

**Eat Smart, Move More...
Maintain, don't gain!**

HOLIDAY Challenge

Congratulations on helping your employees maintain instead of gain by taking the first step towards implementing the Holiday Challenge at your worksite.

Here are the tools, resources and step-by-step instructions to implement the Holiday Challenge. Every worksite is different. The strategies provided below are suggestions from previous worksites, but feel free to adapt or change as needed. The Holiday Challenge team is happy to work with your worksite individually, please email holidaychallenge@esmmweighless.com.

What is the Holiday Challenge?

The Holiday Challenge is a fun way to help employees avoid holiday weight gain. Everyone can participate – whether they are looking to lose a few pounds, maintain their current weight, or pick up new strategies to eat smart and to move more.

During the seven-week program, participants will receive weekly newsletters and daily tips that contains practical tips, strategies, recipes and other information to help them successfully navigate their way through the holiday season. Participants also receive weekly challenges, healthy holiday recipes, and extra support through social media.

In addition, participants can download and print activity logs, a weight log, and a food journal from esmmweighless.com to help them track their progress.

Registration is free and easy with a valid email address. Participants can sign up at esmmweighless.com. Participant information is kept confidential and will not be shared with anyone for any reason.



Flyers to promote the Holiday Challenge are available for download from esmmweighless.com.

Tips to Bring the Holiday Challenge to Your Workplace

1. Talk with management about implementing the Holiday Challenge at your worksite. Show them the Holiday Challenge materials and discuss options for incentives and prizes for participants. There are many benefits of the Holiday Challenge: happier, healthier employees throughout the holiday season and into the New Year.
2. Designate a Holiday Challenge Coordinator. If you have multiple locations, we recommend designating a site leader at each location.
3. It is highly recommended to offer incentives or prizes. Prizes do not have to be expensive and some may be free. Prizes should be based on **participation** and not on the amount of weight loss. Prizes can range from extended lunch time to a drawing for a FitBit.
4. In-office activities have shown to generate the most success for participants. Activities allow employees to feel like a team and not as if they are not doing it alone.
 - a. Weekly group walks.
 - b. Healthy holiday pot luck.
 - c. Informative lunch and learns.
 - d. Assigned (or drawn) Holiday Challenge buddy: write encouraging notes, go on walks together, and cheer each other on.
5. Promote the Holiday Challenge to employees through email announcements, with fliers, or through the company's Facebook page or website. Continue to engage with employees throughout the program.

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6. Host weekly confidential weigh-ins at office.



7. Offer lunch-n-learns on holiday stress, healthy eating, physical activity, financial support, or a social support group for encouragement and accountability.
8. Encourage participants to track their activity and their food. Logs are provided on esmmweighless.com or there are free online programs such as MyFitnessPal.com or LoseIt.com.
9. Gain feedback from participants. Consider creating your own online survey using www.surveymonkey.com.
10. Talk with management and the wellness teams about the success of the Holiday Challenge. Report how many employees participated and any feedback you received about what worked well.

How Can You Track Employee Participation?

The Holiday Challenge team does NOT provide identifying participant information, email addresses, or individualized reporting of any kind.

The only outcomes we provide are in the form of a basic final report with a snapshot of how the program performed, including number of Holiday Challenge participants, US States that participated, and results from the anonymous wrap-up survey. The final report can be found on our website at the end of the Holiday Challenge.

If you would like to track your employee participation, we have gathered examples from various employers throughout the years and have shared their strategies below. Please feel free to use or modify to fit your organization accordingly.

Strategies to track employee participation:

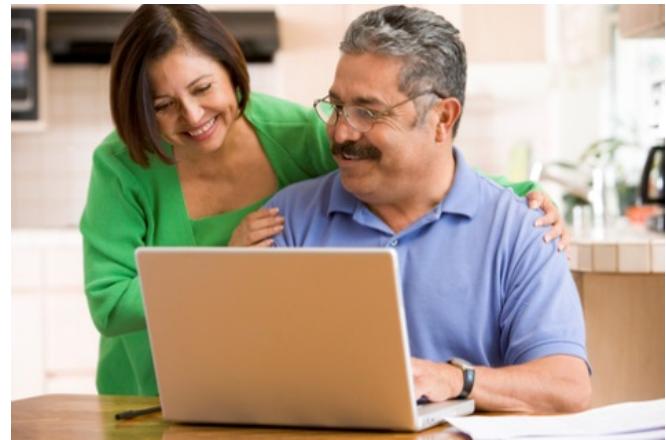
- Employees fill out a participation form and turn them into you (after they have officially signed up on the website). An example of this form can be found in Appendix A.
- Employees to fill out pre, mid, and post participation forms regarding their progress in the Holiday Challenge. Examples in Appendix B.
- To determine if an employee “completes” the program, they can provide you with a screen shot of the “thank you” page after they have completed wrap-up survey. We consider completion of the wrap-up survey as completion of the program because the employee only has access to the survey in the final few Holiday Challenge emails. Therefore, if they are opening and reading the emails, they will see the survey link and have the ability to share their experience in the program.



Additional Resources

The following resources can be found on our website, esmmweighless.com, for Holiday Challenge coordinators and participants:

- Marketing Flyers
- Weight Log
- Food Log
- Physical Activity Log
- Healthy Holiday Recipes
- Expert and Participant Blog
- Social Media:
 - [Facebook](#)
 - [Twitter](#)
 - [Pinterest](#)
 - [Instagram](#)
 - [Private Holiday Challenge Facebook Community](#)



For more information about the Holiday Challenge, visit esmmweighless.com or, contact holidaychallenge@esmmweighless.com.

Appendix A: Employee Participation Form

Eat Smart, Move More...
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Participation Form

I would like to participate in the 2019 Maintain, Don't Gain Holiday Challenge!

Please check off the appropriate box related to Holiday Challenge Access and your method of Tracking:

Holiday Challenge Access

- I **have** signed up for the Holiday Challenge on *Eat Smart, Move More Weigh Less*'s website at <https://esmmweighless.com/holidaychallenge/>

- I **will** sign up for the weekly newsletter and tips on *Eat Smart, Move More Weigh Less*'s website at <https://esmmweighless.com/holidaychallenge/> by **Nov. 18th**.

Daily Tracking

- I plan on tracking my daily calories, activity level, and weight on the Holiday Challenge paper logs (found on <https://esmmweighless.com/holidaychallenge/> under "Materials").

- I plan on tracking my daily calories, activity level, and weight through a website, mobile app, or other electronic means (such as MyFitnessPal or LoseIt).

I understand that my participation in the Holiday Challenge is completely voluntary.

Please Sign Your Name Please Print Date

Your Site's Name: _____ Preferred E-mail Address: _____

Due to HR by: **November 29, 2019**

Appendix B: Pre and Post Employee Participation Forms

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Participation Log 1

For Holiday Challenge Dates **Monday, November 18th** through **Friday, December 6th**:

1. How many of these days did you track your calories/food intake _____
2. How many of these days did you stay within your calorie range (If you set a calorie intake goal or maximum, if not, write N/A) _____
3. How many of these days did you participate in 30 minutes or more of physical activity _____
4. Since the beginning of the challenge, how much has your weight fluctuated (for instance, if your weight is the same now as it was in the beginning of the challenge you will write 0; if you lost 1 pound, you will write -1; if you gained .5 pounds, you will write +.05, etc) _____

I attest that the above information is true and accurate to the best of my knowledge.

Please Sign Your Name Please Print Date

Your Site's Name: _____

Fax or E-mail (please do one or the other & not both) this form to _____ by
Friday, December 13th:

Fax#: _____

E-mail: _____

Due to HR by: **January 10, 2019**

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HOLIDAY **Challenge**

Participation Log 2

For Holiday Challenge Dates **Saturday, December 7th through Tuesday, December 31st** :

1. How many of these days did you track your calories/food intake _____
2. How many of these days did you stay within your calorie range (If you set a calorie intake goal or maximum, if not, write N/A) _____
3. How many of these days did you participate in 30 minutes or more of physical activity _____
4. Since the beginning of the challenge, how much has your weight fluctuated (for instance, if your weight is the same now as it was in the beginning of the challenge you will write 0; if you lost 1 pound, you will write -1lb; if you gained .5 pounds, you will write +.5 lbs, etc) _____

Optional Questions:

Did this challenge help you better maintain your weight through the holiday season? Yes No

Would you participate in this challenge again? Yes No

Additional Feedback on the Holiday Challenge: _____

I attest that the above information is true and accurate to the best of my knowledge.

Please Sign Your Name Please Print Date

Your Site's Name: _____

Fax or E-mail (please do one or the other & not both) this form to _____ by
Friday, January 10, 2019:

Fax#: _____

E-mail: _____
