



Movement Challenge

Coordinator's Guide

About the challenge

This two-week challenge empowers employees to run, walk, hike, bike, swim, or participate in any physical activity possible to reach an activity milestone (converted to steps). Additional weekly challenges and duels add fun, interactive events to keep everyone moving.

How the challenge works

Employees track total minutes of activity, and use a conversion sheet to determine how many steps that activity is worth. Daily steps are recorded for two weeks, and the goal is to reach 100,000 total steps in two weeks (about 7,000 steps per day). Weekly activity challenges—jumping jacks, push-ups, for example—are also included. Employees can also take part in one-on-one duels, where they challenge another employee to do as many of a certain activity as possible in a single day.

Challenge materials

- Initial, weekly, and wrap-up emails
- Promotional flier
- Weekly tracking sheets

Your role as coordinator

- Choose a challenge start date
- Develop a sign-up process
- Use the following timeline to help promote and implement the challenge

Questions?

Contact your Wellness Consultant or email us at Wellness@PacificSource.com



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	
Begin the challenge	Challenge start date	
Send reminder to encourage and remind participants to log activity	Three days after the challenge begins	
Collect week 1 tracking sheets and send out week 2 tracking sheets	One week after challenge start date	
Send wrap-up email and collect week 2 tracking sheets	One day after the challenge ends	
Announce challenge winners (optional)	One week after the challenge ends	