

“Move Together”

DAILY MOVEMENT TEAM CHALLENGE



Guide for
Challenge
Leads



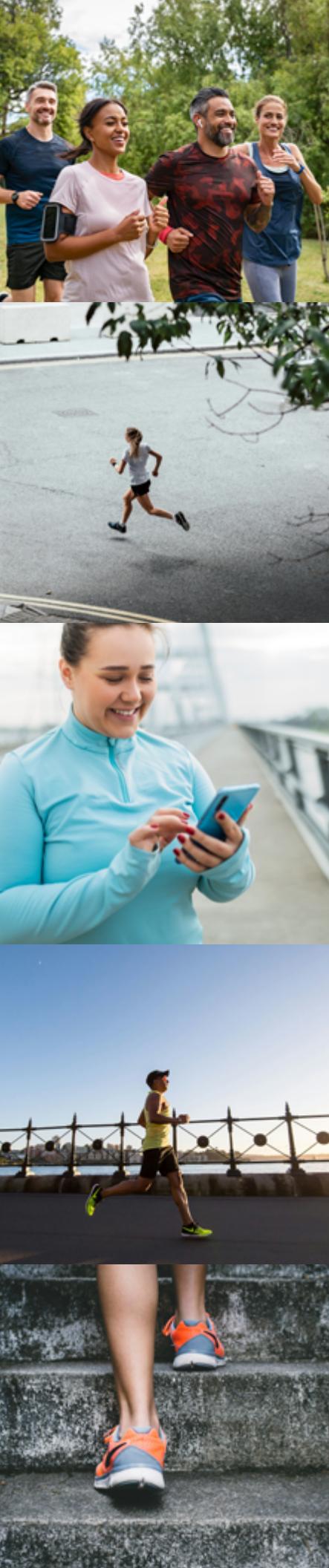
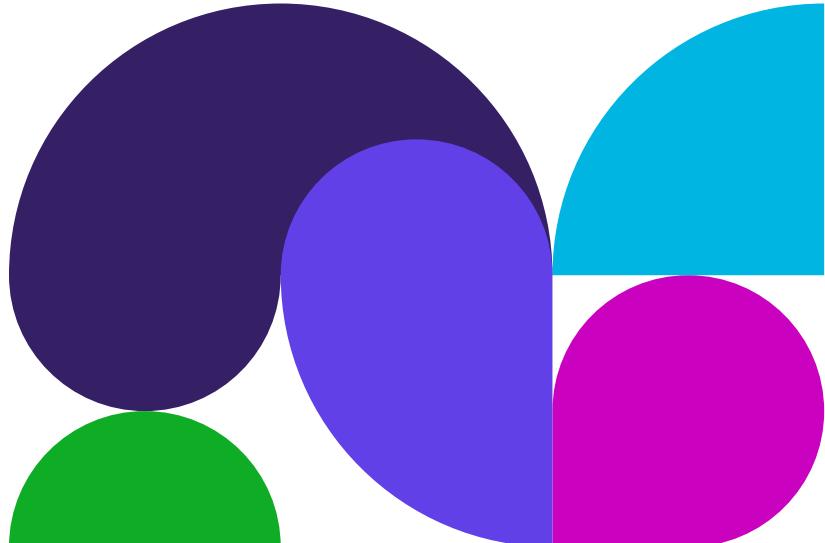


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Welcome to “Move Together”!

Experts define **physical fitness** as “the ability to carry out daily tasks with vigour and alertness, without undue fatigue, and with ample energy to enjoy leisure-time pursuits and to meet unforeseen emergencies.” Enhancing your physical fitness can lead to numerous health benefits, including a decreased resting heart rate, better blood sugar regulation, and a lower risk of injury.

The **“Move Together” Team Challenge** is a six-week challenge that encourages everyone, from beginner to elite athlete, to set their own goals and improve their physical fitness. With a focus on daily movement, **“Move Together”** promotes healthy routines by setting small, achievable goals and fostering accountability and support within your team. Remember, physical fitness can also enhance sleep quality, mood, immunity, and even focus and memory!

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 healthy routines that improve their quality of life!

Why Lead the “Move Together” Challenge?

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 **“Move Together”** 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 **“Move Together” Team Challenge** encourages everyone, from beginner to seasoned athlete, to improve their physical fitness, focusing on daily movement, with tips on strength and flexibility provided along the way.

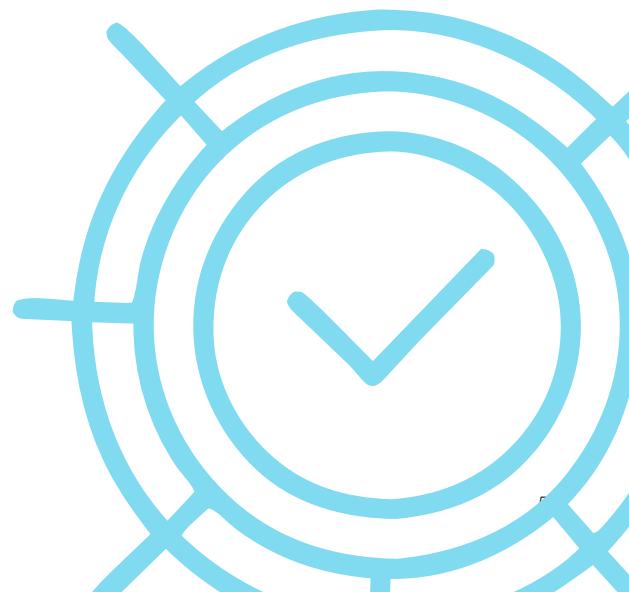
“Move Together” consists of small, achievable goals to help participants stay active and feel their best while earning points for their team. For example, there is a step goal for every day of the challenge, starting at 4,000 steps per day. Each week brings a new step and/or stair climb goal (introduced in Week 5) to keep things fresh and exciting. As tasks are completed, participants will earn points for their team.

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

Week of Challenge	Daily Step Goal	Weekly Team Goal (averaged per day and member)	Extra Stair Climbs (above personal norm)
Week 1	4000 steps/day		
Week 2	5000 steps/day		
Week 3	5000 steps/day	5000-10,000 steps	
Week 4	5000 steps/day	5000-10,000 steps	
Week 5	5000 steps/day	5000-10,000 steps	1-4 flights
Week 6	5000 steps/day	5000-10,000 steps	1-4 flights

Note: For Week 5 – 6 when flights of stairs are introduced, your goal is to ADD 1 – 4 flights of stairs on top of your baseline, or what you already do on a regular basis.

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.



Challenge Summary

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

Week of Challenge	Task	What to submit	Points
Week 1	1 pt/day (step goal)	1 pt/day (whole team meets target)	
Week 2	1 pt/day (step goal)	1 pt/day (whole team meets target)	
Week 3	1 pt/day (step goal)	1 pt/day (whole team meets target)	10-60 points awarded at end of week
Week 4	1 pt/day (step goal)	1 pt/day (whole team meets target)	10-60 points awarded at end of week
Week 5	<ul style="list-style-type: none">1 pt/day (step goal)1-4 pts/day (stairs)	1 pt/day (every team member scores $\geq 1pt$)	10-60 points awarded at end of week
Week 6	<ul style="list-style-type: none">1 pt/day (step goal)1-4 pts/day (stairs)	1 pt/day (every team member scores $\geq 1pt$)	10-60 points awarded at end of week

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 “Move Together” Team Challenge and Win [insert]!

Hi Everyone,

I'm excited to invite you to take part in the **“Move Together” Daily Movement Team Challenge**, a fun and energizing six-week initiative designed to inspire movement, build camaraderie, and improve overall wellness.

Challenge Overview

This challenge is for everyone, whether you're a beginner or an elite athlete! The focus is on daily movement, with tips on strength and flexibility provided along the way. Small, achievable goals will help you stay active and feel your best while earning points for your team.

Here's how it works:

- **Team Format:** Teams of 5–10 members will compete to rack up points through steps, stair climbs, and other movements.
- **Weekly Goals:** Each week brings a new step and/or stair climb goal to keep things fresh and exciting. All you need to participate is a good pair of shoes and a way to track steps. This can be done using a fitness watch or through a pedometer app on your mobile phone.
- **(Optional) Prizes:** The team with the highest points at the end will win [insert prizes here].
- **Kickoff:** The challenge begins on [insert date]. .

Ready to join?

Sign up by [insert deadline]. The registration form is found here: [link to form]. Add your Name, email address and department, and you're all set to get moving!

If you have any questions or want to learn more, feel free to reach out.

[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 "Move Together" Challenge!

Hello!

And welcome to the (fill in company/department name here) **"Move Together" Daily Movement Team Challenge**, designed to encourage daily activity through teamwork and fun competition.

One of the cornerstones of physical fitness, daily activity is the measure of how much we simply move throughout the day. Due to several factors, from technology to transportation, average daily movement has been **steadily declining** worldwide. So much so that the World Health Organization now considers sedentary behaviour a **global health concern**. In this six-week challenge, you will be tracking your daily movement through steps and, later, stair climbs, in order to earn your team points and win prizes. Prizes will include (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), Look out for our email Monday morning that will have more information about next week's 4000 steps a day challenge!

TEAMS:

[list teams/members here]



WEEK 1

Monday Mission:

This email is meant to be sent on a Monday

Subject line: "Move Together" Challenge – Week 1 Mission!

It's time to kick off our "Move Together" challenge! While most people are aware they need to incorporate movement into their day, there is confusion about how much movement is enough. **Studies** find a threshold of only 2337 steps per day is needed to start achieving benefits in cardiovascular fitness, and 3867 steps per day - the equivalent of 30-40 minutes of moderate walking per day - can increase lifespan! In the first week of the daily movement challenge, we are asking you to push yourself to achieve that threshold of 4000 steps per day.

If you don't have a fitness watch, you can track your step count through the fitness app on your smartphone, or by downloading one of several free pedometer apps. [Optional - You can alternatively estimate your steps based on the idea that a moderately paced 10-minute walk of 750m is about 1000 steps for most people.] I will be acting as Challenge Lead, and you can submit your daily step count to me at [insert your contact information]. Daily steps must be submitted by **noon the following workday** to be valid.

Scoring: Each team member will earn 1 point for meeting the daily goal of 4000 steps. On days where **EVERY** member of the team meets the goal, the team will get double the daily points.

Remember that the purpose of this challenge is fun and teamwork! If you can't make your target one day, that's okay; you can try again the next. And remember... any movement is good, so, get stepping.



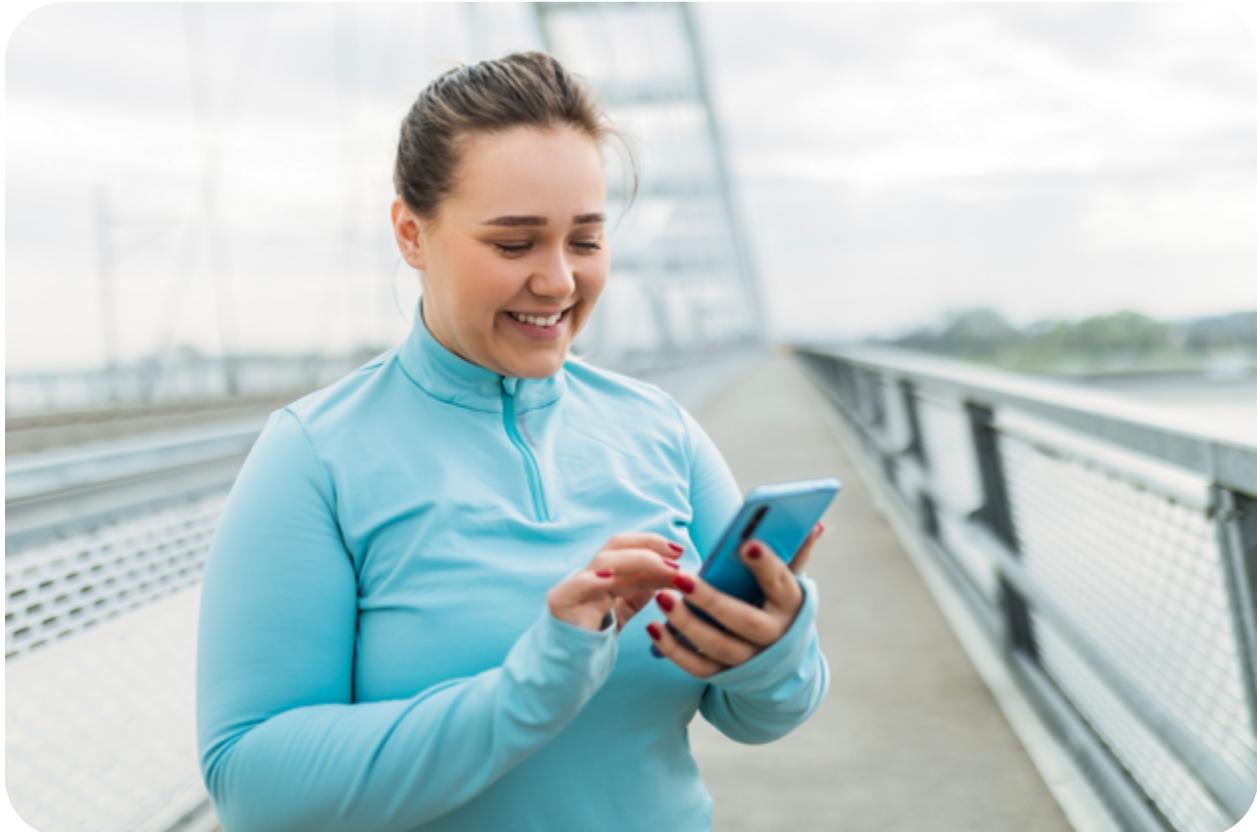
Midweek Motivation:

This email is meant to be sent on a Wednesday

Subject Line: "Move Together" Challenge – Midweek Motivation

Good morning! Just a friendly reminder to continue to submit your steps each day to earn your team points.

Tip of the Day: Picking a parking spot a little bit further away is an easy way to add a couple hundred steps to your day!





Workweek Wrap-Up:

This email is meant to be sent on a Friday

Subject Line: "Move Together" Challenge – Week 1 Wrap-Up

Hello, and thanks for your efforts this week! Don't forget to keep tracking your steps over the weekend. You will have until **Monday at noon** to submit steps for Friday-Sunday. Keep an eye out Monday for information on next week's challenge and to see the results from this week.

Did You Know?

When considering physical fitness, many people tend to forget or dismiss the importance of stretching. Experts, however, consider stretching a key element of fitness, due to its impact on mobility. Mobility can decrease with age, revealing itself in everyday activities such as reaching up high for objects on the shelf or bending low to pick something up off the floor. Stretching leads to better mobility by ensuring muscles can fully extend when called upon for movement, thus improving balance and decreasing the likelihood of injury.

The main way to increase flexibility is through daily stretching, which keeps the muscle fibres healthy and supple. Stretching can also improve [mood and brain function](#), decrease insomnia, and lead to [better sleep quality](#).

So how often should you stretch? [Experts](#) recommend daily for maximum benefit. Worried about extending your schedule to incorporate yet another task? Stretching routines are quite flexible and can be done in VERY short bouts of 30 seconds to one minute. Whatever you choose to do, try to incorporate 10 minutes of stretching into each day, and see how far you can extend your fitness!.



WEEK 2

Monday Mission:

This email is meant to be sent on a Monday

Subject line: "Move Together" Challenge – Week 2 Mission!

Happy Monday!

Welcome to week 2 of the **"Move Together"** challenge! Hopefully you've been able to add some extra movement to your day. As we enter this second week of the challenge, it is important to remember that physical fitness is a sliding scale and not an all or nothing proposition. By improving physical fitness, even in small increments, you can enjoy health benefits including decreased resting heart rate, better regulation of blood sugar, and lower risk of injury.

Last week, the challenge target was 4000 steps a day, the threshold level to benefit cardiovascular health and overall lifespan. This week we are asking you to increase those benefits by pushing yourself even harder, to reach 5000 steps per day, the equivalent of about 4 km of moderate walking.

As with last week, you will track your own progress and submit your daily step count to me at *[insert your contact information here]*. Reminder: steps must be submitted by **noon the following workday** to be valid.

Scoring: Each team member will earn 1 point for meeting the daily goal of 5000 steps. On days where **EVERY** member of the team meets the goal, the team will get double the points for that day. Remember that the purpose of this challenge is fun and teamwork, so enjoy your steps and help motivate your teammates.



Midweek Motivation:

This email is meant to be sent on a Wednesday

Subject Line: "Move Together" Challenge – Week 2 Motivation

Good morning! Just a friendly reminder to continue to submit your steps each day to keep earning points and help your team climb up the leaderboard.

Trick of the Day: Consider adding an after-dinner stroll to your evening routine. A short walk around the block is a great way to add some extra steps while connecting with family or friends. Studies also suggest it can aid in digestion and help release stress, leading to a better night's sleep.



Workweek Wrap-Up:

This email is meant to be sent on a Friday

Subject Line: "Move Together" Challenge – Week 2 Wrap-Up

Happy Friday! As this second week of the daily motion challenge draws to a close, don't forget to keep tracking your steps over the weekend. You will have until **Monday at noon** to submit steps for Friday-Sunday. Remember to check your email Monday for information on next week's challenge and to see the updated leaderboard.

Did You Know?

In addition to movement and flexibility, physical strength is the third pillar of physical fitness. It can be increased through strength (or resistance) training, which are exercises that compel your muscles to contract against a resisting force. As we age, our bodies naturally begin to lose muscle and bone mass, and resistance training acts to slow down or reverse these processes. This can decrease the risk of osteoporosis, protect joints, and improve balance, all reducing the risk of injury.

Strength training can even help your brain to focus and process information. With all these benefits, it is no surprise that the World Health Organization recommends adults of ALL ages incorporate regular strength training into their routine. Expert guidelines suggest 60 minutes or more of strength training each week, spread over at least 2 days and incorporating all the major muscle groups - legs, arms, chest, shoulders, back and abs. Working a variety of muscles ensures that the benefits of strength training reach all areas of the body.

Although access to a gym is great, you don't need weights or fancy equipment to be effective. In many cases, your body weight alone can provide the necessary resistance, or, in a pinch, a can of soup or a book can stand-in as a free weight. There are many free online resources with ideas for at-home exercises, most of which can be adapted depending on fitness level or physical limitations. Even a 10-minute session can be enough to increase strength!



WEEK 3

Monday Mission:

This email is meant to be sent on a Monday

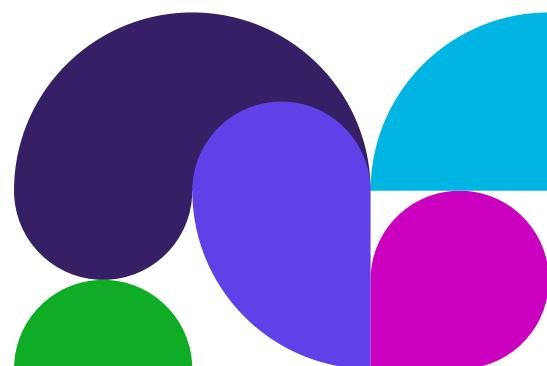
Subject line: "Move Together" Challenge – Week 3 Mission!

Happy Monday!

You have now completed 2 full weeks of the "Move Together" challenge! At this point you should be used to tracking and submitting your daily movement. For this third week of the challenge, we are going to step things up even further. You will continue to receive points for reaching 5000 steps per day, but this week we will also be calculating your team's average daily steps over the course of the week. The more steps your team averages, the more points you will earn!

Continue to track your own progress and submit your daily step count to me at *[enter your contact information here]*. Reminder: steps must be submitted by noon the following workday to be valid.

Scoring: As with last week, each team member will earn 1 point for meeting the daily goal of 5000 steps. On days where EVERY member of the team meets the goal, the team will get double the points for that day. At the end of the week, total steps for all team members will be added together and averaged. A daily step average of 5000-5999 per member will result in an additional 10 team points. This score will increase by 10 points for every additional 1000 steps in the average, to a maximum of 60 points (10,000 steps/day/member). Every step you take is helping your team. Remember to have fun and work as a team to encourage and support one another.





Midweek Motivation:

This email is meant to be sent on a Wednesday

Subject Line: "Move Together" Challenge – Week 3 Motivation

Good morning!

Just checking in to remind you all to continue to submit your steps each day. Remember, this week we are calculating total average steps as well, so it is especially important that you submit your info, even if you didn't make the 5000-step target.

Trick of the Day: Take a walking meeting. Need to meet with a coworker to discuss a project or give feedback? Why not consider walking and talking? Taking a stroll during your meeting is a great way to incorporate movement and fresh air into your day. And who knows, maybe getting out of the office will give you a new perspective and spark your creativity!



Workweek Wrap-Up:

This email is meant to be sent on a Friday

Subject Line: "Move Together" Challenge – Week 3 Wrap-Up

Happy Friday!

The third week of the daily motion challenge is coming to an end, meaning you have almost reached the halfway point in the challenge. There's still time to lift your team up the leaderboard, so keep moving. You will have until **Monday at noon** to submit steps for Friday-Sunday. Remember to check your email Monday for information on next week's challenge and to see the updated leaderboard.

Did You Know?

10,000 steps is a target you've no doubt heard repeatedly mentioned in conjunction with fitness trackers. What you may not know is that that number, which has become ingrained in popular thinking, was first suggested in a [1965 marketing campaign](#) for a Japanese manufactured pedometer called the Manpo-kei, or "10,000 step metre". This number was chosen not based on any scientific evidence, but instead on the Japanese character for 10,000 (万), which resembles a person running. The character was incorporated into the design of the pedometer, and the number became part of accepted wisdom. Interestingly, scientific studies conducted decades later confirmed that at least 10,000 steps a day can indeed [maximize health benefits](#).



WEEK 4

Monday Mission:

This email is meant to be sent on a Monday

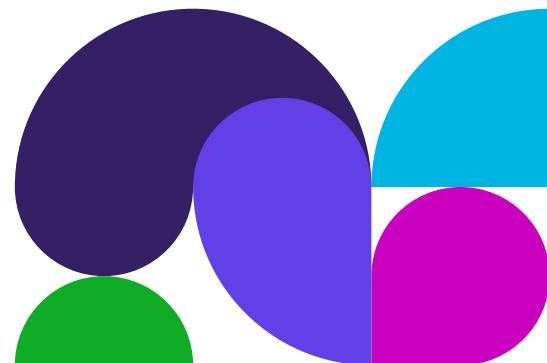
Subject line: "Move Together" Challenge – Week 4 Mission!

Happy Monday!

Congratulations! You have now passed the halfway point and completed 3 full weeks of the **"Move Together"** challenge! Scoring will remain the same as last week, but that doesn't mean you should get complacent. There are still lots of points up for grabs and plenty of time to shake up the leaderboard. Remember, when calculating your team's average steps, every little bit counts. Even on an off day, a 10-minute stroll can contribute to both the team goal and your health. Want to up your team's score? Organize a group hike on the weekend to socialize, collect steps, and enjoy some time outdoors.

Continue to track your own progress and submit your daily step count to me at *[enter your contact information here]*. Reminder: steps must be submitted by **noon the following workday** to be valid.

Scoring: Each team member will continue to earn 1 point for meeting the daily goal of 5000 steps, and double points on days where **EVERY** member of the team meets the goal. Once again, the team's average daily steps per member will be calculated at week's end. An average of 5000-5999 steps per day per member will be awarded 10 team points, with this score increasing by 10 points for every additional 1000 average steps, to a maximum of 60 points (10 000 steps/day/member). Every step you take is helping your team, so remember to have fun and work as a team to encourage and support one another!





Midweek Motivation:

This email is meant to be sent on a Wednesday

Subject line: "Move Together" Challenge – Week 4 Motivation

Good morning! Just checking in to remind you all to continue to submit your steps each day in order for them to count towards your team's weekly average.

Trick of the Day: Having trouble finding time to be active and spend time with the family? An active family game night is a great way to spend time with loved ones while getting healthy. Instead of video games, think charades or hide and seek.



Workweek Wrap-Up:

This email is meant to be sent on a Friday

Subject line: "Move Together" Challenge – Week 4 Wrap-Up

Happy Friday! Congratulations on continuing to push yourselves to be the best you can. Next week we will be adding a new element of movement to our challenge - stair climbs. Read below to learn more about the benefits of stair climbing and keep a lookout for information about next week's challenge in Monday's email. Until then, keep tracking your steps to contribute to your team's weekly average. You will have until **Monday at noon** to submit steps for Friday-Sunday to have them count towards this week's points.

Did You Know?

Although any type of movement is advantageous, experts recommend including **moderate- to vigorous-intensity aerobic activity** into your routine to reap maximum health benefits. Aerobic exercise is that which increases your need for oxygen, strengthening your heart and lungs. If your heart rate is increasing and you are breathing heavier, you can assume you are doing aerobic activity.

There are many possibilities for aerobic activity, but not everyone has the time or inclination to join a gym or play a sport. Luckily, there is a free and accessible alternative - stairs. Taking the stairs allows the opportunity to introduce short bouts of more intense aerobic activity into the day.

While it may be difficult to meet the **World Health Organization guidelines** of 150 minutes of weekly aerobic activity solely through stair climbing, it is a great place to start. And for those already active, it adds an extra boost to your fitness routine. **Research** reveals that for working-age adults, just 4-8 weeks of regular stair climbing leads to better cardiorespiratory fitness, decreased cholesterol, and improved insulin regulation. **In addition**, stair climbing can help burn body fat, strengthen bones, and build muscle, all of which can lead to secondary benefits in mood and productivity.



WEEK 5

Monday Mission:

This email is meant to be sent on a Monday

Subject line: "Move Together" Challenge – Week 5 Mission!

Happy Monday!

Congratulations! This week we will begin the final phase of the **"Move Together"** challenge - stair climbs. As with any aerobic exercise, it is important to introduce stair climbing into your routine gradually. Since everyone is starting at a different place, this challenge will focus on each person's own individual progress. Before beginning, think about your daily routine and decide how many flights of stairs you normally climb each day - this will be your baseline. This week, try to increase that number by 1-4 flights. You will also continue to receive points for daily steps, so keep accumulating those as well!

As with daily steps, flights of stairs can be tracked with a fitness watch or app, or you can record them the old-fashioned way with pen and paper. Submit your daily steps and flights of stairs to me at *[enter your contact information here]*. Only submit the number of flights **ABOVE** your personal baseline, to a maximum of 4 per day. Reminder: progress must be submitted by **noon the following workday** to be valid.

Scoring: Scoring for steps will remain the same, with points for reaching the individual daily goal and for the team's average daily steps over the week. Additionally, each flight of stairs **ABOVE** baseline will result in 1 point, to a maximum of 4. On days where every team member scores at least one point, a bonus point will be awarded to each person. As you can see, there are lots of points available this week! Remember to have fun and work as a team to encourage and support one another!



Midweek Motivation:

This email is meant to be sent on a Wednesday

Subject line: "Move Together" Challenge – Week 5 Motivation

Happy Wednesday!

This is a reminder once again to keep submitting your progress to me by noon each day to receive points. Also, please remember to only submit the number of flights of stairs ABOVE your personal baseline. As this is unique to every person, please be honest with your count.

Trick of the Day: There are many ways to incorporate stair climbing into your day. You can skip the elevator altogether or get off a flight or two below your destination. Other options are to bypass the escalator at the mall or simply climb up and down the stairs in your home a few times.





Workweek Wrap-Up:

This email is meant to be sent on a Friday

Subject line: "Move Together" Challenge – Week 5 Wrap-Up

Happy Friday!

You have now completed more than one month of the **"Move Together"** challenge! Hopefully you are starting to see some benefits in how you feel, both physically and mentally. Next week will be the last week of our challenge, so be sure to finish strong! Keep tracking your steps and stair climbs over the weekend. As always, you will have until **Monday at noon** to submit steps for Friday-Sunday.

Did You Know?

Music is a powerful way to increase the enjoyment and effectiveness of your workout. An American researcher found that cyclists listening to music pedalled faster than those who biked in silence. You may not find this surprising, having experienced the motivational aspect of an upbeat song for yourself. But did you know that this impulse to move is based in the structure of the brain, where there is connection between the auditory and motor neurons? This is why even when you are sitting still, hearing music can inspire your body to move.

Music's benefit to exercise extends beyond motivation, with showing that its presence decreases the amount of energy required to complete a task. It is thought that this may be a result of the body synchronizing itself to the music so that movement becomes rhythmic and there is less energy lost to false steps and corrections. This effect is maximized when the beat of the music is similar to the pace of movement.

Overall, listening to music during exercise can reduce perceived exertion, increase endurance, and improve the effects of exercise! What type of music should you listen to? Choose something you enjoy, as this will stimulate the release of hormones such as dopamine, serotonin, and oxytocin that will make you feel good, and, therefore, develop a positive feeling towards movement. So next time you want to add a little pep to your step, turn up the music!



WEEK 6

Monday Mission:

This email is meant to be sent on a Monday

Subject line: "Move Together" Challenge – Week 6 Mission!

Happy Monday! Good morning and welcome to the last week of the "Move Together" challenge. This final week will be the same as last week. You should update your baseline flights of stairs, however, based on your data from last week. For instance, if you climbed an average of 2 flights extra each day, your baseline will now be 2 flights higher. So, you will only report flights of stairs above this new baseline. You will also continue to receive individual points for daily steps as well as team points for the weekly average, so keep accumulating those as well!

Track your own progress and submit your daily steps and flights of stairs to me at *[enter your contact information here]*. Only submit the number of flights **ABOVE** your adjusted personal baseline, to a maximum of 4 per day. Reminder: progress must be submitted by noon the following workday to be valid.

Scoring: Scoring will remain the same as last week, with points for reaching the individual daily goal and for the team's average daily steps over the week. Each flight of stairs **ABOVE** baseline will result in 1 point, to a maximum of 4. On days where every team member scores at least one point, a bonus point will be awarded to each person. This is your final chance to score points for your team and improve your finish, so give it your all! But, as always, remember to have fun and work as a team to encourage and support one another!



Midweek Motivation:

This email is meant to be sent on a Wednesday

Subject line: "Move Together" Challenge – Week 6 Motivation

Happy Wednesday! This is your final midweek reminder to keep submitting your progress to me by noon each day to receive points for your team. Also, please remember to only submit the number of flights of stairs **ABOVE** your updated personal baseline.

Trick of the Day: To add variation and challenge your body in new ways, try changing the way you climb the stairs. If you currently have no trouble climbing one step at a time using alternate feet, try taking two steps at a time if you are able. Whereas taking one step at a time builds strength in the quadriceps, skipping a step, also known as double-stepping, works the glutes and hamstrings.



Workweek Wrap-Up:

This email is meant to be sent on a Friday

Subject line: "Move Together" Challenge – Week 6 Wrap-Up

Happy Final Friday! We are reaching the closing stages of the "Move Together" challenge. Just 3 days left to earn points, so make them count! Keep tracking your steps and stair climbs over the weekend, and as always, you will have until **Monday at noon** to submit steps for Friday-Sunday. Winners will be announced next week!

Did You Know?

It can take anywhere from 3 weeks to 9 months for a healthy change to become a **habit**. Scientifically speaking, a habit is something that one does automatically in a certain context without need for deliberate intention. According to [a study](#) in the European Journal of Psychology, the average amount of time required for a daily routine change to become automatic is 66 days. By taking part in this movement challenge, you have not only been earning points for your team, but also working your way towards permanent healthy change.

For some of you, the routines introduced over the past 6 weeks will have already become an ingrained part of your schedule, while for others it may take several more months of conscious effort. The good news is, the same study found that missing a day did not materially affect the outcome, as long as you returned to the new routine as quickly as possible. So, the end of this challenge does not mean you should abandon all the hard work you have put in.

Some ways you can help to make your changes into habits are by [associating them with a certain context](#). For instance, you can always take the stairs on the way to work or take a walk each day after dinner. That way, your brain and body will come to expect that action in that environment. The reverse is true for getting rid of bad habits. By changing the context around which these negative behaviours occur, you can break the automatic association and make it easier to eliminate them.

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	Week 6	Total

TEAM TRACKING SHEET

WEEK:

Team Name: *INDIVIDUAL POINTS - Award 1 point if steps > 5000 + bonus point if all members reach the goal*

AVERAGE TEAM STEPS < 5000 = 0 POINTS - 5000-5999 = 10 POINTS - 6000-6999 = 20 POINTS - 7000-7999 = 30 POINTS - 8000-8999 = 40 POINTS - 9000-9999 = 50 POINTS - > 10000 = 60 POINTS

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!

