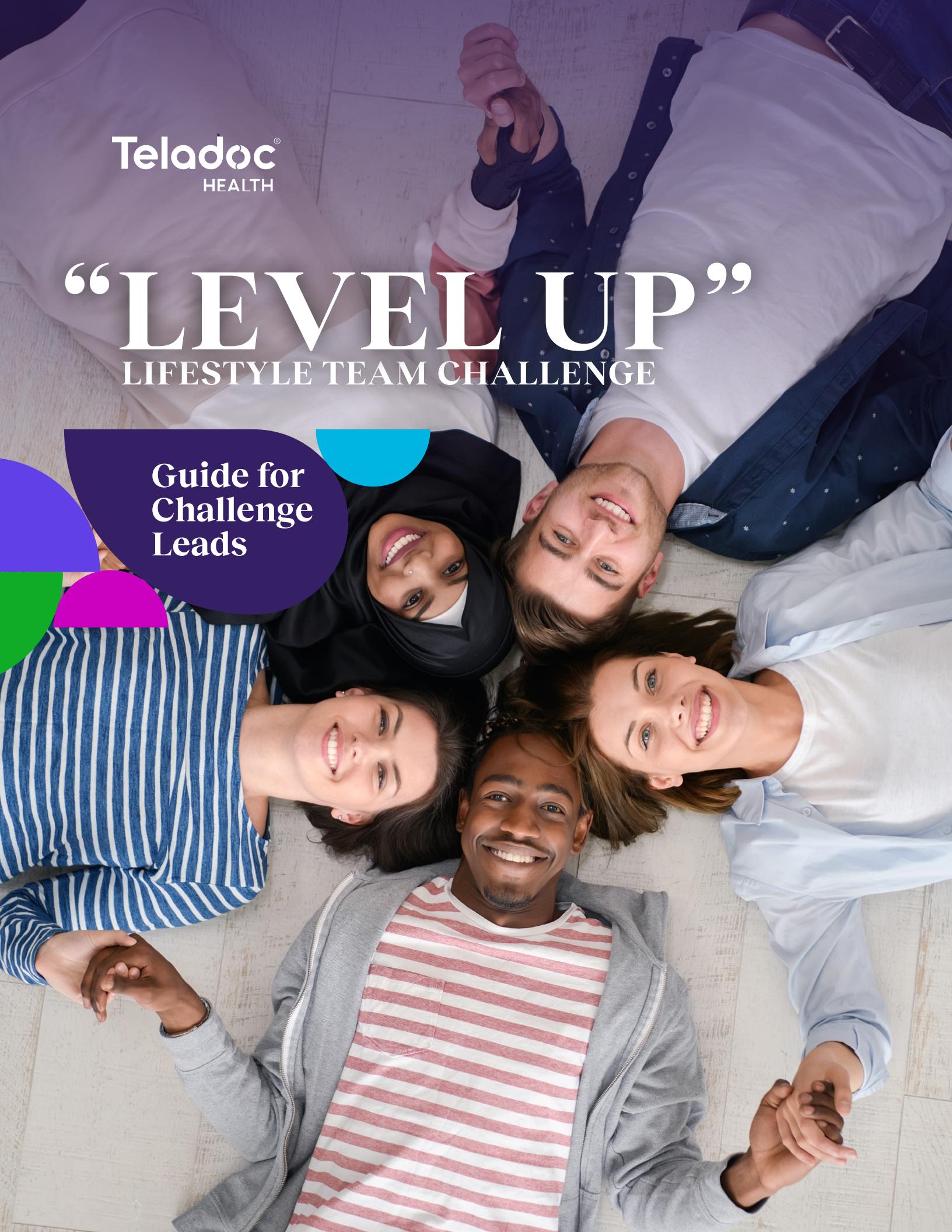




# “LEVEL UP”

## LIFESTYLE TEAM CHALLENGE

A group of six diverse young adults (three men and three women) are smiling and holding hands in a circle, viewed from above. They are dressed in casual, colorful clothing. A purple speech bubble containing the text "Guide for Challenge Leads" is overlaid on the left side of the image.

Guide for  
Challenge  
Leads



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## Welcome to “Level Up!”

Canada is consistently ranked among the best country in the world for quality of life, yet many individuals struggle with feelings of fatigue, stress, and dissatisfaction. The “Level Up” Lifestyle Team Challenge is designed to help people infuse positive habits into their daily routines and re-energize daily life through small, meaningful actions.

From individual challenges like trying a new hobby or improving sleep habits to team-based goals that encourage accountability and camaraderie, “Level Up” is about building healthy habits, sparking joy, and creating momentum for positive lifestyle change.

This guide is meant for the Challenge Lead - a facilitator who will guide participants through an experience that blends personal growth with teamwork and fun. Here, you’ll find everything you need to lead the way, create an inspiring environment, and help your team embrace the small shifts that can lead to a brighter, more fulfilling life!

# Why Lead Team Challenges?

Every successful team challenge needs a passionate leader to bring people together, inspire participation, and keeps momentum going. That's where Challenge Leads come in. Challenge Leads have the exciting role of leading a challenge for your chosen group, whether it's your team, department, or even the whole company.

As a Challenge Lead, your role involves rallying participants, hosting weekly check-ins, tracking team progress, and motivating everyone with encouragement and updates –and it's easy to do with this guide, designed to help you organize, plan, and track the **“Level Up”** team challenge with ease.

To make facilitating the challenge easy, in this guide, you'll find:

1

Challenge Summary: A detailed overview to help you and participants understand the purpose and goals of the challenge.

2

Weekly Communications: Email templates with instructions for each weekly task and interesting information to keep participants engaged and motivated throughout the challenge.

3

Tracking Tools: Example tracking charts and leaderboards to help you monitor progress and celebrate milestones along the way.

Use this in tandem with the General Guidelines Guide, where you'll find helpful tips for setting up teams, managing the process, and executing the challenge.

Leading a team challenge is an excellent opportunity to showcase and develop your leadership skills while making a meaningful impact on the health and well-being of others. In return, you'll gain valuable experience in organizing group activities, driving engagement, and fostering a supportive and fun environment.

# Overview and Objective

The **“Level Up” Lifestyle Team Challenge** is designed to encourage small, manageable lifestyle changes that can lead to meaningful improvements in your overall well-being. By focusing on areas like hydration, nutrition, sleep, and even trying new experiences, the challenge aims to help you discover how simple adjustments can positively impact your energy, mood, productivity, and health.

Each week introduces a new goal targeting a different aspect of daily life. For example, in **Week One**, the focus is on hydration. Participants will track their water intake throughout the week and earn points based on how much they drink, with a maximum of 21 points available. This goal emphasizes the importance of staying hydrated, which can boost energy levels, improve focus, and support overall health.

Here, you'll find a table of each weekly challenge:

<b>Week of Challenge</b>	<b>Task</b>
<b>Week 1</b>	<i>Drink more fluids</i>
<b>Week 2</b>	<i>Eat Fruits and Vegetables</i>
<b>Week 3</b>	<i>Get more sleep</i>
<b>Week 4</b>	<i>Try a new hobby</i>
	<i>Complete a chore</i>
<b>Week 5</b>	<i>Reach out to a friend</i>
	<i>Go somewhere new</i>

These weekly tasks not only promote healthy habits but also encourage teamwork, accountability, and a touch of friendly competition. By participating, you'll not only contribute to your team's success but also take steps toward a happier and more fulfilling lifestyle.

**Read on for next steps in leading the challenge!**



# Challenge Summary

Here is a table that summarizes the weekly tasks, what participants are to submit, and how points are calculated:

<b>Week of Challenge</b>	<b>Task</b>	<b>What to submit</b>	<b>Points</b>
Week 1	<i>Drink more fluids</i>	<i>Total L of fluid intake for the week</i>	<i>1 pt/L to a max of 21</i>
Week 2	<i>Eat Fruits and Vegetables</i>	<i>Total servings for the week</i>	<i>1 pt/2 servings to a max of 28</i>
Week 3	<i>Get more sleep</i>	<i>Total hours of sleep for the week</i>	<i>1 pt/2 hours to a max of 32</i>
Week 4	<i>Try a new hobby</i>	<i>Hobby tried Name of teammate Picture with teammate (if applicable)</i>	<i>20 pts for trying a new hobby 20 points for doing it with a teammate</i>
Week 5	<i>Complete a chore Reach out to a friend Go somewhere new</i>	<i>Type of task completed What was done Can include pictures</i>	<i>15 pts for each category of task 45 points maximum</i>

Please note that not all participants may wish to share their points or experiences, and that is completely acceptable. This challenge is intended to be an enjoyable and voluntary experience, allowing everyone to engage in a manner that aligns with their preferences. Participants who prefer not to share their points can still fully contribute to and belong to a winning team. However, please note that they will not appear on the leaderboard or be eligible for individual recognition based on points. This ensures everyone can participate in a way that feels comfortable while supporting their team's overall success.



# Weekly Templated Communications

In this section, you'll find templated emails that will need to be modified with your information before sending (i.e. personalized with your name and email to submit weekly points, prize details, key dates and sign-up forms). Each weekly email template includes all the key information needed for clear and effective communication during the team challenge. However, feel free to personalize and adjust them to align with your unique style and approach.

## PRE-CHALLENGE



### Team Recruitment/Invitation Email:

*This email is meant to be sent 1 – 2 weeks before the start of the challenge*

**Subject:** Join the "Level Up" Team Challenge and Win!

Hi Everyone,

I'm excited to invite you to take part in the **"Level Up" Lifestyle Team Challenge**, a fun and engaging way to promote healthy lifestyle choices for yourself and your co-workers.

#### Challenge Overview

"Level Up" is a 5-week workplace initiative aimed at promoting healthy lifestyle changes through small, energizing tasks, fostering teamwork, accountability, and friendly competition to help participants break free from unfulfilling routines.

Here's how the challenge works:

- **Weekly tasks:** Each week, you'll complete challenges designed to boost your well-being, such as drinking more fluids, eating fruits and vegetables, getting more sleep, or trying a new hobby. As you complete the tasks, you'll earn points for your team.
- **[Optional] Prizes:** The team with the most points at the end of the challenge will win *[insert prizes here]*.
- **Kickoff:** The challenge starts on *[insert date]*. Your first task will involve staying hydrated.

#### Ready to join?

Sign up by *[insert deadline]* using this form: *[link to form]*. Add your name, email address, and department, and you're all set!

If you have any questions or need more details, feel free to reach out.

Looking forward to levelling up our lifestyles and earning points together with you all!

Best regards,  
[Your Name]



## Welcome Email:

*This email is meant to be sent within 1 week of the challenge kick-off once teams have been determined.*

**Subject:** Welcome to the "Level Up" Challenge!

---

Hello!

And welcome to the (fill in company/department name here) **"Level Up" Lifestyle Team Challenge**, designed to encourage small lifestyle changes that can have a big effect on quality of life.

The weekly goals of the "Level Up" challenge are chosen to address areas of your lifestyle that may play an unexpected role in affecting your energy, mood, productivity, and even your health. In this five-week team challenge, you will be asked to incorporate certain healthy habits and to report on your progress. For some challenges you may find the behaviours are already part of your routine, while for others you will need to make changes to meet the target. As you complete these tasks, you will earn points for your team and the chance to win prizes. Some of the prizes available are (list prizes here).

Participation in this challenge is meant to be fun, voluntary, and entirely on your terms. While you're welcome to share your points and experiences if you choose, there's no obligation to do so, and any shared information will remain respectful of your privacy.

The challenge will begin on (insert date here), and for week one you will be asked to track your water intake and be awarded points based on how much you drink. Look out for an email Monday morning that will have more information about the challenge!

**TEAMS:**

[ list teams/members here ]



## WEEK 1

### Monday Mission:

*This email is meant to be sent on a Monday*

**Subject line:** "Level Up" Challenge – Week 1 Mission!

---

Happy Monday and welcome to the **"Level Up" Lifestyle Team Challenge!** For week one we're going to focus on water. **Fluids** are responsible for maintaining blood pressure, cushioning your joints and organs, aiding in digestion, and flushing toxins from your system. In essence, water is involved in every bodily process. There have been a **multitude of studies** examining the negative effects of even mild dehydration on mood, behaviour, skin condition, and cognitive function. So, if you are feeling chronically tired, agitated, or having trouble focusing, water deprivation might be at the root of it. Upping fluid intake has even been shown to **decrease risk** for anxiety and depression.

For this first week of the **"Level Up"** challenge, you will be asked to track your intake of ALL FLUIDS over the course of the week. Even tea and coffee, which used to be excluded from such calculations, are now considered hydrating. That being said, many non-water beverages contain high levels of sugar, caffeine, or other additives that may be harmful in high doses. For this reason, it is recommended that you increase your fluids as much as possible by drinking plain water. While the amount of water each person requires varies based on individual factors, a general rule of thumb is about 0.5-1 fl oz per pound, or ~1L for every 50 pounds, of body weight.

**Scoring:** You will have until **noon next Monday** to submit your total fluid intake to me (in litres) at [\(insert Challenge Lead contact info\)](#). Tracking may be done through an online app or by creating and maintaining your own log. One good strategy is to use a large reusable water bottle and make a note each time it is refilled. You will receive 1 point for every litre of fluid, to a maximum of 21 points for the week.



## Midweek Motivation:

*This email is meant to be sent on a Wednesday*

**Subject Line:** Level Up Challenge – Midweek Motivation

Good morning! I hope you have all been remembering to keep track of your fluid intake. Were you surprised about how much (or how little) water you drank throughout the day? Maybe you've noticed some changes already in mood, energy, or sleep? Your body might take a while to adapt to the plentiful supply, especially if you've been experiencing low-level dehydration for a long time. To help with this, be sure to drink your fluids consistently throughout the day rather than guzzling a bunch over a short period of time.

**Tip of the Day:** Although in this challenge we are tracking your fluid intake by what you drink, in reality your fluid intake can be affected by what you eat as well. If you find you are having trouble getting enough hydration through beverages alone, consider opting for high water foods such as soups, smoothies, or fresh fruit. Watermelon, for instance, is nearly 90% water!





## Workweek Wrap-Up:

*This email is meant to be sent on a Friday*

**Subject Line:** "Level Up" Challenge – Week 1 Wrap-Up

---

Hello, I hope you have all been diligently tracking your fluid intake. Remember to keep logging over the weekend. You will have until **Monday at noon** to submit your total volume of fluids for the week to gain points. Keep an eye out Monday for information on next week's challenge and to see the team scores from this week.

### Did You Know?

Researchers have found that **water needs rise again as we age**. Whereas young adults can react to sweating by controlling body temperature and protecting against further dehydration, this effect is blunted in middle aged and older adults. This leaves these adults more susceptible to water loss, which can strain the heart and lead to heat exhaustion and other adverse conditions. This is exacerbated by the fact that adults gradually hold **less water in their bodies** as they age, decreasing their resiliency to changes in water balance.

And to compound all of this is another natural aspect of ageing - decreased thirst sensation. As we age, our brains become less sensitive to the need for water, meaning that thirst is not as easily triggered. For these reasons, it is especially important that middle-aged and older adults be conscious of their water intake and make sure to consume sufficient fluids on a regular basis.



## WEEK 2

### Monday Mission:

*This email is meant to be sent on a Monday*

**Subject line:** "Level Up" Challenge – Week 2 Mission!

---

Happy Monday!

Welcome to week 2 of the "**Level Up**" challenge. I hope you are all feeling buoyant after last week's hydration challenge. This week we are going to focus on another key aspect of nutrition: fruits and vegetables.

As noted last week, fruits and vegetables can help maintain hydration due to their high water content. But their benefits are more extensive than just providing fluids.

1. Nutritional value: The fibre, minerals, and vitamins contained in fresh produce **support healthy digestion and prevent inflammation.**
2. Cognitive benefits: Fruit and vegetable consumption has been associated with **improved memory, attention, and brain function** in working age adults.
3. Mental health: Higher intake of fruits and vegetables has been shown to have **positive benefits on mental health**, leading to increased optimism and productivity along with decreased anxiety and indecisiveness.

According to the **Canadian Food Guide**, adults should consume an average of 7-10 servings of fruits and vegetables daily, a target that is met by **far less than half of Canadian adults**. So, for this week the challenge is to track your fruit and vegetable consumption with an aim to hitting your daily target.

What counts as a serving?

- *1 medium fruit or vegetable*
- *½ cup chopped produce*
- *1 cup of leafy greens*

**Scoring:** Keep a food diary throughout the week to record any fruits or vegetables you consume. At the end of the week, tally up your servings of fruits and vegetables and submit the total to me. You will receive 1 pt for every 2 servings of fruits and vegetables, up to a maximum of 28 points for the week. Remember to submit your total by **Monday at noon** to earn points for your team.



## Midweek Motivation:

*This email is meant to be sent on a Wednesday*

**Subject Line:** "Level Up" Challenge – Week 2 Motivation

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Happy Wednesday!

I hope you are all munching away on fruits and vegetables. Remember to keep recording these in your food journal so you can refer to it when calculating your total servings. You will have until **Monday at noon** to submit your total for the week, so set a reminder to make sure you get those numbers and earn points!

Have a great week!

**Tip of the Day:** When it comes to fruits and vegetables, while the question of "how many" is important, so too is the question of "what". It turns out not all fruits and vegetables are created equal, and, unlike books, you can judge a vegetable by its cover - or at least its colour. As you incorporate more produce into your diet, experts recommend you consume at least **one dark green or orange vegetable per day**, as these tend to be high in folate, calcium, and vitamin A, all of which are particularly beneficial to health.



## Workweek Wrap-Up:

*This email is meant to be sent on a Friday*

**Subject Line:** "Level Up" Challenge – Week 2 Wrap-Up

---

Happy Friday!

Don't forget to keep recording in your food journal until midnight Sunday. You will have until **Monday at noon** to submit your total and earn points for this week's challenge. Keep an eye out Monday afternoon for the updated leaderboard to see how your team stacks up against the rest!

### Did You Know?

When it comes to gut health, variety really is the spice of life! Recently, the term "microbiome" has become more and more common when discussing overall health and wellness. Literally translating to "small life", **microbiome** in this context refers to the collection of bacteria and other microscopic organisms that live within certain regions of the human body, most prominently the gut. The **microbiota** in our bodies actually help us. They regulate bodily functions, aid in digestion, promote a healthy immune system, and prevent disease.

The key to a healthy microbiome is diversity, having a range of microorganisms that can react to different stressors. Eating a variety of different fruits and vegetables can help maintain such a healthy and diverse microbiome by providing the range of nutrients necessary for these different species. So, if you are looking to add a boost to your diet, why not try out a new fruit or vegetable? We have a gut feeling you'll like the results.



## WEEK 3

### Monday Mission:

*This email is meant to be sent on a Monday*

**Subject line:** "Level Up" Challenge – Week 3 Mission!

---

Happy Monday!

This week is the halfway point of the "**Level Up**" challenge. Hopefully you've all felt the benefits of adding more water, fruits, and vegetables to your diet. These challenges may be behind you, but you can continue aiming for these goals with confidence! The more you continue your healthy habits the better you'll feel.

This week we are going look at another place where many fall short of a healthy lifestyle - sleep. We all know sleep is important for energy and concentration, but it can have other surprisingly **far-ranging effects on health**. Being under slept can increase your feeling of hunger, making you more prone to overeat. It can also suppress your immune system, making you more likely to catch viruses such as the common cold. Long-term, sleep deprivation can increase the risk of developing diabetes, heart disease, colorectal cancer, dementia, or other conditions. The optimal amount of sleep varies, but the **government of Canada guidelines** suggest an average of 7-9 hours of good quality sleep per night for adults.

Surprisingly, a large percentage of Canadians are not meeting this goal, especially amongst working age adults. So, for this week's challenge you will be asked to keep a sleep diary to record your hours of slumber. It can be difficult to tell exactly how long you slept for without the aid of a wearable device, so for the purpose of this challenge you will record the time from when you turn off all devices and close your eyes for the night until you wake for the morning. If you wake for a significant period during the night, you should remove this from your total. As with the previous challenges, at the end of the week you will tally up the results and submit your total hours slept to me by noon on Monday to earn points for the team. So go for it, this is one challenge you can do with your eyes closed!

Have a great week!

**Scoring:** At the end of the week total up the hours slept from your record. You will receive 0.5 points for every hour of sleep, rounded up to the nearest point, to a maximum of 32 points (9 hours/day of sleep).



## Midweek Motivation:

*This email is meant to be sent on a Wednesday*

**Subject Line:** "Level Up" Challenge – Week 3 Motivation

Good morning, everyone, I hope you have all found ways to make sleep a priority and that you are starting to feel the positive effects on energy and mood. Keep aiming for those hours of shut-eye and remember you have until **Monday at noon** to submit your total and score points for your team.

Rest well and sweet dreams!

**Tip of the Day:** If you do not get enough sleep one night, going to bed early or taking a nap the next day can help your body recover. Beyond these 24 hours, however, researchers believe you can't "catch up" on sleep. Individuals who get too little sleep during the week show the **same negative effects** on health whether they sleep in on the weekends or not. So, although this challenge asks you to report your weekly total hours of sleep, it is to your benefit to spread that sleep evenly over each night.



## Workweek Wrap-Up:

*This email is meant to be sent on a Friday*

**Subject Line:** "Level Up" Challenge – Week 3 Wrap-Up

Happy Friday everyone!

Hopefully you are all feeling the benefits of a few good nights of sleep. You will have until **Monday at noon** to submit your total hours and earn points for your team.

### Did You Know?

Using electronic devices in the hours leading up to sleep can have a **negative impact** on both your ability to fall asleep and the quality of the sleep you do manage to get. One of the main mediators of sleep delay is reduced melatonin, the chemical that tells your brain it's night. Normally, as the level of light outside drops, your brain signals the release of melatonin, which quiets the body and prepares it for sleep. The exposure to light from electronic devices stimulates the optic nerve, tricking the brain into thinking it is still daytime, and impeding the release of this hormone.

Short wavelengths of light termed "blue light" have been identified as the primary culprit in this sleep disruption, and some **research** has shown that applying a blue light filter to your device in the hours before bed can help mitigate its effect on brain activity. Even after managing to fall asleep, electronics can continue to influence the brain, as lingering emotions and anxiety from online scrolling can delay the brain's transition to the all-important REM sleep and decrease its duration.

If you still don't believe the impact of electronics on sleep, consider this anecdote: historically, a large proportion of individuals reported **dreaming in black and white**, a fact that changed only after the advent of colour TV. So, to free your brain from the online world and have more energy for the real world, consider putting down your phone and picking up a book instead.



## WEEK 4

### Monday Mission:

*This email is meant to be sent on a Monday*

**Subject line:** "Level Up" Challenge – Week 4 Mission!

---

Happy Monday and welcome to the penultimate week of the "**Level Up**" **Lifestyle Team Challenge**. Throughout the first three weeks of this challenge, you were encouraged to make small changes in routine that have been shown to promote energy and focus. Now it is time to DO something with that newfound energy.

For people who find themselves bored, or stuck in a rut, one of the main complaints is that each day just blends into the next. A great way to break out of this kind of funk is to try something new. When we have a new experience, our brains **release dopamine**, an important part of the brain's reward centre. This stimulates something called *neurogenesis*, the production of new brain cells and new brain pathways. This ability of the brain to reshape and reform is called plasticity, and making use of this feature can be thought of as exercise for the brain.

In this week's challenge, communicate with your team members to find out what they do in their spare time. Find someone who has a skill or interest that is novel to you and then ask them to share their expertise. It may be a new sport, creative outlet, or other pastime. Who knows, you just might discover a new passion!

**Scoring:** You will have until **Monday at noon** to send me written confirmation that you have completed this task. Please include not only the activity, but also the name of the team member who told you about it. You will receive 20 points for completing this task. If you choose to do the activity together with the "expert" from your team, you will get an additional 20 points for submitting a photo of the two of you sharing the experience. Perhaps you can return the favour and introduce your teammate to something you love, so that you can both score points!



## Midweek Motivation:

*This email is meant to be sent on a Wednesday*

**Subject line:** "Level Up" Challenge – Week 4 Motivation

---

Good morning, everyone! I hope you are all having fun trying new activities and building new neural pathways! Remember that if you want to score the full 40 points for this week, you will have to include a photo of yourself and your teammate along with your confirmation. As always, you will have until **Monday at noon** to submit points for your team. Next week is the last week of the challenge, so be sure to score those points while you can!

**Tip of the Day:** Interested in trying even more new activities but not sure where to start? Try checking out your local library or rec centre. In addition to media resources or classes, these places provide a range of activities geared towards all ages. You can attend a seminar to learn something new or attend a creative workshop to make something beautiful.



## Workweek Wrap-Up:

*This email is meant to be sent on a Friday*

**Subject line:** "Level Up" Challenge – Week 4 Mission!

---

Happy Friday!

I hope you have all had some interesting new experiences over the past week. It doesn't matter if you love your new activity or decide this was your one and only attempt. Just the act of trying something new stimulates your brain. Remember that you have until **Monday at noon** to confirm completion and submit your photos to earn points.

### Did You Know?

Taking time out for hobbies is a critical part of a healthy lifestyle. People should spend as much as **20% of their time** on enjoyable leisure activities. This may seem like a lot, especially if you have a busy and demanding job, but doing so may increase productivity and promote career development in the long run. Hobbies can allow you to develop new and different skills or to hone existing skills through alternative approaches. Even if you can't see an obvious benefit to the skills being developed, just the act of doing something you enjoy can bring positive health benefits that will keep you energized and better able to face your responsibilities.

There is a great deal of data proving that hobbies have **positive effects** on overall wellbeing. Some studies even suggest that, for working age adults, spending time regularly on leisure activities can **increase lifespan**. Remember that life is all about balance!



## WEEK 5

### Monday Mission:

*This email is meant to be sent on a Monday*

**Subject line:** "Level Up" Challenge – Week 5 Mission!

---

Good morning! It is the final week of our **"Level Up" challenge**, so let's finish strong! Do you ever feel like life is a treadmill and that the speed just keeps increasing? Or maybe you keep adding items to your to-do list at a faster pace than you can remove them? Usually, the result is that some items sit on the to-do list forever, never making it quite high enough on the priority chain to get accomplished. You know it would decrease your stress to get them done, but, ironically, your stress is what keeps you from getting to them. This week your challenge will be to make headway on that list.

There will be three different streams, and you can choose to complete an item from one or all of them. (Spoiler alert: doing one from each will earn more points!) The first prong of the challenge is the most difficult, and likely the least fun - chores. The idea is simple; find a job on your list and get it done. It can be something small or large, that's up to you, but it needs to be something that has been on your list for more than a month. The idea is to tackle those things that keep getting pushed aside.

In today's hectic world, it is easy to let relationships slide. We get busy and before you know it, it has been a few days, weeks, months, since you've been in touch. So, for the second task this week, you will be asked to reach out to a friend or family member whom you have not spoken with in a while. It is your choice if you'd like to call, text, or email. You can even drop by and say hello if you think they'd be open to it. The only caveat is, once again, it should be someone who you've been meaning to reach out to but keep putting off.

Finally, the third prong of the challenge is to go somewhere new. Maybe you've been meaning to check out a new trail or try a new restaurant. Or maybe you've always wanted to go to the local museum. It doesn't matter what type of place it is, just go somewhere new!

**Scoring:** By **Monday at noon**, you should submit an email to me letting me know which challenges you completed. You should include the type of challenge and briefly outline what you did, who you contacted and/or where you went. If you'd like, please feel free to share any photographic evidence you have. For each stream that you complete, you will be awarded 15 points (maximum 45 points for accomplishing one task from each category). This is your final week to earn points for your team, and you might notice there are more points than ever up for grabs, so get to checking off those items!



## Midweek Motivation:

*This email is meant to be sent on a Wednesday*

**Subject line:** "Level Up" Challenge – Week 5 Motivation

Happy Wednesday and welcome to the final midweek motivation of the challenge. I trust you have all been busily checking items off your to-do list. The challenge scoring will end **Monday at noon**, so be sure to submit your information and get your points while you can. Remember, you can score once for each type of task, so be sure to complete something from each category to get maximum points.

Have a great week!

**Tip of the Day:** Going forward, how can you stop putting off so-called low priority tasks? After all, while completing them may not be a time-sensitive necessity, putting them off forever can decrease your enjoyment of life. One strategy that often works when putting items on your agenda is to give them a deadline. So instead of thinking, "someday I am going to...", instead write the item on your list and give it a reasonable but firm deadline. If you find yourself unable or unwilling to stick to that deadline, then perhaps what this item represents really isn't that important to you, and you should remove it from your list. Taking this approach will force you to make conscious choices about where to expend your energy and help you create a lifestyle that reflects what you value most.





## Workweek Wrap-Up:

*This email is meant to be sent on a Friday*

**Subject line:** "Level Up" Challenge – Week 5 Mission!

---

Happy Friday and congratulations on making it to the end of the **"Level Up" Lifestyle Team Challenge**. Please remember to report all completed tasks by **Monday at noon** to receive your points. The challenge will finish Sunday night, and winners will be announced after the final points are tallied.

### Did You Know?

The term **"lifestyle"** was originally introduced by psychologist Alfred Adler in 1929. A contemporary of Sigmund Freud, Adler did not agree with him that our fates are determined for us by the end of childhood. Adler believed instead that everyone can affect the direction of their lives through choices that reflect their values, passions, and uniqueness. He used the term lifestyle to describe the sum of these traits. While the term lifestyle has grown to refer more generally to the way in which a person lives, including their habits, behaviours, and living conditions, the underlying idea of free will still exists. Each person can choose a lifestyle, and the choices they make will affect the life they lead.

Throughout this challenge, we introduced several lifestyle choices proven to benefit overall well-being. Hopefully, you have experienced some of these benefits firsthand. While every individual is different and some of these habits may stick better than others, the important thing is understanding that you have the power to dictate how you live your life. Make sure your decisions reflect the life you want to lead and bring that positive energy forward with you!

# Example Tracking Charts and Leaderboard

The following pages contain printable tracking sheets that can be used for each week of the challenge, along with a leaderboard that can be used to tally scores over multiple weeks. The tracking sheets for each week contain charts to accommodate 2 teams of up to 10 members each. Depending on the number of teams/participants, you may need to print multiple copies of each. Alternatively, you can use the fillable spreadsheet that will automatically tally the team scores.

Please note that not all participants may wish to share their points or experiences, and that is completely acceptable. This challenge is intended to be an enjoyable and voluntary experience, allowing everyone to engage in a manner that aligns with their preferences. Participants who prefer not to share their points can still fully contribute to and belong to a winning team. However, please note that they will not appear on the leaderboard or be eligible for individual recognition based on points. This ensures everyone can participate in a way that feels comfortable while supporting their team's overall success.

## LEADERBOARD

Place	Team	Week 1	Week 2	Week 3	Week 4	Week 5	Total

# TEAM TRACKING SHEET

**Team Name:**

Team Member								
	<i>Litres of Fluid</i>							
<b>Week 1</b>	<i>Pts (1 per L; max 21)</i>							
	<i>Serving of Fruits and Vegetables</i>							
<b>Week 2</b>	<i>Pts (1 per servings; max 28)</i>							
	<i>Hours of Sleep</i>							
<b>Week 3</b>	<i>Pts (0.5/hr; max 32)</i>							
	<i>Do something New (20pts)</i>							
<b>Week 4</b>	<i>Teammate Bonus (20 pts)</i>							
<b>Week 5</b>	<i>Complete Tasks From To-Do List (15 pts/ category; max 45)</i>							
<b>Total Points</b>								

**Team Name:**

Team Member								
	<i>Litres of Fluid</i>							
<b>Week 1</b>	<i>Pts (1 per L; max 21)</i>							
	<i>Serving of Fruits and Vegetables</i>							
<b>Week 2</b>	<i>Pts (1 per servings; max 28)</i>							
	<i>Hours of Sleep</i>							
<b>Week 3</b>	<i>Pts (0.5/hr; max 32)</i>							
	<i>Do something New (20pts)</i>							
<b>Week 4</b>	<i>Teammate Bonus (20 pts)</i>							
<b>Week 5</b>	<i>Complete Tasks From To-Do List (15 pts/ category; max 45)</i>							
<b>Total Points</b>								

## FINAL NOTE

Thank you for leading this challenge and for committing to making a positive impact. Challenges are not just about achieving goals—they’re about growth, learning, and building connections. Your dedication makes all the difference!

As you wrap up this challenge:

- Reflect on what you’ve accomplished and the lessons you’ve learned as a Challenge Lead.
- Celebrate the progress you’ve made, no matter how big or small.
- If you decided to also participate in the Challenge, think about how you can carry the habits, teamwork, and positive energy from this challenge into your daily life.

Be proud of everything you’ve achieved, and we hope this experience inspires you to keep challenging yourself and others to grow and thrive.

Thank you for being part of this journey!

