



## **Worksite Wellness Turnkey Program**

# ***Solving the Puzzle of Moving More***

*A challenge to help employees  
be physically active*



# Solving the Puzzle of Moving More Overview

Solving the Puzzle of Moving More is a worksite wellness activity that encourages employees to be physically active. This overview provides available tools and resources to help your wellness committee organize and implement this activity at your worksite.

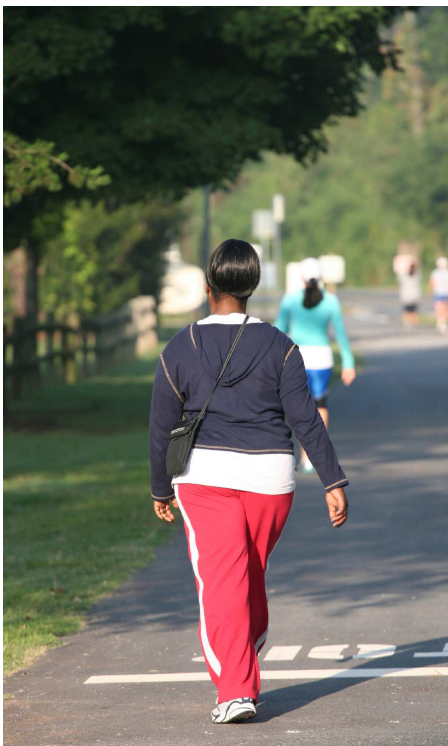
The activity is designed to be conducted over a five-week period. It can be modified to suit the needs of your committee and number of participating employees. Weekly newsletters provide practical tips to help employees be physically active. Challenge participants earn one point each time they complete one of the Weekly Activity Tips provided in the newsletters. Participants earn bonus points for

using the newsletters to correctly complete the Solving the Puzzle of Moving More crossword. This challenge can be done in teams or as individuals. Award participants with a Certificate of Participation once the challenge is complete. Prizes or other types of recognition may be given to those who earn the most points.

Download sample materials for the challenge at [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com).

These materials include:

- announcement poster
- sign-up sheet
- puzzle log
- weekly newsletters
- crossword puzzle
- Certificate of Participation
- evaluation survey



Download additional Turnkey Programs and other resources for worksite wellness at [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com).

## Step-by-Step Guide for Organizing the Challenge



- 1. Talk** with management about implementing Solving the Puzzle of Moving More at your worksite. Share the challenge materials with them. Remind management that this challenge will help employees become more physically active.
- 2. Designate** a coordinator. The coordinator will be responsible for announcing the challenge, posting and collecting the sign-up sheet(s), distributing the puzzle log, blank crossword puzzle, weekly newsletters, crossword puzzle answers and the evaluation survey.
- 3. Announce** the challenge with the start and end date to all employees at your worksite. A sample announcement poster is available for download at [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com). Post the announcement in several locations such as break rooms, bulletin boards or stairwells. Depending upon the size and organization of your worksite, additional advertising may be needed via e-mail messages, staff meeting announcements or by word of mouth.
- 4. Recruit** participants by posting the sample sign-up sheet in appropriate places.
- 5. Distribute** the puzzle log and blank crossword puzzle to all participants. Also, explain to them the components of this challenge, i.e. earning points for completing the weekly activity tips and crossword puzzle. Remind the participants that they will receive weekly newsletters containing the Weekly Activity Tips and clues for completing the crossword puzzle. Participants will earn points each time they complete a Weekly Activity Tip and bonus points for completing the crossword puzzle.
- 6. Send** newsletters to all participants on a weekly basis. Five newsletter editions can be downloaded at [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com). Remind participants to use the newsletters to complete the crossword puzzle and earn bonus points.
- 7. Wrap-up** the challenge at the end of five weeks. Distribute the crossword puzzle answers and then gather the final point totals from all participants. Announce or recognize those that earned the greatest number of points. Although the challenge is ending, encourage participants to continue physical activity.
- 8. Evaluate** the activity. Distribute the sample evaluation form to all participants. Make a note of how many employees participated and if there were any dropouts.
- 9. Present** a Certificate of Participation to all participants. Ask upper management to sign the certificates.





Poster



Sign-Up Sheet



Puzzle Blank



Puzzle Answers



Puzzle Log



Newsletter 1



Newsletter 2



Newsletter 3



Newsletter 4



Newsletter 5

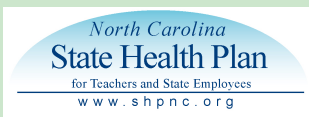


Evaluation



Certificate

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