(copy and paste this email and send it out on January 30th. Also attach the poster with instructions – make sure you edit it to tailor it to your walking challenge. Post the poster around the workplace too.)

Dear staff of \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Did you know that walking on a regular basis has many benefits including:

* Maintaining a healthy weight.
* Preventing or managing various conditions, including heart disease, high blood pressure and type 2 diabetes.
* Strengthening your bones and muscles.
* Improving your mood.
* Improving your balance and coordination.

We are doing a Walking Challenge at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please see attached poster for more information and instructions.

The walking challenge will start on February 6th and run for 14 weeks – til May 14th. It is preferable that you sign up by Feb 3rd (this Friday!!) but really, you can join the challenge at any time.

There will be weekly prizes (this is optional – and you can offer prizes based on whoever does the most steps, or just do a draw of people who call/ email in and tell you how many steps they did from Monday to Sunday). Prizes will be drawn on Monday morning by noon so make sure you let me know what your steps are so you can be entered into the DRAW!!

If you have any questions, just ask.