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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](mailto:holidaychallenge@esmmweighless.com).

## What is the Holiday Challenge?

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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 a weekly newsletter that contains practical tips, strategies, recipes and other information to help them successfully navigate their way through the holiday season. Participants also receive daily tips, weekly challenges, 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](http://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](http://esmmweighless.com). Each participant enters their email address and completes a brief anonymous survey. Participant information is kept confidential and will not be shared with anyone for any reason.



The Holiday Challenge team offers support to you, the employer, throughout the process. We can provide you with the number of participants at your workplace if a common email is provided (e.g., @nc.gov). Unfortunately, we are unable to provide you with the names of participants. Keep reading for great ways tips on how to promote, support, and track the Holiday Challenge in your office.

Flyers to promote the Holiday Challenge are available for download from [esmmweighless.com](http://esmmweighless.com).

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# How to Bring the Holiday Challenge to Your Workplace

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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.
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 FitBit.
4. Office activities have shown to generate the most success for participants. Any way to make employees feel like a team, to know they are not doing it alone.
  - a. Group walks during lunch.
  - b. Healthy holiday pot luck.
  - c. Assigned (or drawn) Holiday Challenge buddy: write encouraging notes, leave small gifts, 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.
6. Host weekly confidential weigh-ins at office. Offer incentives to participate. Base prizes on participation, not weight.



7. Offer lunch-n-learns on holiday stress, healthy eating, physical activity, financial support, or a support group for encouragement.
8. Encourage participants to track their activity and their food. Logs are provided on [esmmweighless.com](http://esmmweighless.com) or there are free online programs such as [MyFitnessPal.com](http://MyFitnessPal.com) or [Loselt.com](http://Loselt.com).
9. Gain feedback from participants. Consider creating your own online survey using [www.surveymonkey.com](http://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. If you received additional ideas from employees or if you have additional ideas for us, please share with [holidaychallenge@esmmweighless.com](mailto:holidaychallenge@esmmweighless.com)

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Holiday Challenge: happier,  
healthier employees throughout the  
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Year*

# How Can Your Worksite Track Participation?

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1. We can provide you with the number of participants at your workplace if they type in their employer name under the “Employer” section during registration. Unfortunately, we are unable to share the names of participants. We can also provide their city, state, and how they heard about the Holiday Challenge.
2. If you are promoting to a community instead of employees and the “employer” feature will not apply, we can also report based on what they enter into the “How Did You Hear About Us” text box during registration (e.g., “Wake County Health Dept”). While promoting the Holiday Challenge, encourage them to type in a common phrase, word, or acronym. \*Please check with Holiday Challenge admin to make sure another organization does not have the same name/acronym.
3. There is the same “Employer” section in both the anonymous pre and post surveys. Aggregate data can be shared if there are more than 50 responders from one organization. Data includes their experience, feedback, whether they maintained, etc.
4. Participants provide you with proof of registration at beginning of Holiday Challenge (provide a screen shot or print page when registration is complete, examples at end of this guide).
5. Participants provide you with proof of completion at end of Holiday Challenge (provide screen shot of wrap-up survey completion confirmation page).
6. Participants fill out pre, mid, and post forms regarding their progress and turn them into you (examples at end of this guide).
7. Host a weekly weigh-in at the office or other weekly event to track their participation. Do not base incentive on amount of weight lost/gained, but on their overall participation.

## Online Resources

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- Holiday Challenge Flyers
- Weight Log
- Food Diary
- Physical Activity Log
- Healthy Holiday Recipes
- Physical Activity Tips
- Holiday Challenge Blog
- Social Media:
  - #HolidayChallenge
  - @esmmweighless



For more information about tracking employees, contact [holidaychallenge@esmmweighless.com](mailto:holidaychallenge@esmmweighless.com).

# Examples: Confirmation of Participation

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Screen shots of the completed pre and post surveys:

2014 Holiday Challenge **Pre-Survey**

**4. Thank You!**

100%

Thank you for taking the Holiday Challenge Pre-Survey. [Click here to get your exclusive access to bonus holiday recipes!](#) If you would like to enter the drawing to become a Weekly Winner, please click here: [Weekly Winner Drawing.](#)

<< Prev Done >>

Powered by **SurveyMonkey**  
Check out our [sample surveys](#) and create your own now!

2014 Holiday Challenge **Wrap-Up**

**4. Thank You!**

Thank you for participating in the 2014 Holiday Challenge and for completing the Wrap-up Survey. [Please click here if you would like to enter into a drawing for a prize or a chance to win a slot in an Eat Smart, Move More, Weigh Less class.](#) We hope to see you at the 2015 Holiday Challenge!

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# Example: Worksite Participation Forms

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## Participation Form

I would like to participate in the 2017 Maintain, Don't Gain Holiday Challenge!

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

### Newsletter Access

- I **have** signed up for the weekly newsletters and tips on *Eat Smart, Move More Weigh Less's* website at <https://esmmweighless.com/sign/>
  
- I **will** sign up for the weekly newsletter and tips on *Eat Smart, Move More Weigh Less's* website at <https://esmmweighless.com/sign/> by **Nov. 13<sup>th</sup>**.

### Daily Tracking

- I plan on tracking my daily calories, activity level, and weight on the Holiday Challenge paper logs (found on <https://esmmweighless.com/sign/> 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, SparkPeople, or Loselt).

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

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Please Sign Your Name Please Print Date

Your Site's Name: \_\_\_\_\_ Preferred E-mail Address: \_\_\_\_\_

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Due to HR by: **December 1, 2017**





## Participation Log 1

For Holiday Challenge Dates **Monday, November 13<sup>th</sup>** through **Friday, December 8<sup>th</sup>** (19 days):

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  
**Monday, December 11<sup>th</sup>:**

Fax#: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Due to HR by: **January 12, 2018**



## Participation Log 2

For Holiday Challenge Dates **Saturday, December 9<sup>th</sup>** through **Sunday, December 31<sup>st</sup>** (23 days):

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 12, 2018:**

Fax#: \_\_\_\_\_

E-mail: \_\_\_\_\_