

# STRESS LESS QUEST

## Coordinator's Guide



### About the Program

This six-week activity will help participants identify and cope with stress in their life. Participants will not only discover how they currently respond to stress, but they will learn new techniques and how to put them into practice.



### How the Program Works

The program coordinator will send participants weekly newsletters that include tips and activities for handling stress. Each week will focus on a different stress management topic, including:

**Week 1: Recognizing Stress**

**Week 2: Move More**

**Week 3: Laugh Away Tension**

**Week 4: Dealing with Financial Stress**

**Week 5: Top Priority—You**

**Week 6: Breathe Stress-Free**

At the end of the program, the program coordinator will send a wrap-up email with a feedback survey.



### Program Materials

- Initial and wrap-up emails
- Promotional flier
- Six weekly newsletters with stress reduction activities and tips
- Program feedback survey



### Your Role as Program Coordinator

- Review the coordinator's guide, and decide if any customizations are needed.
- Choose a program start date.
- Develop a sign-up process.
- Complete the customization worksheet, and return it to your PacificSource Wellness Consultant by no later than 30 days before the program starts.

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

Continued >



# Program Timeline



Item/Task	Timeline	Date
Review program materials		
Determine program goals		
Plan program materials and timing		
Plan other program activities, such as educational sessions (optional)		
Determine incentives (if any)		
Complete the customization worksheet, and work with PacificSource to customize the promotional flier		
Order incentives (if any)		
Send out initial email		
Hang up promotional fliers		
Send out welcome email and distribute program materials to participants		
Last day to collect email addresses of participants		
Begin the program		
Send week 1 newsletter		
Send week 2 newsletter		
Send week 3 newsletter		
Send week 4 newsletter		
Send week 5 newsletter		
Send week 6 newsletter		
Send wrap-up email and feedback survey		
Review and aggregate survey data		