranciscohss. Tag us in your Find Your 30 Challenge posts.

Start Find Your 30 @Work!

Request Find Your 30 Activities:

Download the [Activity Request Form](#) complete the request for the seminars below, and submit to well-being@sfgov.org.

There are two options for activities that align with the Find Your 30 @Work Challenge.

- Most departments will order a seminar as an overview for employees to learn about incorporating more movement habits into the workday.
- If appropriate, we recommend that you also provide an opportunity for optional 1:1 lifestyle coaching—this offers customized individual level support for participants.

All employees will be invited, and this will act as your kick-off week, to help build momentum and community. Promote both events simultaneously and allow participants to sign up for the support that interests and works best for them.

Monday	Tuesday	Wednesday	Thursday	Friday
	Fitting it In Seminar		1:1 Lifestyle Coaching	

For Everyone:

Fitting It In!- Physical Activity Seminar

30–45 minute seminar that helps participants to learn the benefits of physical activity, how to develop an exercise plan, how to overcome barriers, and how to stay motivated.

(Optional)

1:1 Lifestyle Coaching- Physical Activity Goal Setting

20-minute appointments will be scheduled with a Lifestyle Coach to set a personal wellness goal for physical activity. Participants will discuss overcoming challenges, staying motivated, and exploring fitness options that best with their lifestyle.

Advertise & promote:

Once your requested activities are confirmed, SFHSS will provide you with a confirmation. Now you're ready to start planning for your Find Your 30 Challenge!

1. Customize the [promotional flyer](#) with your information and post in a highly visible location to advertise the Find Your 30 Challenge.
2. Encourage leadership to support staff attendance and to attend as well!
3. Identify your helpers and establish roles:
 - Day of contact for the seminar—this person will attend the planning call with the instructor and be available to support them
 - Promotional influencers---spread the word about the challenge. Make announcements at staff meetings, post flyers, and send out emails. These influencers can help [take sign-ups](#) for the challenge and the kick-off event activities.

Host the Kick-Off Event:

Once your requested activities are confirmed, SFHSS will provide you with a confirmation. Now you're ready to start planning for your Find Your 30 Challenge!

1. Make an announcement (using the [Find Your 30 Facilitator Script](#) before the Fitting It In! Seminar to highlight the Find Your 30 @Work Challenge.
2. Share the [Find Your 30 Tracker](#) to introduce the challenge to everyone and highlight the Find Your 30 Guide (back of tracker) to offer ideas for participants to explore during the challenge.
3. Maybe offer an incentive for participating in this activity and raffle a prize to participants. Contact well-being@sfgov.org for options.

Start the 30-Day Challenge:

Once participants have their goal set—they'll be ready for the 30-day challenge.

1. Distribute the [Find Your 30 @Work Tracker and Activity Guide](#) to all staff members. This will provide an opportunity for those who were not able to attend the seminar/coaching to still participate in the challenge.
2. Send [Find Your 30 @Work weekly emails](#). These weekly emails are meant to remind and encourage participants to keep moving and tracking each week of the challenge.

Recognize Participation:

Once participants have their goal set—they'll be ready for the 30-day challenge.

1. Use the [Play Your Way Selfie Template](#) and ask participants to take a selfie of themselves during the last week of the challenge.
Optional: Let participants know that submitting a selfie will enter them to win an end-of-challenge prize.
2. Alternatively, to the Play Your Way Selfies- request for participants to send a response to a reflection prompt:
 - What did you learn about yourself during the Find Your 30 Challenge?
 - What was your favorite activity that you tried during the Find Your 30 Challenge?
 - How will you continue to move after the Find Your 30 Challenge?
3. Compile all of the submissions and create a slide show to share with staff or print them out and post them at the workplace to help reinforce and support healthy movement habits at the workplace.

Need Additional Support? Contact well-being@sfgov.org