

# Together, let's inspire more wellness at work.



On this site, you'll find all the materials you need to run a successful wellness promotion. But maybe you're looking for a little more direction on how to use them. We'd like to offer a few suggestions to help you and your employees get the most from this campaign.

## Email template

Send an email to your employees at the beginning of the week to kick off your campaign. You may also think about sending this email again during the campaign to remind your employees to check it out. We've provided an email template as a JPEG. To use it, simply compose a new message in your email application and insert the JPEG into the body of your email.

## Table tents

Print and assemble table tents and place them in popular gathering areas around the office. Some good places might include the lunch tables or at the water cooler. Place the table tents as soon as you send your first campaign email to employees.

## Posters

Print the poster and hang it in areas your employees pass often. Bathroom doors, or kitchen or break room walls, are spaces employees are likely to see. Hang your poster when you distribute the table tents.

## Flyers

Print and distribute these flyers to give your employees more details about your wellness campaign, as well as tips on how to improve their health. Set them on break room tables or place them in your employees' mailboxes. You may distribute these at the beginning of your campaign, or wait until the middle to give your efforts an extra boost.

The timing of your wellness campaign is also important to keep in mind. Use the National Wellness Institute's Health & Wellness Observances, along with your own knowledge of your company and employees, to decide when to launch your wellness campaign. We recommend running the campaign for four to six weeks at a time.

**Moda Health offers free one-on-one health coaching for members. Call 877-277-7281 or email [careprograms@modahealth.com](mailto:careprograms@modahealth.com). TTY users, dial 711.**

