

WIC WELLNESSWORKS

Activate My Day

Where Easy Movement is No Sweat

Coordinator Packet



Activate My Day

Where Easy Movement is No Sweat

Dear WIC Wellness Works Coordinator,

Do you have co-workers who aren't quite ready for structured exercise but would consider adding more movement to their day? Do you have co-workers who do a lot of sitting and would like to be more active during their work hours? If so, read on.



- **Activate My Day** is for WIC staff who aren't quite ready to commit to structured exercise (like regularly riding a bike or taking a fitness class), but would like to bring a little physical activity into their day. This could be their first step toward leading a more active life.
- **Activate My Day** is also for WIC staff who regularly exercise, but would like to move more between workouts. This is a chance for WIC staff to burn more calories and increase their metabolism by moving more during the day.

In **Activate My Day** you will find **My Course of Action**, a four-week program where WIC staff select easy physical activities to integrate into their daily routine and earn points to track their progress. Also included is **Personal Pursuits**, a set of four once-a-week personal activities that encourage WIC staff to reflect and embrace a more active lifestyle.

Finally, we are expanding the electronic WWW *Healthy Living Tip* program to make it available to all WIC staff. This is the same weekly electronic tip currently sent to clinic and agency wellness coordinators, but it will now be available to everyone. More details are found later in this packet.

We hope **Activate My Day** will encourage all WIC staff to move more, and be especially appealing to those who have had a difficult time being active in the past. Remember, even *thinking* about how to become more active helps move someone closer to achieving that goal.

Keep on Movin'!

The University of Texas at Austin Wellness Team

My Active Day Idea List

Select one or more of these clinic activities to add some extra momentum to the program. These extra activities are suggested as a way to create social support for your co-worker's efforts but you may come up with your own ideas as well!

My Course of Action

Help get even the most reluctant co-worker moving by organizing this daily physical activity program for the next month. Complete **My Course of Action** instructions can be found on page 3.

Pass it On – Encourage your WIC participants to join in the fun and get moving with some physical activity during their day. Make copies of the 8½ x 11 inch **My Course of Action** handout found on page 6 of this packet and challenge them to see how long it takes them to make it around the course.

Call to Action Day—Set up *WIC Wellness Works Happens Here!*

Clear out a corner, move some clutter, and make room for **WIC Wellness Works Happens Here!** This is a great opportunity to create a fitness space and a wellness library of resources, all in one place. Establish a "Call to Action" day and ask employees to share, donate, or loan some of the following items to jump start the wellness space:

- Exercise mat
- Tennis balls for back massages
- Favorite exercise DVDs
- Healthy eating cookbooks (found while bargain hunting at bookstores, re-sale shops, etc.)
- Bubbles for stress reduction
- Previous WWW items, such as the DVD "Walk Away the Pounds"
- Health-focused magazines; healthy cooking magazines
- Attractive, peaceful looking wall art (scenic posters, prints, etc.)
- CD player with collection of relaxing music and headphones
- An exercise ball
- A comfortable chair for reading through wellness materials

Place the **WIC Wellness Works Happens Here!** sign (found at the end of this packet) over the area or space where you would like to store your wellness resources. Encourage co-workers to use these resources and to contribute additional items to enhance their wellness space.

Get ready to **ACTIVATE MY DAY!**

Get on the List!

Post the **WIC Wellness Works Healthy Living Tip** flier in your clinic so co-workers can sign up to receive the tip themselves. Find more details and the flier on pages 9 and 10.



Encourage employees to sign up for the WIC Wellness Works Healthy Living list serve

The WIC Wellness Works program is expanding the weekly electronic WWW Healthy Living Tip program by making it available to all WIC staff. The WWW Healthy Living Tip program is a weekly electronic tip that focuses on healthy eating, physical activity, and stress management. In an effort to make this tip available to all staff, the WIC Wellness Works program has set up a list serve for all WIC staff to voluntarily join. WIC staff may voluntarily sign up for the WIC Wellness Works Yahoo group and begin receiving electronic information immediately. They may remove themselves from the list at any time.

How do employees join the Healthy Living list serve?
They send a blank e-mail to wicwellness-subscribe@yahoogroups.com.

How do employees remove themselves from this list serve?
They send a blank e-mail to wicwellness-unsubscribe@yahoogroups.com.

Will staff be able to exchange messages with the entire group?
No, this Yahoo group will be a one-way list serve, which means employees will only receive information and will not be able to e-mail the entire group with comments. They will, however, be able to reply directly to the UT Wellness Team with any questions or comments.

Will other information in addition to the weekly Healthy Living Tip be sent to WIC staff?
Yes. During *Activate My Day*, employees will receive wellness information to enhance the *My Course of Action* program. Sending information via e-mail saves paper and staff time while providing information in a more timely and efficient manner.

How long has the current electronic Healthy Living Tip program been available to wellness coordinators?
Weekly e-mail messages have been sent to approximately 250 WIC Wellness Works coordinators for three years.

If I have more questions, whom do I contact?
Please contact Shellie Shores at shellie.shores@dshs.state.tx.us.

Please post the "Healthy Living at Your Fingertips!" flier on the next page in the employee common area.

Page 10

WIC Wellness Works - Activate My Day

Physical Activity Benefits Word Search

Circle the underlined words listed below. Words may appear straight across, backward, up and down, and diagonally:

| | | |
|-----------------------------|-------------------------|-----------------------|
| Boosts <u>energy</u> | Better <u>sleep</u> | Feel <u>stronger</u> |
| Controls <u>cholesterol</u> | Self- <u>confidence</u> | Clear <u>mind</u> |
| Healthy <u>heart</u> | <u>Longer life</u> | Better <u>mood</u> |
| <u>Hypertension</u> | <u>Stronger bones</u> | <u>Weight control</u> |
| <u>Happier</u> | | |

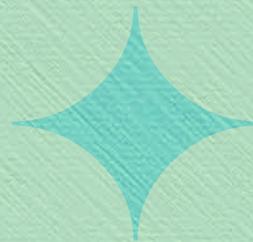
W E L X V H A P P I E R F E C D S T R G
 F C N K B A I A O S B R F H L N B G X B
 E C N E D I F N O C F F O I E I Y D K Q
 Y B Z H R C O Z W K M L T S H M Q U F Y
 T N A O X G G K B Q E N E L V R D U M D
 Y M F U W I Y H E S B N V W M A L G A Y
 K P O U P Z Z D T B O E R S S E C U M U
 I D S K Q X R E D B B E I L P L Y Y P B
 B O K H Z E R I R P G W C E P C G S M H
 I T K P E O F E V N H D T E V D F O X Y
 F O J L L A G I O Y O E U P W H O T Z P
 W W I O J N L R L G Y E C D K D M B L E
 C A W Y O S T T Q R Q A U A F N W I V R
 K K K R S S K L H D E H B Y U F S Y E T
 C D T L L F G C P Y J G Y O Z L K P C E
 Q S K Z T K H H I J H P N A K R N A M N
 L E B G P N W T U B B E A O U F S W U S
 S Z C K H X P Q T N D Z A Y L K C D L I
 H P Q E T T Y G O G T J B R H G E S N O
 W E I G H T C O N T R O L I T X A M Q N

WIC Wellness Works - Activate My Day

Page 12

Physical Activity Word Search

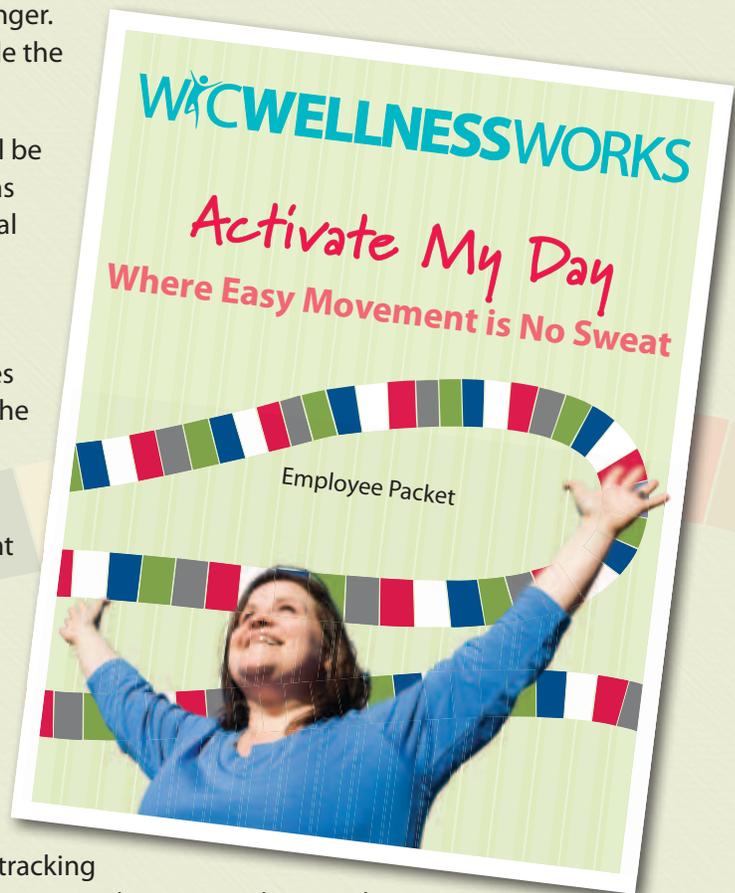
Remind your co-workers about all the positive benefits of physical activity with this fun word search. Make copies of the "Physical Activity Benefits" word search, found on page 12, on colored paper and distribute at your next staff meeting.



Organizing My Course of Action in the Clinic

My Course of Action is not a competition but serves as a motivating tool to get all WIC staff out of their chairs and moving more throughout their day. Some employees will complete the course fairly quickly while others may take longer. Encourage the more active employees to circle the course twice.

1. Decide what your clinic “start day” will be for **My Course of Action**. Beginning as a group will create a fun sense of social support for everyone to participate and keep moving. Remember, some employees will finish in less than 30 days while other less active employees may take a full month to get around the activity course.
2. Encourage employees to print off copies of the employee packet or print copies yourself and distribute to all interested employees. Print copies of **Activate My Day** packet and **My Course of Action Activity Guide** and distribute to all interested employees.
3. Ask employees to display their **My Course of Action Activity Guide** tracking sheet on the clinic bulletin board. This way employees can cheer each on as they make their way around the course! Each activity point earned represents a square on the action course. For example, 4 points of activity = 4 places on the activity course.
4. Make copies of the black and white 8 ½ x 11 inch handout for your WIC participants.
5. Post the “**Healthy Living at Your Fingertips**” flier in an employee common area and encourage employees to sign up for the WIC Wellness Works list serve. They can start receiving weekly tips and wellness information immediately. For more information, see the details in this packet.





How many points should an employee average a day?

In order to make it around the path in 30 days, employees will need to average 6 points a day. This may be achieved by doing three 2-point activities or by doing one 2-point activity and one 4-point activity. It is all about experiencing movement and finding what works for each person. They do not have to do all the activities listed.



The goal of **My Course of Action** is to help WIC staff realize how easy it is to integrate more movement into their daily work and home routine.



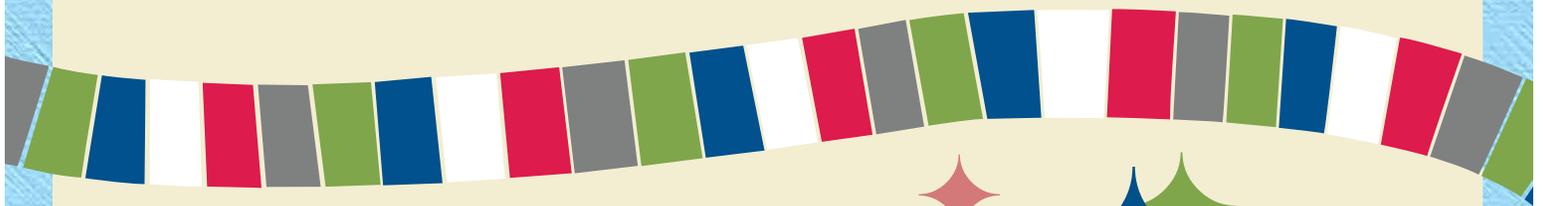
Can employees create their own activities and how do they assign a point value?

While we have provided a list of activities and a point system, these are by no means the only activities they can do. They may substitute alternative activities as they see fit. Employees should be honest with themselves when assigning a 2 or 4-point value. Four-point activities should be more strenuous than 2-point activities. This is not a competition but please remind them to be realistic when attaching points to an activity and keep the spirit of the “game” intact. No one will be checking their activity guide, so they will be “in charge” of tracking their own progress.

Longer periods of exercise (15 minutes or more of walking, for example), which should definitely be encouraged, do not count toward the My Course of Action tracking activity.

Pass it On

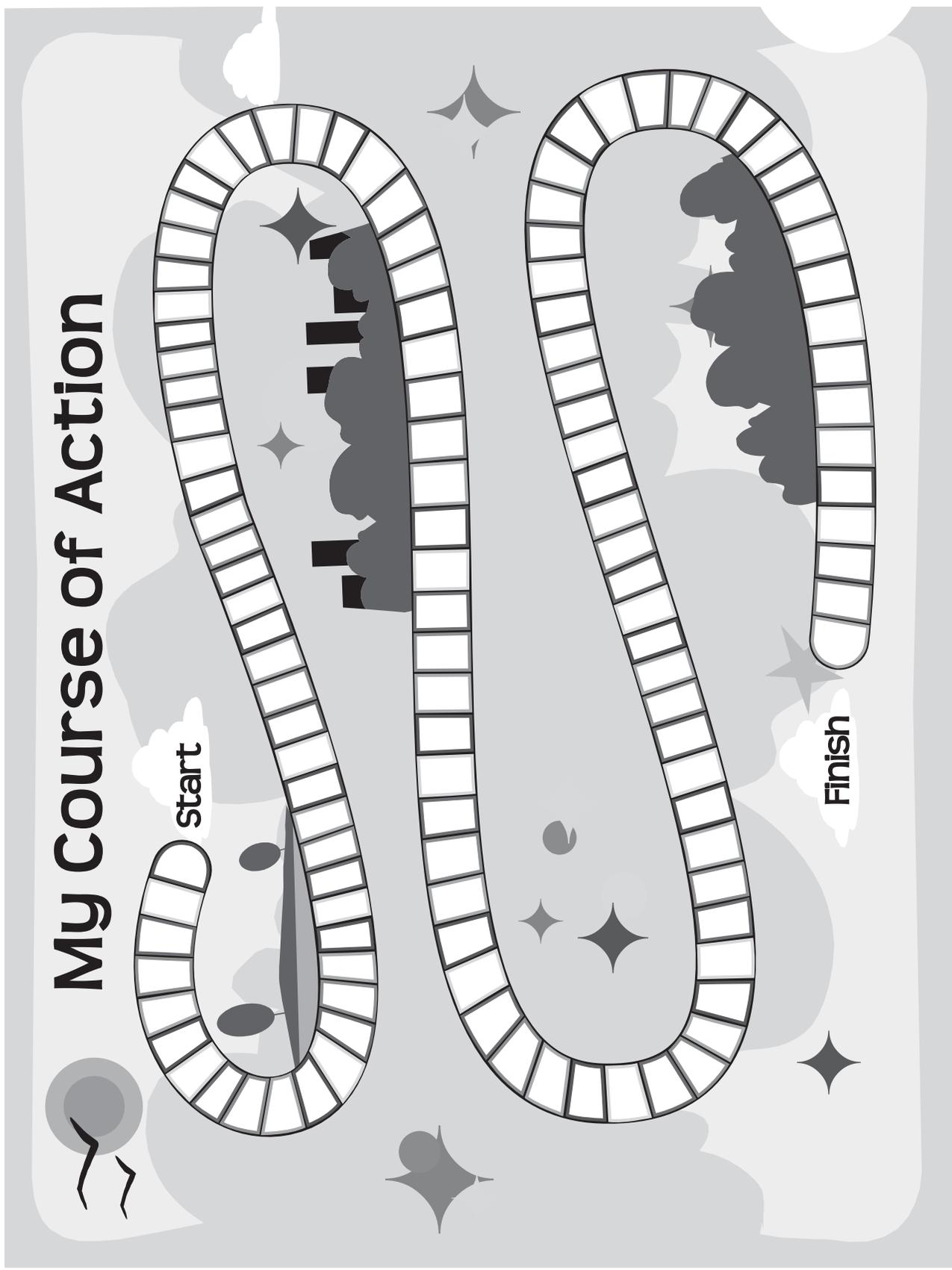
Make copies of the black and white **My Course of Action Activity List** (page 7) and **My Course of Action Activity Course** (page 8) activities found on the next two pages for your WIC participants



My Course of Action Activity Course

Color in your Progress!

Each point earned represents a square on the playing board. If you accumulate 4 points for the day then color in 4 squares. Use a variety of crayons, colored markers, or pencils to add some "pizzazz" to your board. See how many times you can make it around the course in 30 days.



My Course of Action Activities

- Circle the activities that you would like to try
- Color in your progress on the **My Course of Action Activity Course**
- **In order to make it around the Activity Course in 30 days, you need to average 4 points a day.**



Note: While we have provided a list of activities and a point system, you may substitute alternative activities as you see fit. If you do add in your own options, please be honest with yourself when you assign a 2 or 4-point value (4's requiring more time/effort). This is not a competition but please be realistic with attaching points to an activity and keep the spirit of the "game" intact. Structured exercise such as using an exercise DVD or walking for 20 minutes is not part of this challenge.

Each point represents a square on the activity course. For example, 4 points of activity = 4 squares on the activity course.

My Course of Action Options

*2 Point Activities:

1. Hand deliver messages at work
2. Do toe/calf raises while I am talking on the phone at work
3. Take a minute stretch break after every hour of sitting at my desk
4. Stretch before bed for 10-15 minutes
5. March in place while talking on the phone at work
6. March in place while filing
7. Turn the TV channels manually (stand up and go to the TV)
8. Use the restroom that is the farthest away
9. March in place while talking on the phone at home
10. Stretch my upper body every time I take a break for the restroom
11. Walk up one flight of stairs instead of using the elevator/escalator
12. Stand while doing some of my work today
13. Carry one bag of groceries from the car at a time
14. March in place while I make dinner
15. Park my car at the far end of every parking lot (clinic, store, etc...)
16. Do toe/calf raises while I wash dishes
17. Do simple arm raises while I watch TV
18. Do 5 knee lifts on each leg seated or standing 5 times today
19. March in place during all TV commercials
20. Stretch my back every time I get up from a seated position
21. Try some easy "yoga in a chair" exercises
22. Play an interactive video game (like Nintendo Wii) for 5 minutes (tennis, bowling, boxing, etc...)
23. Start staff meetings with a stretch break
24. Add a stretch break to the middle of a meeting
25. Take a stand and stretch break during a meeting
26. Stand to fold the laundry
27. Other: _____
28. Other: _____

4 Point Activities

(These items require a bit more time and effort.)

29. Walk the dog up and down the street
30. Do half squats while talking on the phone
31. Walk on my coffee break
32. Walk to do one errand
33. Wash my car by hand
34. Do simple knee lifts while seated in my chair for three minutes 4x/day
35. Try 5 wall push ups
36. Try 5 abdominal crunches
37. Walk around the outside of my house two or three times
38. Put in a children's DVD (such as "Zobey") and get up and dance with my children for 5 minutes
39. Walk at least 10 minutes during lunch
40. Get to work early and put an exercise video in for at least 10 minutes
41. Take a 10 minute walk after one meal (breakfast, lunch, or dinner)
42. If I take public transportation to work, get off a stop early and walk
43. Other: _____
44. Other: _____

* If you find that standing is too much for you, please adapt some of these activities to do while seated. For example, instead of standing to march in place when the phone rings, stay seated and march your feet up and down like you would do while standing.



W&C WELLNESSWORKS
HAPPENS HERE!

Encourage employees to sign up for the WIC Wellness Works Healthy Living list serve

The WIC Wellness Works program is expanding the weekly electronic WWW *Healthy Living Tip* program by making it available to all WIC staff. The WWW *Healthy Living Tip* program is a weekly electronic tip that focuses on healthy eating, physical activity, and stress management. In an effort to make this tip available to all staff, the WIC Wellness Works program has set up a list serve for all WIC staff to voluntarily join.

WIC staff can sign up for the WIC Wellness Works Yahoo group and begin receiving electronic information immediately. They may remove themselves from the list at any time.

How do employees join the Healthy Living list serve?

They send a blank e-mail to wicwellness-subscribe@yahoogroups.com.

How do employees remove themselves from this list serve?

They send a blank e-mail to wicwellness-unsubscribe@yahoogroups.com.

Will staff be able to exchange messages with the entire group?

No, this Yahoo group will be a one-way list serve, which means employees will only receive information and will not be able to e-mail the entire group with comments. They will, however, be able to reply directly to the State WIC office with any questions or comments.

How long has the current electronic Healthy Living Tip program been available to wellness coordinators?

Weekly e-mail messages have been sent to approximately 250 WIC Wellness Works coordinators for three years.

If I have more questions, whom do I contact?

Please contact Shellie Shores at shellie.shores@dshs.state.tx.us.

Please post the "Healthy Living at Your Fingertips!" flier found on the next page in the employee common area.

Healthy Living at Your Fingertips

Stay up-to-date on the latest health and wellness information by signing up to receive e-mail messages.



From the *Healthy Living* tips you will...

- Learn practical ways to **eat more healthfully**.
- Discover the latest **physical activity trends**.
- Be in the know on how to effectively **manage your stress**.
- Receive **helpful links** to wellness related websites.
- Have easy access to instructional **videos** and **slide shows**.

You may sign up at any time, and you may remove yourself from the list at any time.

To join, simply send a blank e-mail to

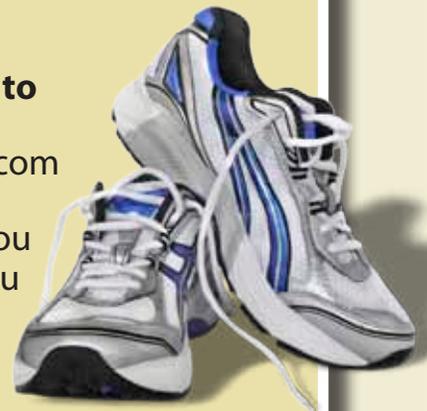
wicwellness-subscribe@yahooogroups.com

and begin receiving weekly **Healthy Living Tips**. You will also receive motivational messages to keep you moving during **Activate My Day**.

To remove yourself, send a blank e-mail to:

wicwellness-unsubscribe@yahooogroups.com.

If you have questions, please see your WIC Wellness Works coordinator.



WIC WELLNESS WORKS

Physical Activity Benefits Word Search

Circle the underlined words listed below. Words may appear straight across, backward, up and down, and diagonally:

Boosts energy
Controls cholesterol
Healthy heart
Hypertension
Happier

Better sleep
Self-confidence
Longer life
Stronger bones

Feel stronger
Clear mind
Better mood
Weight control

W E L X V H A P P I E R F E C D S T R G
 F C N K B A I A O S B R F H L N B G X B
 E C N E D I F N O C F F O I E I Y D K Q
 Y B Z H R C O Z W K M L T S H M Q U F Y
 T N A O X G G K B Q E N E L V R D U M D
 Y M F U W I Y H E S B N V W M A L G A Y
 K P O U P Z Z D T B O E R S S E C U M U
 I D S K Q X R E D B B E I L P L Y Y P B
 B O K H Z E R I R P G W C E P C G S M H
 I T K P E O F E V N H D T E V D F O X Y
 F O J L L A G I O Y O E U P W H O T Z P
 W W I O J N L R L G Y E C D K D M B L E
 C A W Y O S T T Q R Q A U A F N W I V R
 K K K R S S K L H D E H B Y U F S Y E T
 C D T L L F G C P Y J G Y O Z L K P C E
 Q S K Z T K H H I J H P N A K R N A M N
 L E B G P N W T U B B E A O U F S W U S
 S Z C K H X P Q T N D Z A Y L K C D L I
 H P Q E T T Y G O G T J B R H G E S N O
 W E I G H T C O N T R O L I T X A M Q N