**Find Your 30 @Work Weekly Emails**

Use these emails as templates to send weekly motivational emails for employees participating in the Find Your 30 @Work challenge. Feel free to customize them to fit your department.

Below is an example schedule for sending emails. You can change the kickoff event day to correspond to your specified day. You can also choose to send emails on another day instead of Mondays.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Week 0 |  |  | Kickoff event |  |  |
| Week 1 | Start of tracking— Send Week 1 email |  |  |  |  |
| Week 2 |  |  |  |  |  |
| Week 3 | Send Week 3 check-in email |  |  |  |  |
| Week 4 |  |  |  |  |  |
| Week 5 | End of tracking—collect trackers, begin raffle, and send week 5 email to announce winners! |  |  |  |  |

**Week 1:**

**Subject:** Find Your 30 @Work – Getting Started!

**Body:**

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Congratulations on starting the Find Your 30 @Work Challenge! For the next 4 weeks, you’ll find new ways to bring 30 minutes of movement into your workday.

The challenge starts today and ends on DATE. During this period, you will track your daily activity using your [Find Your 30 @Work Tracker](https://sfhss.org/resource/pywfy30trackerguide). Below are ideas to help you achieve 30-minutes of physical activity per day!

* Walk around the block during your lunch break
* Bike to work or take a ride during your break
* March in place while on the phone
* Ask a colleague to try following a YouTube workout video with you
* Take the stairs instead of the elevator or divide it up by taking 2-3 flights of stairs and use the elevator for the rest

Keep an eye out for emails to support you through this journey!

Get ready, get set, GO!

Best,

[SENDER]

**Week 2:**

**Subject:** Find Your 30 @Work

**Body:**

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One of the goals for this challenge is to explore new ways to add movement into your work day. Check out some of the options available on from SFHSS!

Access the [**SFHSS Calendar**](https://sfhss.org/events) to see the group exercise classes available—or maybe add the Citywide stretch break to your calendar.

List nearby activity options:

* Class
* Seminar
* Facility

Stay active and creative with your movement goals—and don’t forget to [track](https://sfhss.org/resource/pywfy30trackerguide) your movement to keep up with your Find Your 30 habits!

Best,

[SENDER]

**Week 3:**

**Subject**: Check your progress!

**Body**:

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We've reached the half-way point of the Find Your 30 @Work challenge! This is a good time to look at your [tracker](https://sfhss.org/resource/pywfy30trackerguide) and check your progress. Have you been making time for 30 minutes/day? Were there obstacles that prevented you from being active? Here are the most common obstacles and suggested ways to overcome them!

[choose 2 of these tips to encourage participants to move more.]

|  |  |
| --- | --- |
| **Obstacle** | **Suggested Solution** |
| **Having no time to be active** | **Use Your Breaks**. Use your afternoon break to get in some movement. Go on a walk with a coworker, do some stretches or go up and down the stairs. |
| **Break it up**: The purpose of this challenge is to encourage small movements throughout your busy workday. Try breaking up your activity with 2 to 3 10-minute activities. Try parking further, making time for a walk, taking the stairs for a movement break, or doing a quick stretch! |
| **Activities are boring** | **Make it social.** Get your colleagues involved to join you for a fun and active break. |
| **Mix it up!** The purpose of this challenge is to be creative with your chosen activities. Try a new class, get outdoors, explore different areas around your workplace, or follow different YouTube videos for a change. |
| **I forget to track** | **Utilize reminders.** Keeping visual reminders like a note at your desk, or setting your alarm to notify you before the end of the workday could be used as helpful reminders. Tracking daily helps you establish a healthy habit and increases your awareness of your physical activity levels. Find what works for you and use it! |

Best,

[SENDER]

**Week 4:**   
**Subject**: Share Your Progress

**Body**:

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We’re in the last week of FY30, keep [tracking](https://sfhss.org/resource/pywfy30trackerguide) and let us know how you’re doing!

Take a selfie of yourself doing your favorite movement activity @work. Then add it to the [selfie template](https://sfhss.org/resource/pywselfietemplate) and send it back to me. This will enter you into a raffle to win our end-of-challenge prize! **Optional:** Post to social media and use #FY30-SFHSS for a chance to be spotlighted on our department social account!

OR

Tell us about your Find Your 30 @Work Challenge experience. Answer one of the prompts below and email me your response.

* 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?

All responses will be kept anonymous. I will compile the testimonials and share them as a slideshow for everyone as a tool to keep us all motivated at the end of the challenge. This will enter you into a raffle to win our end-of-challenge prize!

Best,

[SENDER]

**Week 5:**   
**Subject**: Congratulations on finishing the challenge!

**Body**:

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Did you know that you created a SMART goal by joining this challenge? You aimed for 30 minutes/day for 30 days. Now create a SMART goal to help you continue this progress! To learn more about SMART goals, click [here.](https://sfhss.org/resource/pywfy30smartgoals)

Check out some of the fun entries we collected from last week’s selfie callout (attach photos)

Congratulations to all of you who participated and tracked their progress. Here are ways to help you maintain this progress:

* **Celebrate Your Success**. Reward yourself when you reach small wins and big milestones. Choose rewards that can help you sustain your fitness journey.
* **Get Support**. Be kind to yourself. Have flexibility and patience in reaching your goals and consider seeking support to help you be successful.
* **Have Fun**. Do the things that you enjoy. Remember to keep exercise fun. If an activity loses its appeal, then try a different activity!

For additional physical activity resources, check the [SFHSS Well-Being](https://www.sfhss.org/well-being) website.

Best,

[SENDER]