



Healthy Eating Challenge Toolkit

Everything you need
to run a challenge



Overview

About the Healthy Eating Challenge

The Healthy Eating Challenge is a fun and engaging way to promote healthy eating and team building in your workplace.

- The challenge is four weeks long with a new theme each week.
- Participants pick a new challenge activity each week and earn points for each activity they complete.
- You choose the best format for organizing the challenge. People can participate on their own, as part of a team, or a mixture of both.

Why Start a Healthy Eating Challenge?

Most working adults spend more than half their waking hours at work. It makes sense to start thinking about what we are eating as a part of the work day. Healthy eating can help us feel, work, and think better. Healthy employees may also have less sick time and can be more productive at work.

How Much Time Do I Need to Run the Challenge?

Challenge coordinators reported taking about 2–3 hours to set up the challenge (e.g. reviewing documents and recruiting participants) and about 1 hour each week to send out the motivational tip and points updates to participants.

How Do I Get Started?

This toolkit contains everything you, the challenge coordinator, need to get started:

- Promotional posters
- Participant information package
- Team log sheet
- Coordinator log sheet
- Motivational tips
- Post challenge survey
- Award certificate

Have fun with your healthy eating challenge!

Organize your challenge in six easy steps!

Join [click here to enter company name](#)

Healthy Eating Challenge

Most adults spend half their waking hours at work. **Let's make the most of it!**



Please [click here to enter email](#)

The (email) here to enter email

You are invited to participate in the 4 week Healthy Eating Challenge.
Choose what you eat whether you want or not

Let's make the most of it!

For people not invited (1000 more people participating in challenge)

For people not invited (1000 more people participating in challenge)

For people not invited (1000 more people participating in challenge)

The promotional posters can be personalized for your challenge. You can add dates for the challenge, explain how to sign up, and who to contact. Distribute them by e-mail and/or post in common areas to help with recruitment (e.g. lunch room, the cafeteria, and coffee or water station).

[Click here to download the promotional posters \(Option #1\)](#)

[Click here to download the promotional posters \(Option #2\)](#)



Healthy Eating Challenge

Participant Information Package

© 2008 The Department of Health, Welsh Government, and the Welsh Food and Drink Industry

The participant information package has everything participants need to complete the challenge. It includes:

- An overview of how to pick an activity, earn and track points
- Weekly challenge themes
- The *My Healthy Eating Challenge Log Sheet*

[Click here to download the participant information package](#)

There is a different theme for each week of the challenge. Each weekly theme contains a list of activities participants can choose from.

Week 1:
Paint your plate
with vegetables
and fruit

Week 2: Fill up on fibre

Week 3: Rethink your drink

Week 4: Hold the salt



My Healthy Eating Challenge Log Sheet

There are four challenge activities to choose from each week. Participants choose and complete one activity each day. They can work on the same activity every day of the week or choose a different challenge activity each day.

There are three ways for participants to earn points:

- **Daily points**

Participants earn 1 point each day for completing the challenge activity they chose. A maximum of 1 point can be earned each day.

- **Maintenance points**

If participants maintain any of the healthy eating activities over the 4 weeks of the challenge, they receive an extra 10 points at the end.

Maintenance points are awarded per participant, not per activity. Points are awarded when participants keep up with one (or more) healthy eating activity. This helps recognize the effort made towards sustainable change.

- **Bonus points**

Participants earn 5 bonus points for completing each bonus activity. A bonus activity can only be completed once.

A thumbnail image of the 'My Healthy Eating Challenge Log Sheet' form. It includes instructions at the top, followed by four weekly challenge sections: 'Week 1: Add Your Plate With Vegetables and Fruit', 'Week 2: Fill Up With Fibre', 'Week 3: Refill Your Drink', and 'Week 4: Avoid The Sult'. Each section has a table with columns for days of the week and checkboxes for completing the activity. At the bottom, there are sections for 'Total points from daily challenge activities', 'Add 10 points if you continued with any activities from previous weeks', 'Total points from bonus activities (see other pages)', and 'Total points for Healthy Eating Challenge'.

Participants' points are tracked using the [My Healthy Eating Challenge Log Sheet](#).

Healthy Eating Challenge Team Log Sheet

If the challenge will be completed in teams, encourage them to choose a team captain. The team captain is responsible to collect the weekly point totals from team members.

The team captain can track the total number of points earned by each team member using the [Healthy Eating Challenge Team Log Sheet](#). Team captains can submit team totals to the challenge coordinator. You can post the points in a common area, or email an update on points to participants (optional).

A thumbnail image of the 'Healthy Eating Challenge Team Log Sheet' form. It includes instructions at the top, followed by a table for tracking points. The table has columns for 'Participant Name', 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Bonus', 'Maintenance', and 'Total'. There is also a row for 'Team Total'.

[Click here to download the Team Log Sheet](#)

Step 3: Keep track of the weekly progress

Individual participants and/or team captains will be sending you participants' weekly points. Use the [Healthy Eating Coordinator Log Sheet](#) to track all the participants and their weekly points.

A thumbnail image of the 'Healthy Eating Challenge Coordinator Log Sheet'. It includes a header with the Alberta Health Services logo and a table with columns for 'Participant/Team Name', 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Bonus', 'Standout', and 'Total'. There are also instructions and a 'Team total' row at the bottom.

[Click here to download the Coordinator Log Sheet](#)

Step 4: Send out weekly motivational tips

Motivational tips are ready-to-use messages that support weekly themes.

These tips can be sent out each week by e-mail and/or displayed in the lunch room or other common areas. These can help inspire participants to continue with the challenge.

Week 1:
Paint your plate with vegetables and fruit



[Click here to download week 1](#)

Week 2:
Fill up on fibre



[Click here to download week 2](#)

Week 3:
Rethink your drink



[Click here to download week 3](#)

Week 4:
Hold the salt



[Click here to download week 4](#)

Step 5: Get feedback

The [Participant Post-Challenge Survey](#) gives participants an opportunity to provide valuable feedback on the challenge.

The sample survey contains questions to help measure the impact of the challenge on participants' healthy eating practices and social connectedness in the workplace. The survey can also provide ideas about additional healthy eating or wellness activities of interest to participants.

The image shows a sample of the 'Participant Post-Challenge Survey' form. It includes a header with the Alberta Health Services logo and the title 'Healthy Eating Challenge Participant Post-Challenge Survey'. The form contains several sections for feedback, including a table for rating statements on a scale from 'Strongly disagree' to 'Strongly agree'. The statements include: 'This challenge helped me with healthy eating', 'The challenge helped me to connect with my co-workers', 'Healthy eating at work is...', and 'Are there any changes that can be made in your workplace that would help you eat healthier at work?'. There are also fields for 'Comments' and a 'Thank you for your feedback' message at the bottom.

[Click here to download the Participant Post-Challenge Survey](#)

Step 6: Celebrate achievements

The [Achievement Award](#) can be used to recognize everyone who participated in the challenge. All participants should be congratulated for taking steps towards improving their eating habits and health.

The image shows a sample of the 'Achievement Award' certificate. It features a decorative border and the title 'ACHIEVEMENT AWARD' at the top. The text reads: 'This award is presented to [Insert NAME here] for outstanding achievement in Healthy Eating Challenge'. There are fields for 'Signature' and 'Date' at the bottom, along with logos for 'Healthy Eating Starts Here' and 'Alberta Health Services'.

[Click here to download the Achievement Award certificate](#)



Tips for Coordinators

These tips can help you with recruiting and motivating participants throughout the challenge.

Recruiting participants

- Advertise the challenge by displaying recruitment posters in common areas, company newsletters or on internal websites.
- Talk to your manager or a workplace leader about the challenge and ask them to participate. It is a great way for leaders to connect with their employees and lead by example. Management participation can boost interest and motivate others to join.
- If you are organizing a team challenge, aim to have an equal number of participants per team.
- Enlist people to help you coordinate the challenge or set up fun activities.










Motivating participants

- Display the [Healthy Eating Starts Here](#) poster series or motivational tips in common areas.
- Participants' interest may decline throughout the 4 weeks of the challenge. Organizing a fun social activity, like a healthy potluck, may help boost motivation.
- Set up a weekly meeting over lunch where participants can share stories, tips and successes.
- Encourage participants to engage in the bonus activities. These can add fun, and help everyone earn extra points.
- Keep participants up to date with how everyone is doing to help fuel healthy competition and engagement. Ask participants and teams for their consent to post their points before starting the challenge.
- Remind participants that every point earned healthy eating habit that can help them to improve their health!
- Explore with your organization if there are opportunities for incentives that could be awarded to the team and/or individual(s) with the most points. If these are not an option then consider providing opportunities for recognition or "bragging rights" through shared photos of individuals or team members or other celebratory activities.

Suggested Timeline

| Timeline | To-do checklist |
|----------------------------------|---|
| 2–3 weeks before the challenge | <input type="checkbox"/> Post the promotional poster(s) in the lunch room, cafeteria, or team message board. |
| 1 week before the challenge | <input type="checkbox"/> Send out the participant information package to participants. <input type="checkbox"/> Send out the team log sheet to team captains (as applicable). |
| The first day of each week (1–4) | Send out the motivational tips as an email message or post in common areas. <ul style="list-style-type: none"> <input type="checkbox"/> Week 1 – Paint your plate with vegetables and fruit <input type="checkbox"/> Week 2 – Fill up on fibre <input type="checkbox"/> Week 3 – Rethink your drink <input type="checkbox"/> Week 4 – Hold the salt <input type="checkbox"/> Collect individual participant and/or team weekly point totals. Send out or post team or participant weekly point totals (optional). |
| Week 2 | <input type="checkbox"/> Organize a fun event to keep participants motivated (e.g. a healthy potluck). |
| Week 4 | <input type="checkbox"/> Collect final individual and team log sheets. <input type="checkbox"/> Send out the participant survey for feedback on the challenge. |
| After the challenge | <input type="checkbox"/> Organize a celebration event to recognize everyone's success. <input type="checkbox"/> Present achievement certificates to congratulate everyone who participated. <input type="checkbox"/> Review the results of the survey for other healthy eating or wellness activities in your workplace. |

Downloadable Documents

| | |
|---|---|
|  | Promotional posters (Option #1) Promotional posters (Option #2) |
|  | Participant information package Weekly Challenge Themes |
|  | Individual Log Sheet Team log sheet Coordinator log sheet |
|  | Motivational tips- week 1 |
|  | Motivational tips- week 2 |
|  | Motivational tips- week 3 |
|  | Motivational tips- week 4 |
|  | Participant Post-Challenge Survey |
|  | Achievement Award Certificate |

Additional Resources for Organizers

Healthy Eating Starts Here Poster Series

These posters are great for displaying around the office, in the lunch rooms or common areas. Download at www.healthyalberta.com/1434.htm.



Set of 9 (11 x 17) multi-message posters



Set of 10 (17 x 11) single-message posters

Healthy Eating Starts Here

Information and resources to help Albertans understand what it means to eat healthy and how to make personal changes in their eating habits where they live, work, learn or play. Available at www.healthyeatingstartshere.ca.