



COORDINATOR MANUAL



MEDICA®

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MEDICA GET MOVING CHALLENGE TAKE ACTION...GET REWARDED!

The information and materials provided in this packet are designed to help you implement a fun and easy wellness program for your employees. You are encouraged to adapt the program to best fit your company needs.

Program overview

The Get Moving Challenge is an annual worksite wellness event designed to get your employees moving! It provides a friendly competition for employees to earn points for being physically active. During this six-week event, participants choose activities that best fit their lifestyle and goals. Activities can include things like walking, jogging, biking, swimming, hiking, dancing or yoga, and can be combined to make the challenge more interesting. Participation is encouraged from all employees.

Objectives

- Encourage a high percentage of employees to participate in moderate physical activity.
- Provide information to employees on how to be active at work and at home.
- Provide a supportive environment to get your employees moving.
- Stimulate your employees' interest in health promotion programs.
- Help establish your organization as a health promotion leader in your community.

Wellness benefits for your company

- Employers who offer their employees health promotion programs may experience reduced health care costs, reduced absenteeism, reduced accidents, increased productivity, and increased employee morale.
- All too often, worksite health promotion programs are discontinued because of low employee participation. The Get Moving Challenge attracts substantial rates of participation due to its focus on competition within and among worksites.
- The challenge can provide your worksite with positive publicity in your community.
- The challenge is an opportunity for your employer to provide a low-cost employee benefit.
- It's Fun!

Wellness benefits for your employees

- Previously sedentary employees find the challenge a non-threatening and supportive opportunity to begin exercising regularly.
- The challenge fosters a sense of camaraderie and teamwork among employees.
- The challenge is convenient and flexible because participants can include exercise on their own time.
- Employees find the challenge enjoyable and will reap the benefits that a regular exercise program provide.

Additional health benefits for employees

- Weight Maintenance
- Reduced high blood pressure
- Reduced risk for type 2 diabetes, heart attack, stroke and several forms of cancer
- Increased energy levels
- Strengthened bones and muscles
- Improved mental health and mood

Timeline

See the sample timeline located on page 12 for steps in planning and implementing the Get Moving Challenge program.

Identify a coordinator

The worksite chooses a coordinator based on his/her ability to motivate other employees and enthusiasm for taking on the job. The amount of organizational time necessary for the coordinator varies according to the size of the worksite, number of employees, whether there are multiple sites, and the amount of promotion the coordinator wishes to do. Coordinator time can vary anywhere from 2 to 5 hours per week. A volunteer committee can be very helpful in planning and implementing the program.

Coordinator responsibilities

- Recruit a volunteer committee to help with planning and implementation of program.
- Plan a budget.
- Promote the challenge to employees.
- Collect weekly points from team captains.
- Publicize team standings weekly.
- Arrange for incentives / prizes and a weekly drawing to maintain enthusiasm.
- Complete coordinator's program evaluation and return to Medica.
- Conduct a participant evaluation (optional). Compile information and submit a report to your company president, managers, human resources, etc.

Committee member responsibilities

- Attend all planning meetings.
- Recruit team captains.
- Organize a kick-off event.
- Organize special challenge events – walks, educational seminar, etc.
- Assist coordinator with weekly point collection and other related challenge tasks.
- Organize wrap-up activities.

Team captain responsibilities

- Select a team name.
- Motivate team members.
- Collect weekly points from participants.
- Turn in points to coordinator by designated time each week.
- Help coordinator with special events as requested.
- Distribute participant materials (tracking form, fact sheet, newsletter, weekly emails and participation certificates).

Participant responsibilities

- Participate and have fun!
- Set personal goals.
- Encourage family members and friends to support your goals and to participate with you.
- Encourage your team members to participate in all aspects of the program.
- Participate in special events.
- Turn points in to your team captain on time.

PLANNING

Planning is key to a successful challenge. Investing time and energy early in the planning process will pay off when the challenge is underway. Consider the following tips during your planning.

1. Planning committee

Depending upon how large your company is and how many special events you choose to do during your Get Moving Challenge, you may wish to recruit a committee. Consider recruiting committee representatives from each department and management level within your organization. See the list of suggested responsibilities for committee members on page 3.

When you meet with your committee, you will want to review their responsibilities with them and answer any questions they may have about the Get Moving Challenge. During this first meeting, agree upon a timeline for your program.

You may want to use the Get Moving Challenge Planning Timeline located on page 12 with your committee members.

Provide an overview of the Get Moving Challenge at your first committee meeting. Describe the program goals.

Review the sample materials provided in the coordinator packet.

The agenda for your first committee meeting:

- Introductions
- Get Moving Challenge program overview (describe goals and share materials)
- Brainstorm special events
- Agree upon program timeline
- Agree upon committee member assignments

Additional decisions you and your committee will need to make include:

- What kind of internal competition will be set-up?
- How will you handle the registration process?
- Procedures for collecting and maintaining point totals.
- Team leaders' record-keeping responsibility for their departments/teams.
- Will you have a kick-off event?
- Determine a plan for promoting the challenge.
- Determine which Get Moving Challenge materials, educational materials, and other incentives you will use.

2. Connect with others in your company

Building the event with your co-workers is valuable in implementing the challenge. They will have ideas, resources and time to help. Past experience indicates that a friendly internal contest can increase employee interest and can simplify the collection of points earned for multi-sites or large businesses. This can be accomplished by forming teams, competing by department, floors, buildings, etc. If you choose to formulate teams, be sure to recruit team coordinators (captains).

3. Establish a timeline

A suggested Get Moving Challenge Planning Timeline and an Implementation Timeline are provided on pages 12-14 of this manual. Review these charts and adjust as needed for your challenge. Set dates for task completion and assign tasks to your committee members. Be sure to allow time to order materials from the incentive vendor.

4. Establish a budget

Establish a budget for promotional materials, food for the kick-off, concluding party, decorations, prizes, copying expenses, etc.

5. Determine prizes and incentives

Determine what incentives will be used, if any, and how they can be won. Think of team prizes, individual awards, traveling trophies, etc. Check out the incentives offered through our approved Get Moving Challenge vendor, 2020 Promotions - a color flyer and order form is located on medica.com/healthchallenges. Consider recruiting area businesses as sponsors to donate prizes and/or food for kick-off and wrap-up parties.

6. Develop your promotional activities

Start talking about the worksite challenge as soon as possible—at least two weeks before beginning the program. Continue your promotions throughout the challenge. Consider the following promotion ideas.

Promotional tips and activities

- Have the CEO of the organization endorse the activities with a letter, voicemail, or email to all employees.
- Promote in each department. Mention planned activities at meetings or any other forum during which employees gather.
- Send email and or voice-mail to all employees to encourage participation.
- Post and utilize paycheck stuffers, posters, table tents, and/or bulletin board information.
- Hold a kickoff event and distribute materials at the event.
- Integrate registration into a health fair.
- Invite upper management to form a team.
- Provide team captains with t-shirts or other incentives.
- Solicit prizes from vendors and community businesses
- Prize ideas: Hand out bottles of water with a notice regarding the importance of staying hydrated while exercising, Packet of 'Extra' gum "thanks for going the extra mile with the challenge".
- Display information and tracking of points by week. This gets employees interested in seeing how other teams are doing.
- Invite a local sports shop to discuss fitness equipment, clothing or shoes.
- Form internal employee teams. Have a traveling plaque or trophy for the winning team.

Below are some ideas to get your employees moving while at work:

- Plan a recess day. Have activities such as kickball, putting contests, volleyball, horseshoes, basketball, frisbee golf or an outdoor class.
- Measure walking routes that begin and end at the company buildings. Prints maps including distances and special attractions on each route. Ask employees to submit their favorite walking route. Give each route a name. Encourage employees to take walks during breaks, at lunch and before and after work.
- Create a punch card that employees can get stamped every time they walk a route at work. Once they have earned 10 stamps they can enter their name in a drawing for a prize.
- Organize a walking/running club at your worksite. These clubs can be formally or informally organized depending on your resources. They can be initiated or coordinated by interested employees, the Get Moving Challenge Coordinator or committee members, or through on-site fitness center or wellness staff.
- Host “Walk n’ Talk” Meetings. When planning a meeting with a small group of participants, suggest a walking meeting. Be sure to ask all participants if this works for them, and keep in mind that not all meetings are appropriate to do this. When the agenda is mostly talking, not writing, and there are only a few attendees – consider a “walk n’ talk” meeting.
- Create a Get Moving Challenge gift certificate that entitles the employee who receives it to take 20 minutes of work time to be physically active during the day.
- Post signs at the elevators to encourage employees to take the stairs. Research indicates that signs are an effective motivator for behavior change involving point-of-prompt decisions, like choosing between the stairs or the elevator.
- Sponsor a “use the stairs for a day” campaign or make it fun and give people incentives and rewards for using the stairs for one flight, one day, or for one week.
- Plan a stretch break at a specified time each day. The stretches could be done at the employees’ desk or as a team/company in a large conference room.
- Plan a wear your sneakers to work day.
- Hold a group walk during lunch led by the CEO
- Have senior management lead 15 minute walks to see which manager can get the most employees to participate.
- Give a prize to the manager and team that has the most participation.
- Make it seem as if users are climbing some fixed point such as Mount Everest or a local landmark in the stairwells. On each flight, show them a “map” of where they are.
- Have participants set weekly exercise goals and hold a drawing at the end of a defined period of time for those who achieve their goals. This rewards people for achieving a goal instead of rewarding those who exercise the most.
- Host a poker walk at your worksite. Employees follow a walking route with five check points along the way. At each checkpoint participants receive a poker card. At the end of the walk prizes are given for high hand and low hand.
- Host a five fruit & veggie walk at your worksite. Employees follow a walking route with five check points along the way. At each checkpoint participants receive a sample of a fruit or veggie (for example a small box of dried fruit, orange wedge, small bag of baby carrots) and a stamp. Try giving out samples of less-common fruits or vegetables to encourage participants to try something different. Participants turn in their stamp cards and are eligible for a prize drawing.
- Encourage employees to walk, bike, or bus to work if possible.
- Create activities for call centers or assembly workers during shift changes
- Develop walking buddies with co-workers
- Have a fitness instructor come on site to provide exercise classes such as yoga, pilates or aerobics



7. Education

All of the educational resources discussed below are available at medica.com/healthchallenges.

E-mail Messages

Six Get Moving Challenge e-mail messages are available to distribute to your employees during the challenge. The messages coincide with the weekly bonus activities.

Newsletter

Six Get Moving Challenge newsletters are available to email or copy and distribute to your employees during the challenge.

8. Kick-off

A fun way to start your Get Moving Challenge is through a kick-off event. This event can be as simple as passing out a flyer and tracking form to employees and encouraging them to sign up for the challenge or hosting a health fair or company walk to promote the challenge.

Below are descriptions of fun ways to kick off your Challenge.

“Recess Day”

Plan a recess day to kick off the challenge. Have activities such as kickball, putting contests, volleyball, horseshoes, basketball, frisbee golf or an outdoor class. If the kick off event is on the first day of the challenge participants can earn points too!

“Company Walk”

Hold a company walk during lunch led by the CEO or have senior managers lead 15 minute walks to see which manager can get the most employees to participate. Give a prize to the manager and team that has the most participation.

“Health Fair”

Health Fairs provide an opportunity to educate your employees on wellness topics and can be a great opportunity to promote the Get Moving Challenge and provide resources related to physical activity. Try contacting local fitness centers/health clubs or local sports shops to be part of the health fair.

“Spotlight on Wellness”

If there are employees who have made positive strides in their life to increase their health by increased movement or implemented lifestyle changes this would be a great time to share personal success stories and promote the Get Moving Challenge as an opportunity to make healthy choices in a fun way!

9. Recognition

- Here are some ideas of how you can recognize and motivate participants throughout the challenge.
- Recognize people by providing a weekly update—highlight “participants/team of the week.” Use email, voicemail, bulletin boards, or newsletters.
- Recognize weekly or at the end of the challenge the most improved participant or team.
- Use fun incentives. To order additional incentives, use the order form located at medica.com/healthchallenges.
- Post weekly standings. The department or team with the highest average receives an incentive prize.
- Personalize your challenge with small notes or words of encouragement to participants.
- Have a weekly drawing for individuals who turn in their points on time or reach personal goals.
- Provide award for “Supportive Captain”—participants or coordinators nominate captains for being most motivational, organized, best role model, etc.

10. Wrap-up activities

It is always fun to end the challenge with recognizing participants for their hard work. Here are some ideas:

- Conduct an awards ceremony or wrap-up celebration for those who participated. Give awards for difference categories – fun or serious.
- Distribute certificate of recognition for each team and/or individual. Certificates can be customized and downloaded from medica.com/healthchallenges.
- Hold a wrap-up breakfast or lunch starting with a walk and then present award/prize to individuals/teams.
- Hold an evaluation breakfast or lunch for your coordinators or team captains.

11. Evaluation

Medica will provide an evaluation to each coordinator to complete at the end of the challenge. Your feedback is important for improving and updating the challenge materials each year.

Earning Points

To participate using this point system participants simply place a check mark (✓) in the appropriate box if they completed 10 minutes of physical activity. Each ✓ is worth 10 points. At the end of the week, they count how many check marks are noted, multiply by 10 and report their points to their captain. Participants can log up to 30 minutes (30 points) per day.

For example, if you spend 20 minutes in planned physical activity you would earn two check marks for a total of 20 points for that day. No extra points are awarded for “marathoners” who rack up points by exercising for hours a day. The goal of the Challenge is to help participants make regular physical activity a daily habit, rather than taking a “weekend warrior” approach, which can increase soreness and injury. This strategy still allows credit for lifestyle activities that are physical in nature (e.g. raking the yard) but still challenges participants who want to make general improvements in their health and lifestyle.

Participants choose activities that best fit their lifestyle and all types of activities count as long as they are done in increments of 10 minutes. Activities can include things like walking, jogging, biking, swimming, hiking, dancing or yoga, and can be combined to make the challenge more interesting.

Weekly bonus activities – Earn an extra 10 points per week by completing weekly bonus activities. Weekly activities are listed on the participants tracking form.

How Members track Points:

All participants can track their points each week on the tracking form provided.

Members should report their weekly points to a coordinator at your company the Tuesday following the prior week's activities. Coordinator can tally total points and encourage employees to set goals for the next week. Promote the progress each week. Provide prizes and motivate employees to report each week.

Consider setting up competition among teams or individuals at your company. Have fun!



GET MOVING CHALLENGE IMPLEMENTATION TIMELINE

Activity	Suggested Timeline	Actual Date	Done ✓
Planning Phase			
Obtain approval to conduct activity. Recruit volunteers to help with planning and delivery.	8 weeks before		
Prepare a budget.	8 weeks before		
Order Get Moving Challenge incentive prizes from 2020 Promotions.	4 - 6 weeks before		
Recruit guest speaker for educational seminar to kick off event.	4 weeks before		
Submit newsletter article to employee newsletter office (if applicable) promoting the challenge.	3 weeks before		
Recruit team captains.	3 weeks before		
Article appears in employee newsletter.	2 weeks before		
Display promotional posters and table tents in high traffic areas.	2 weeks before		
Distribute promotional Tracking Form to all employees	2 weeks before		
Captains recruit team members and report names back to Get Moving Challenge coordinator at company.	2 weeks before		
Print Get Moving Challenge newsletters	2 weeks before		
Send a welcome memo or packet of information to each participant who signs up.	1 week before		

PLANNING & IMPLEMENTATION TIMELINE



Activity	Suggested Timeline	Actual Date	Done ✓
Delivery Phase			
Conduct a kick-off event (optional) to generate enthusiasm for the program. An educational seminar on a topic related to physical activity, motivation, etc. may help to build excitement.	Week 1		
Report results in a weekly update (use Get Moving posters, email, voice mail, etc).	Throughout		
If incentives are available, consider awarding weekly prizes to most improved individual, team, etc. or random drawing from pool of participants.	Throughout		
Distribute Evaluation Form to all participants (optional)	Week 6		

Activity	Suggested Timeline	Actual Date	Done ✓
Follow-up Phase			
Hold an awards celebration lunch or meeting, distribute incentives, certificates, etc.	End of Week 6		
Submit article reporting the final results of the Get Moving Challenge to employee newsletter publisher (if applicable).	Week 8		
Continue educational activities based on employees' interests and available resources	On-going		

Samples of employee email/newsletter announcements

The following can be used in internal publications, voicemail or email. Choose one that fits your campaign or customize it for your company challenge.

Are you ready for more energy, better sleep, and improved health? If your answer is yes, then sign up for the Get Moving Challenge which starts on _____. This six week challenge rewards you for being physically active. You choose what activities best fit your lifestyle and you can combine different activities to keep your challenge more interesting. Sample activities are walking, jogging, biking, swimming, hiking, dancing or Yoga. The choice is yours! Contact _____ to sign-up today.



Studies show that people who are physically active manage stress better, sleep better and feel better. Even moderate levels of physical activity may reduce the risk of heart disease, diabetes, and some cancers. Sign up for the Get Moving Challenge beginning _____ and you will enjoy improved health; reduced tension; improved sleep; enhanced self image; improved physical function; weight management; and much more. Contact _____ to sign-up today.



Need to make some healthy lifestyle changes? Get started by joining your co-workers in the Get Moving Challenge, a six-week physical activity program to get you moving! Join us at the kick-off event on _____. For more information or to register contact _____ at _____.

Poster - Customizable

The poster features a central white area surrounded by a thick orange border. On the left side, there is a vertical column of five images: a logo featuring a stylized figure and the text 'MEDICA Get Moving', two cyclists on a road, a soccer player's legs kicking a ball, a swimmer in a pool, and athletic gear (blue bag, water bottle, and shoes) on a surface. At the bottom, a group of people are doing yoga. To the right of the images, the title 'Get Moving Challenge' is displayed in large, bold, black font. Below the title, there is a placeholder text area: 'Place your contact name, date to register by, special kick-off events or award categories at your company.' At the bottom right, the text 'Take Action...Get Moving!' is in blue, followed by a placeholder 'Your company logo here' and the 'MEDICA®' logo.

Get Moving Challenge

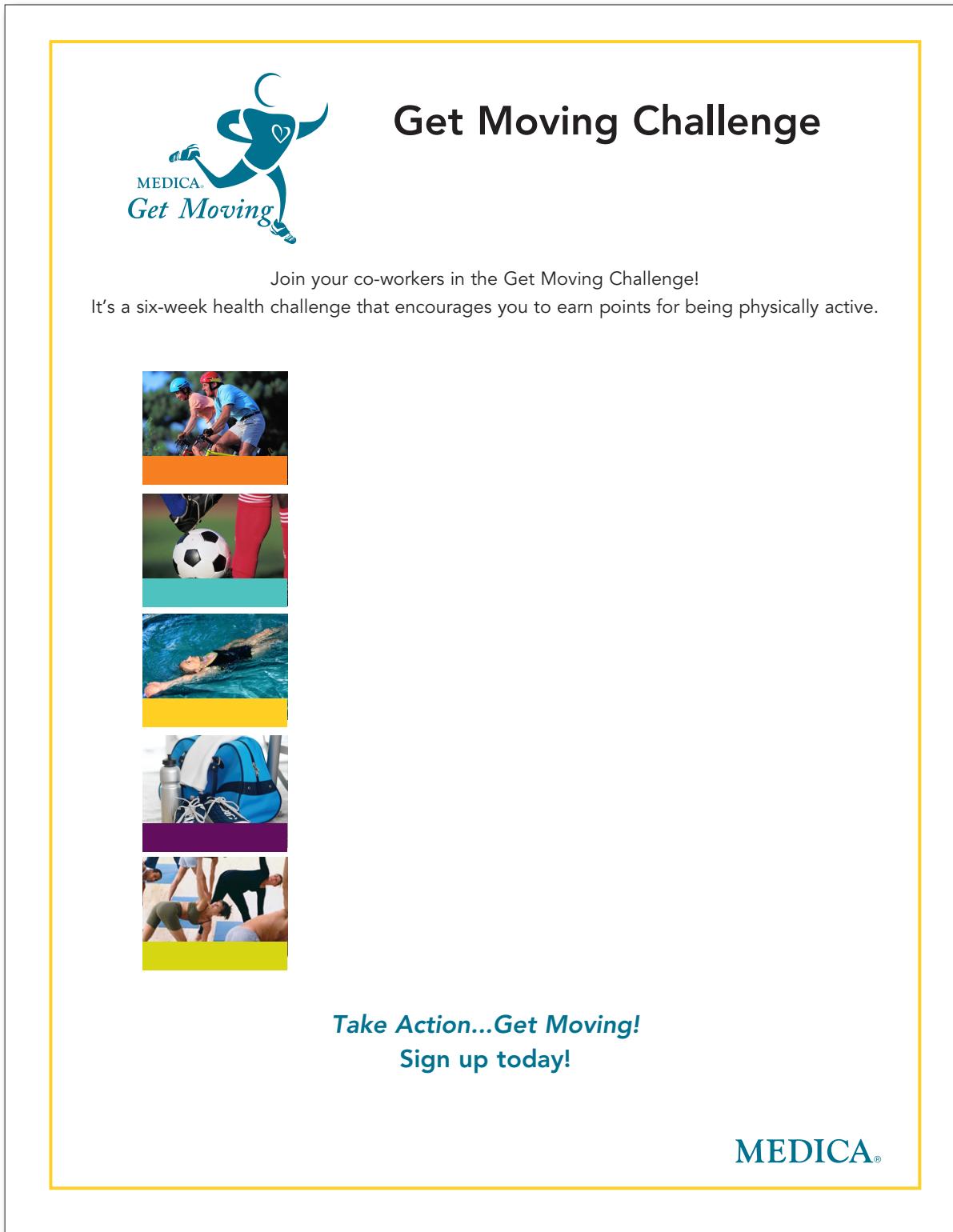
Place your contact name,
date to register by,
special kick-off events
or award categories
at your company.

Take Action...Get Moving!

Your company
logo here

MEDICA®

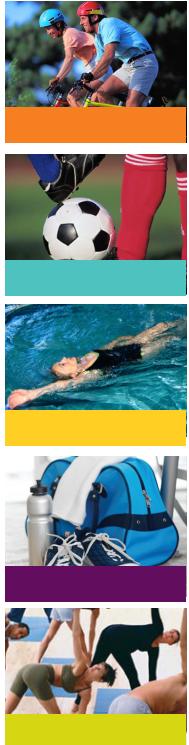
Flyer - Customizable



The flyer features a central yellow border. In the top left corner is the MEDICA Get Moving logo, which includes a stylized blue figure in motion and the text "MEDICA® Get Moving". To the right of the logo is the title "Get Moving Challenge" in a large, bold, black sans-serif font. Below the title is a block of text: "Join your co-workers in the Get Moving Challenge! It's a six-week health challenge that encourages you to earn points for being physically active." To the left of this text is a vertical stack of five small action-oriented images: two people cycling, a soccer ball on the ground, a person swimming, a blue backpack and water bottle, and a group of people doing yoga. At the bottom of the page, inside the yellow border, is a call-to-action: "Take Action...Get Moving! Sign up today!" followed by the MEDICA logo.

Get Moving Challenge

Join your co-workers in the Get Moving Challenge!
It's a six-week health challenge that encourages you to earn points for being physically active.



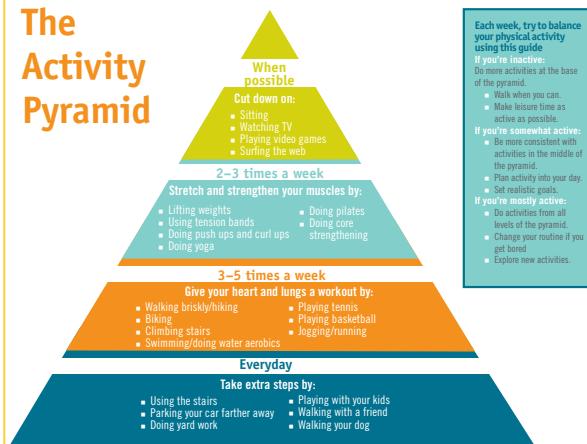
Take Action...Get Moving!
Sign up today!

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Tracking Form

Get Moving Challenge Tracking Form						
 Name: _____						
Give yourself one ✓ for every 10 minutes of physical activity you complete						
Days	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
10 minutes	M T W Th F S S M	T W Th F S S M	T W Th F S S M	T W Th F S S M	T W Th F S S M	T W Th F S S M
10 minutes						
10 minutes						
Total Weekly Points: Each ✓ equals 10 points	Points Maximum 210					
Weekly Bonus Points: One weekly activity is 10 points	Points Maximum 10					
Weekly Grand Total:	Points Maximum 220					

The Activity Pyramid



When possible
Cut down on:

- Sitting
- Watching TV
- Playing video games
- Surfing the web

2-3 times a week
Stretch and strengthen your muscles by:

- Lifting weights
- Using tension bands
- Doing push ups and curl ups
- Doing yoga
- Doing pilates
- Doing core strengthening

3-5 times a week
Give your heart and lungs a workout by:

- Walking briskly/hiking
- Biking
- Climbing stairs
- Swimming/doing water aerobics
- Playing tennis
- Playing basketball
- Jogging/running

Everyday
Take extra steps by:

- Using the stairs
- Parking your car farther away
- Doing yard work
- Playing with your kids
- Walking with a friend
- Walking your dog

Each week, try to balance your physical activity using this guide:
If you're inactive:
 Do more activities at the base of the pyramid.
 Walk where you can.
 Make leisure time as active as possible.
If you're somewhat active:
 Be more consistent with activities in the middle of the pyramid.
 Plan activity into your day.
 Set realistic goals.
If you're mostly active:
 Do activities from all levels of the pyramid.
 Change your routine if you get bored.
 Explore new activities.

Take Action...Get Moving! Bonus Activities	
Week 1	Week 4
Cut down on the amount of time you spend sitting One day this week replace 10 minutes you would have normally spent sitting and get moving. Think about how much time you spend sitting in a day watching television, playing non-interactive video games or working/playing at the computer. At home, turn off the TV or computer and take your dog for a walk, play in the leaves with your kids or go for a family bike ride. At work, schedule a walking meeting or take a 10 minute break and ask a co-worker to go for a walk.	
Give your heart and lungs a new workout One day this week, exercise aerobically in a new way. Go for a bike ride, play basketball or tennis, take a water aerobics class, go for a hike or a brisk walk. Be creative. Your heart and lungs will thank you for it!	
Week 5	Week 6
Take five minutes to stretch three days this week Stretch at home or work at least five minutes three days this week. Focus on stretching those muscles to increase flexibility. Stretching reduces muscle tension and increases your energy levels by improving circulation. Want to make it a family affair? Ask your spouse, partner or kids to stretch along side you!	
Strengthen your muscles two days this week Two days this week, complete a strengthening activity. Start slow and build your endurance. Building muscles helps prevent injury and burns more energy. Strength training can be in the form of weight lifting, tension bands, push ups or pull ups. Or can be as simple as doing lunges while you are vacuuming or lifting cans from the cupboards.	
Get Moving with Friends and Family one day this week There is nothing like spending time with people you care about. Plan a physical activity with friends, family members, or co-workers one day this week.	

MEDICA

Fact Sheet

Get Moving Challenge

Take Action ...Get Moving!

What is the Get Moving Challenge?

The Get Moving Challenge is a physical activity program to get you moving! When you participate in the Challenge you earn points for being physically active. You choose what activities best fit your lifestyle and you can combine different activities to keep your challenge more interesting. Sample activities are walking, jogging, biking, swimming, hiking, dancing or Yoga. The choice is yours!

How do you earn points?

During the six weeks of the challenge, you will earn daily points by being physically active. You earn a ✓ for every 10 minutes of physical activity you complete. Each ✓ is worth 10 points. You can log up to 30 minutes (30 points) per day.

BONUS points: Earn an extra 10 points per week by completing a bonus activity! Weekly activities and instructions are listed on your tracking form.

How to track your points

Track your points using the paper tracking form. Try setting a goal for yourself each week and calculate your weekly total to see if you met your goal!

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SAMPLE PROMOTIONAL MATERIALS

Newsletters

Week 1: Ten ways to exercise without equipment

RECIPE OF THE WEEK
Berry Blast Smoothie

Preparation time: 5 minutes
Number of servings: 8
Ingredients:
2 cups each of blueberries, raspberries, strawberries, and blackberries
1 cup 100% cranberry juice
1 cup low fat blueberry yogurt
2 cups ice

Directions: Put all items in blender and blend until smooth immediately.

Nutrition Facts

Serving Size	Sodium
1 cup	26 mg
Amount Per Serving	Total Carbohydrate
1 cup	46 g

Week 2: Focus on flexibility

RECIPE OF THE WEEK
Potato and Leek Soup

Yield: Makes 8 servings
Ingredients:
2 Tbsp olive oil
2 chives, finely minced
2 lbs leeks, washed and cut in 1" chunks
2 tsp paprika or to taste
½ cup dried sliced chilies
14 oz albacore
3 lbs leeks, washed and chopped
3 potatoes, peeled and cut in 1" chunks
2 cup low sodium chicken broth
1 cup low sodium chickpeas, peeled and cubed
2 red bell peppers, sliced
4 chicken breasts, boned
1 Tbsp olive oil
½ cup fresh cilantro, chopped

Directions: Heat oil in a large sauté pan on Dutch oven. Add garlic, ginger, and leeks. Add potatoes, leeks, and cilantro. Add water to cover. Simmer for 15 minutes. Add chicken and cook until tender. Add chickpeas and heat through.

Week 3: Aerobic activity is not enough

RECIPE OF THE WEEK
Cactus Salad

Preparation time: 45 minutes
Number of servings: 4
Ingredients:
1 cup Canned and finely chopped cactus leaf or 1 (14oz) jar
1 small onion, cut into thin wedges
1 serrano chile, finely chopped
2 Tbsp lime juice
Pinch of salt, optional
1 small head of romaine lettuce, shredded
1 tomato, diced
2 radishes, sliced
2 Tbsp chopped fresh cilantro
Crumbled queso fresco or shredded mozzarella cheese as garnish
1/2 cup fresh cilantro, chopped

Directions: Mix all ingredients except cilantro and cheese in a bowl. Add lime juice and salt. Toss to combine. Top with cilantro and cheese.

Week 4: Physical activity and healthy weight

RECIPE OF THE WEEK
Curried Mustard Greens and Garbanzo Beans with Sweet Potatoes

Preparation time: 15 minutes
Number of servings: 4
Ingredients:
2 medium sweet potatoes peeled and sliced
1 medium onion, cut in half and sliced thin
2 medium cloves garlic, sliced
1/2 cup + 1 Tbsp low-sodium chicken or low-sodium vegetable broth
1/2 tsp curry powder
1/4 tsp tumeric
2 cups chopped and rinsed mustard greens
1 1/2 cup canned garbanzo beans, drained
2 Tbsp extra virgin olive oil
salt and white pepper to taste

Directions: Steam peeled and sliced sweet potatoes for approximately 5-7 minutes. While steaming, prepare other ingredients. Heat oil in a large nonstick skillet over medium heat for about 4-5 minutes stirring frequently. Add translucent onions and garlic until fragrant. Turn down heat to medium and add mustard greens with water. Cook for another 3-5 minutes. Mash sweet potatoes with olive oil and pena. If you need to, add more water. Serve mustard greens with mashed sweet potatoes.

Week 5: Fitting physical activity into your day

RECIPE OF THE WEEK
Broccoli Baked Potatoes

Yield: Makes 6 servings (serving size = 1 potato)

Ingredients:
6 medium Idaho potatoes
3 stalks broccoli
½ cup sour cream
1 cup shredded low fat Cheddar cheese
1/8 tsp pepper

Directions: Preheat oven to 350°. Scrub potatoes. Make shallow slits around the middle if you want to prevent the potatoes in hot temperature. Bake until soft, about 60-90 minutes, depending on size. Peel broccoli stems while still hot and tender and remove florets. Carefully slice the stems in half and scoop the stems into a bowl. Add sour cream and cheese. Add the ribs. Cut up broccoli and toss. Mash together until the mixture is smooth with green flecks. Heat mixture into a bowl. Pour mixture onto potatoes with remaining cheese. Return to oven for 15 minutes. Let cool for 10 minutes before slicing. Serve with sour cream and cheese or to reheat.

Nutrition Facts

Amount Per Serving (1 potato)	Calories	Protein	Fat	Cholesterol	Carbohydrates	Fiber	Sodium
346	24g	24g	11g	20mg	44g	14g	373mg

Did you know?
Exercise is a key factor in staying healthy, heart, and lungs, which relieves depression, and helps you sleep better.

At work:

- Take a few 10-minute walks or bike rides.
- Use an exercise DVD for a little while in the morning and a little while at the end of the day.
- Turn up the music, and dance while you vacuum.
- Take a 10-minute dance break with your young children.
- Push the lawn mower, ride lawn, or shovel snow.
- Give the kitchen floor a scrubbing.
- Open the car, clean the garage, or wash windows.
- Play Frisbee, horseshoes, or jump rope with children.
- Walk or bike to the store.
- Walk the dog.
- Read the newspaper on a stationary bike.

At home:

- Park several blocks away or get off the bus a few stops early.
- Use the stairs instead of the elevator, at least for a few floors.
- Hold a walking meeting with colleagues inside or outside the building.
- Go the extra distance when possible. Get your coffee on another floor.
- If you need to speak to a colleague, walk to that person's office or station rather than using e-mail or the phone.
- Use your morning and afternoon breaks to take quick 15-minute walks.

Source: fourfun.imaginehealth.com

Week 6: Everyday ideas to rev up activity

RECIPE OF THE WEEK
Curried Mustard Greens and Garbanzo Beans with Sweet Potatoes

Yield: Number of servings: 4

Ingredients:
2 medium sweet potatoes peeled and sliced
1 medium onion, cut in half and sliced thin
2 medium cloves garlic, sliced
1/2 cup + 1 Tbsp low-sodium chicken or low-sodium vegetable broth
1/2 tsp curry powder
1/4 tsp tumeric
2 cups chopped and rinsed mustard greens
1 1/2 cup canned garbanzo beans, drained
2 Tbsp extra virgin olive oil
salt and white pepper to taste

Directions: Steam peeled and sliced sweet potatoes for approximately 5-7 minutes. While steaming, prepare other ingredients. Heat oil in a large nonstick skillet over medium heat for about 4-5 minutes stirring frequently. Add translucent onions and garlic until fragrant. Turn down heat to medium and add mustard greens with water. Cook for another 3-5 minutes. Mash sweet potatoes with olive oil and pena. If you need to, add more water. Serve mustard greens with mashed sweet potatoes.

Nutrition Facts

Amount Per Serving (1 potato)	Calories	Protein	Fat	Cholesterol	Carbohydrates	Fiber	Sodium
300	8g	8g	17g	70mg	59g	9g	609mg

Did you know?
Exercise is a key factor in staying healthy, heart, and lungs, which relieves depression, and helps you sleep better.

At work:

- Take a few 10-minute walks or bike rides.
- Use an exercise DVD for a little while in the morning and a little while at the end of the day.
- Turn up the music, and dance while you vacuum.
- Take a 10-minute dance break with your young children.
- Push the lawn mower, ride lawn, or shovel snow.
- Give the kitchen floor a scrubbing.
- Open the car, clean the garage, or wash windows.
- Play Frisbee, horseshoes, or jump rope with children.
- Walk or bike to the store.
- Walk the dog.
- Read the newspaper on a stationary bike.

At home:

- Park several blocks away or get off the bus a few stops early.
- Use the stairs instead of the elevator, at least for a few floors.
- Hold a walking meeting with colleagues inside or outside the building.
- Go the extra distance when possible. Get your coffee on another floor.
- If you need to speak to a colleague, walk to that person's office or station rather than using e-mail or the phone.
- Use your morning and afternoon breaks to take quick 15-minute walks.

At school:

- Always available regardless of weather, so you and your family are able to do more activities together.
- Indoor activities, stretching, aerobics, dancing, strengthening, aerobic exercise, indoor cycling, skipping, wall climbing, and movement games.
- Outdoor activities that depend on weather conditions, such as cross-country skiing, indoor swimming, and outdoor tennis as "bonuses" - extra activities possible when weather permits.

Source: www.cdc.gov

Additional Resources

External Resources

- American College of Sports Medicine
http://www.acsm.org/Content/ContentFolders/TopicsintheField/Fitness/ACSM_PUBLIC_INFORMATION__generating_interest__awareness__knowledge.htm
- American Heart Association Start! walking program: <http://startwalkingnow.org/>
- America on the Move: <http://aom.americaonthemove.org>
- CDC Systematic Review of Point-of-decision prompts: <http://www.thecommunityguide.org/pa/environmental-policy/podp.html>
- Marathon Sports will come to your worksite to assess employees feet: <http://www.marathonrunwalk.com/>
- Pedestrian and Bicycle Information Center: <http://www.walkinginfo.org/>
- Physical activity for people with disabilities: <http://www.cdc.gov/nccdphp/sgr/disab.htm>
- Sisters Together: <http://win.niddk.nih.gov/publications/SisPrmGuide2.pdf>
- StairWELL to Better Health - find out steps you can take to encourage your employees to take the stairs and increase their physical activity while at work: <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm> Download a complete set of ready to use motivational signs for your stairwells: http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/motivational_signs.htm
- U.S. Department of Health & Human Services Physical Activity Guidelines: <http://www.health.gov/PAguidelines/posters.aspx>
- Walkability audit - use this tool to determine how safe and attractive the walking environment is at your work site:
http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/walkability/audit_tool.htm
- Walk Score: <http://www.walkscore.com>

Iowa:

- Department of Education: http://educateiowa.gov/index.php?option=com_content&view=article&id=982&Itemid=1243
- Iowa Department of Natural Resources: <http://www.eatplay521.com/communityResources.html>
- Iowa State University Extension Program: <http://www.extension.iastate.edu/healthnutrition/>

Minnesota:

- A Case for Bicycle Commuting by Do It Green! Minnesota: <http://doitgreen.org/article/transportation/bicycle>
- Bicycle Alliance of Minnesota: <http://www.bikemn.org>
- Bike Walk Ambassador Program: <http://bikewalktwincities.org> or 612-333-3410
- Three Rivers Park District: <http://threeriversparkdistrict.org>
- University of Minnesota Extension program: <http://www.extension.umn.edu/health/>

North Dakota:

- Department of Health: <http://www.healthnd.org/>
- North Dakota State Extension program: <http://www.ag.ndsu.edu/ndsuag/food-nutrition/food>

South Dakota:

- Several Resources from the Department of Health: <http://www.healthysd.gov/Adults/Resources.aspx>
- Parks and Recreation: <http://www.sdpra.com/>

Additional Resources continued...

Wisconsin:

- Department of Health <http://www.dhs.wisconsin.gov/health/physicalactivity/>
- State Plan: <http://www.dhs.wisconsin.gov/health/physicalactivity/StatePlan/index.HTM>
- Wisconsin Coalition Websites, <http://www.dhs.wisconsin.gov/health/physicalactivity/coalitionwebs.htm>
- Milwaukee Public Schools: <http://www.wellnessandpreventionoffice.org/pe.html>
- University of Wisconsin extension program: <http://www.uwex.edu/ces/flp/food/education.cfm>

Worksite Toolkits

- CDC Healthier Worksite Initiative: <http://www.cdc.gov/nccdpHP/dnpao/hwi/index.htm>
- Community Guide to Worksite Health Promotion: <http://www.thecommunityguide.org/worksites/index.html>
- WELCOA: The Wellness Councils of America: <http://www.welcoa.org/>

Take Action...Get Moving!

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For more information contact:
getmovingchallenge@medica.com