Good Sleep Challenge

Get rest to feel your best.

Coordinator Guide

About the Challenge

This two-week challenge encourages participants to apply strategies that optimize their sleep health while tracking which habits make them feel their best. This challenge is designed for teams in an effort to build camaraderie between employees and to help participants stay motivated.

How the Challenge Works

Employees can participate individually or form teams of three-to-five participants. Each team designates a team captain. Team captains are responsible for encouraging team members to track sleep habits on the participant sheet, collecting each team member's total points earned, and reporting each member's total points to the challenge coordinator.

Challenge Materials

- Initial, welcome, and wrap-up emails
- Promotional flier
- Coordinator guide with challenge timeline
- Participant guide with personal sleep habits tracker

Your Role as Coordinator

- Review the coordinator guide
- Choose a challenge start date
- Develop a sign-up process

Use the timeline on the following page to help promote and implement the challenge.

Questions?

Contact your Wellness Consultant or email us at **wellness@pacificsource.com**

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Challenge Timeline

Item/Task	Timeline	Date
Review challenge materials	Six weeks before challenge begins	
Determine challenge goals	Six weeks before challenge begins	
Plan challenge materials and timing	Six weeks before challenge begins	
Plan other challenge activities, such as educational sessions (optional)	Six weeks before challenge begins	
Determine prizes or incentives (if any)	Five weeks before challenge begins	
Order prizes/incentives (if any)	Four weeks before challenge begins	
Send initial email	Two weeks before challenge begins	
Hang up promotional fliers	Two weeks before challenge begins	
Send welcome email and distribute challenge materials to participants	Friday before challenge begins	
Last day to collect email addresses of participants	Friday before challenge begins	
Begin the challenge	**Challenge start date**	
Send reminder to encourage and remind participants to log sleep	Three days after the challenge starts	
Send wrap-up email and announce winners (if applicable)	One week after the challenge ends	