



*Healthy Weight Wellness Challenge
Participant Guide*

Why is a healthy weight important?

Reaching and staying at a healthy weight is good for your total health. It helps prevent and control many diseases and ailments. A healthy weight has many benefits, including feeling good about yourself and having more energy to enjoy life.

Your weight is the result of many things – height, genes, metabolism, behavior, and environment. Staying at a healthy weight requires keeping a balance of energy. You must balance the calories you get from food with the calories you use to keep your body going.



- **The same amount of energy IN and energy OUT over time = a steady weight**
- **More IN than OUT over time = weight gain**
- **More OUT than IN over time = weight loss**

The amount of energy IN and OUT don't have to balance exactly every day. It's the balance over time that helps keep a healthy weight in the long run.

For many people, the key to balance means fewer calories and more activity. Cutting back on calories is a matter of choice. Choosing foods that are lower in fats, cholesterol, added sugars, and salt can help. Paying attention to portion sizes can help too.

In this booklet we'll give you tips on when and how to lose weight by eating healthy foods, exercising, and setting weight loss goals. Each week we'll focus on a new Healthy Weight Strategy. At the end of the program, you'll have new tools and habits to help you stay at a healthy weight!

How to Lose Weight

To succeed at losing weight, you need to adopt a new lifestyle. This means making behavior changes such as eating healthier foods and being more active. Over time, these things will become habit. This 5-week program will get you started!

Learn more in the following pages about each of these Healthy Weight Strategies:

- Eating Healthy Foods
- Counting Calories
- Watching Serving Sizes
- Cooking the Low-Fat Way
- Staying Active

Be sure to fill out the worksheet for each Healthy Weight Strategy. At the end of the program, turn in the completed worksheets to your Healthy Weight Challenge coordinator for a chance to win an exciting prize! And along the way, if you find a weight control strategy that works well for you – keep it up!

Consider the Risks

If you are overweight or obese, you are at risk of developing:

- High blood pressure
- High blood cholesterol
- Type 2 diabetes (high blood sugar)
- Heart disease
- Stroke
- Gallbladder disease
- Arthritis
- Sleep apnea and breathing problems
- Some cancers
 - Endometrial
 - Prostate
 - Breast
 - Colon

Calories

To lose weight, most people need to cut down on calories and increase their physical activity. For a weight loss of 1–2 pounds per week, reduce your daily calories by 500 to 1,000. In general:

- An eating plan of 1,000-1,200 calories a day will help most women lose weight safely.
- An eating plan of 1,200-1,600 calories a day should work for men and may also be fine for women who weigh 165 pounds or more or who exercise regularly.

If you are on a 1,600-calorie diet but do not lose weight, you may want to drop to 1,200 calories. If you are hungry on either, you may want to eat more low-calorie foods like green leafy vegetables – or boost your calories by 100-200 per day. Diets of less than 800 calories a day should not be used without being monitored by your doctor.

What foods make up a healthy eating plan and give your body the nutrients it needs while staying within your daily calorie level?

Foods that are lower in calories, total fat, saturated and trans fat, cholesterol, and sodium (salt) make for a healthy eating plan. Think fruits and vegetables; fat-free and low-fat dairy products; lean meat, fish, and poultry; high-fiber foods like whole grains, breads, and cereals. Canola or olive oils and soft margarines made from them are heart-healthy and can be used in moderate amounts. Unsalted nuts can also be part of a healthy diet as long as you watch the amount.

This plan will also lower your risk for heart disease and other ailments like high blood pressure or high blood cholesterol.

Foods high in saturated fats, trans fats, and cholesterol should be limited. These kinds of fats raise blood cholesterol levels and the risk for heart disease. Saturated fat is found mainly in fresh and processed meats, high-fat dairy products, lard, and in coconut and palm oils found in many processed foods. Trans fat is found in foods with partially hydrogenated oils like hard margarines and shortening, commercially fried foods, and some bakery goods. Cholesterol is found in eggs, organ meats, and dairy fats.

It's also important to limit the added sugars found in many desserts, canned fruit packed in syrup, fruit drinks, and sweetened (non-diet) drinks. These add calories without giving you needed nutrients.

The Basic Food Groups

A healthy eating plan includes foods from all the basic food groups. It contains enough calories for good health but not so many that you gain weight. A healthy eating plan:

- Includes plenty of fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products.
- Includes lean meats, poultry, fish, beans, eggs, and nuts.
- Is low in saturated fats, trans fat, cholesterol, salt (sodium), and added sugars.
- Controls portion sizes.



Vegetables

Most vegetables are naturally low in calories, fat, and cholesterol, and are filling. They are also good sources of nutrients like potassium, fiber, folate (folic acid), and vitamins A, E, and C. Eating more vegetables can lower your risk of chronic diseases like heart disease and diabetes (high blood sugar). Eat them raw or cooked; fresh, frozen, canned, or dried/dehydrated. To get the most benefit, vary the types of vegetables you eat, with plenty of dark green and orange ones. And vegetable juice counts!

Fruits

Most fruits are low in fat, sodium, and calories, with no cholesterol. They also are good sources of potassium, fiber, vitamin C, and folate (folic acid). Whole or cut-up fruits also contain fiber, which can give a feeling of fullness with fewer calories. People who eat more fruits are likely to have less risk of some chronic diseases like heart disease and diabetes. For the most benefit, eat a variety of whole fruits and go easy on fruit juices to avoid too many calories from natural sugars.



Grains

Grains such as wheat, rice, oats, cornmeal, and barley are low in fat and provide vitamins, minerals, and carbohydrates – all needed for good health. Some common grain products are breads, pasta, breakfast cereals, grits, tortillas, couscous, and crackers. Whole grain foods like whole wheat bread, brown rice, and oatmeal also have fiber to protect against disease and keep you regular. Fiber also helps you feel full with fewer calories.

Milk

Milk and milk products like yogurt and cheese provide vital nutrients, including calcium, potassium, vitamin D, and protein. A diet rich in milk and milk products can lower the risk of low bone mass (osteoporosis). Whole milk dairy foods contain unhealthy saturated fats, so choose low-fat or fat-free milk, cheese, and yogurt. If you can't tolerate milk, try lactose-free milk products.

Meat and Beans

All foods made from meat, poultry, fish, dry beans or peas, eggs, nuts, and seeds are considered part of this group. These foods give you many nutrients, including protein; B vitamins (niacin, thiamin, riboflavin, and B6); vitamin E; and minerals like iron, zinc, and magnesium.



Meats, (think high-fat processed meats like bologna) contain saturated fats and cholesterol. So try to limit these or eat lower-fat varieties. Also, choose poultry, fish, beans, and peas more often. For variety, add nuts and seeds, since they contain healthy fats. But limit the amount to avoid getting too many calories. Bake, broil, or grill your meats.

Oils (Fats)

Unsaturated oils – in small amounts – are needed for good health. Oils and solid fats both contain about 120 calories per tablespoon. So limit the amount you use to balance your total calorie intake. It's important to limit saturated fat, found in whole dairy foods, many meats, butter, and lard. It raises blood cholesterol levels and the risk for heart disease. Most of your fat should be from fish, nuts, and vegetable oils. Limit solid fats like butter, stick margarine, shortening, and lard.

Each day this week, when you think of eating a favorite meal or snack – stop and write down a healthier option. You'll be ready with a better choice when you get the urge.

Favorite Meal or Snack	Healthier Choice
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

Fat Matters, But Calories Count

A calorie is a calorie whether it comes from fat or carbohydrate. Eating too much of any food can lead to weight gain. Lose weight by eating fewer calories and being more active. Lowering the amount of fat and saturated fat that you eat is one easy way to lower your calorie intake.

But eating fat-free or reduced-fat foods isn't always the answer – if you eat more of the reduced-fat food than you would of the regular item. For instance, if you eat twice as many fat-free cookies, you have in fact increased your overall calorie intake.

Choose low calorie versions of old favorites – sorbet or sherbet in place of ice cream or plain low-fat yogurt instead of sour cream. But remember to consider vitamins and minerals. Some foods provide most of their calories from

sugar and fat but give you few, if any, vitamins and minerals. Read labels to find out just how many calories are in the products you decide to buy.

Find a Tool to Help You Keep Track

For help with counting calories, monitoring your activity level, and staying motivated, try a fitness app for your smart phone or tablet. Some operate as tracking tools, in which you log your workouts or calories eaten. Others automate the tracking process for you while you're working out. Many can be paired with a fitness tracker that you wear, recording your every move. The best fitness apps let you set your own goals and maintain a pace that's right for you.

This week, think of a favorite high-calorie food each day. Then think of a lower-calorie choice or a way to prepare your favorite with fewer calories.

Favorite High-Calorie Food	Lower-Calorie Choice
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	



Portion vs. Serving

- A portion is the amount of a food that you choose to eat for a meal or snack. It can be big or small— you decide.
- A serving is a measured amount of food or drink, such as one slice of bread or 1 cup of milk. Some foods that most people consume as a single portion actually contain multiple serving sizes like a 20-ounce soda, or a 3-ounce bag of chips.

Nutrition guidelines use serving sizes to help people know how much of different types of foods they should eat to get the nutrients they need. The Nutrition Facts Label on packaged foods also lists a serving size.

The serving sizes on packaged foods are not always the same as those included in nutrition guidelines. But standard serving sizes make it easier to compare similar foods. To get an idea of how big correct serving sizes really are, see the chart below.

Food Category	Serving	Looks like
Grains	1 cup of cereal flakes	fist
	1 pancake	compact disc
	1/2 cup cooked rice, pasta or potato	1/2 baseball
	1 slice of bread	cassette tape
	1 piece of cornbread	bar of soap
Fruits & Vegetables	1 medium fruit	baseball
	1/2 cup fresh fruit	1/2 baseball
	1/4 cup raisins	large egg
	1 cup salad greens	baseball
	1 baked potato	fist
Milk, Oils/Fats	1 1/2 oz. cheese	4 stacked dice or 2 cheese slices
	1/2 cup ice cream	1/2 baseball
	1 teaspoon margarine or spread	1 dice
Protein	3 oz. meat, fish or poultry	deck of cards
	3 oz. grilled/baked fish	checkbook
	2 tablespoons peanut butter	ping-pong ball

Portion Distortion

Portion sizes have grown so much over the past 20 years that “single” servings are often large enough for two or even three people! Growing portion sizes are changing what we think of as a “normal” portion at home too. We call it *portion distortion*.

This week, focus on portion control. Before each meal, check your portion sizes. Make notes each day on your normal portion size of various foods – and the correct serving size.



Portions and Calories – 20 Years Ago and Today

Food	20 Years Ago		Today	
	Portion	Calories	Portion	Calories
Bagel	3" diameter	140	6" diameter	350
Cheeseburger	1	333	1	590
Spaghetti w/meatballs	1 cup sauce 3 small meatballs	500	2 cups sauce 3 large meatballs	1,020
Soda	6.5 ounces	82	20 ounces	250
Blueberry muffin	1.5 ounces	210	5 ounces	500

Your Normal Portion Size of a Favorite Food	Correct Serving Size
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

Low Calorie, Low-fat Cooking/ Serving Methods

Cooking low-calorie, low-fat dishes may be easy enough. But be careful about adding butter or other fats at the table! Some ingredients can add unwanted calories and fat to low-fat dishes. Following is a list of lower-fat cooking methods and tips on how to serve your low-fat dishes.

Low-fat Cooking Methods

- Baking
- Broiling
- Microwave cooking
- Roasting – for vegetables and/or chicken without skin
- Steaming
- Stir-frying or sautéing in cooking spray, a small amount of vegetable oil, or reduced sodium broth
- Grilling – for seafood, chicken, or vegetables

How to Save Calories and Fat

Beware – butter and salad dressings can really increase your calorie intake!

- Two tablespoons of butter on a baked potato adds 200 calories and 22 grams of fat. However, 1/4 cup salsa adds only 18 calories and no fat.
- Two tablespoons of regular clear Italian salad dressing adds 136 calories and 14 grams of fat. Reduced-fat Italian dressing adds only 30 calories and 2 grams of fat.

Try These Low-fat Flavorings

- Herbs – oregano, basil, cilantro, thyme, parsley, sage, or rosemary
- Spices – cinnamon, nutmeg, pepper, or paprika
- Reduced fat or fat-free salad dressing
- Mustard
- Ketchup
- Fat-free mayonnaise
- Fat-free or reduced fat sour cream
- Fat-free or reduced fat yogurt
- Reduced sodium soy sauce
- Salsa
- Lemon or lime juice
- Vinegar
- Horseradish
- Fresh ginger
- Sprinkled butter flavor (not made with real butter)
- Red pepper flakes
- Sprinkle of Parmesan cheese (stronger flavor than most cheese)
- Sodium free salt substitute
- Jelly or fruit preserves on toast or bagels

This week, think about how you prepare (or order) your food. Make notes on the way you may prepare your favorite foods now. Then find a lower-calorie way to prepare the same dish – and practice your new technique.

High-Calorie Food Preparation	Lower-Calorie Food Preparation
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

Both healthy eating and physical activity are key in weight control. Most successful weight loss comes from eating fewer calories and using more energy through activity. Staying physically active is most helpful in keeping weight off for life. Plus, physical activity lowers the risk of diseases like heart disease and diabetes.

How Much Physical Activity Should You Aim For?

- **For overall health and to reduce the risk of disease**, aim for at least 30 minutes of moderate physical activity most days of the week.
- **To help manage body weight and prevent gradual weight gain**, aim for 60 minutes of moderate-to- vigorous physical activity most days of the week.
- **To lose weight**, aim for at least 60–90 minutes of daily moderate physical activity. You can do this all at one time, or break it up into shorter bouts such as 15 minutes at a time.

Most adults don't need to see their doctor before stepping up their activity level. But do speak to your doctor before starting an extreme program if you are over age 40 (men) or 50 (women), or if you have one or more of these:

- Heart disease, high blood pressure, diabetes, osteoporosis (bone loss), asthma, or obesity
- High risk for heart disease, such as a family history of it or of stroke, a diet high in saturated fat and cholesterol, smoking, or an inactive lifestyle

If you have not been physically active in the past, the key is to start slowly. Trying too hard at first can lead to injury. Also, taking the time to find out what you enjoy doing will help to make physical activity a regular part of your lifestyle.

Becoming Physically Active

For the beginner, one way to be more active is to do more "everyday" activities, like taking the stairs instead of the elevator, stretching or taking a walk during breaks at work, and spending less time in front of the television or at a computer. Also, try spending more time doing things like gardening, household chores, pushing a stroller or wheelchair, yard work, ironing or cooking, and playing a musical instrument.

The next level would be light activities, such as slow walking, garage work, carpentry, house cleaning, child care, golf, sailing, and recreational table tennis.



Once comfortable with this level, try adding more moderate activities such as faster walking, weeding and hoeing a garden, carrying a load, cycling, skiing, tennis, and dancing.

For example, you can start out walking slowly a total of 20 minutes for 3 days a week and gradually build to 45 minutes or more of faster-paced walking. By doing this, you can use 100 to 200 more calories per day. This plan can be used with other types of physical activity, but walking is popular because it is safe and convenient.

High intensity (vigorous) activities include very fast walking or walking with a load uphill, heavy manual digging, basketball, climbing, or soccer/kickball.

You may also want to try:

- Flexibility exercise to improve joints and muscles
- Strength-building or resistance exercises
- Aerobic conditioning

If structured group activities are what you need to help you stay physically active, try joining community recreation programs, the YMCA, or a health club. You can find a variety of activities for all fitness levels and budgets. The key to success is to choose activities that you enjoy!

Many people are completely inactive, and they all have reasons like these:

I Don't Have Time to Exercise

While physical activity does take time, only 30 minutes of moderate activity most days of the week gives benefits to your heart, lungs, and muscles. Although 60 minutes of moderate activity is recommended for weight loss, you don't have to do it all at once. You can break it up into smaller chunks such as 20 minutes, three times a day. Consider the amount of time you spend watching TV. Also, many forms of physical activity can be done while watching TV, such as riding an exercise bike or using hand weights.

I Don't Like to Exercise

You have bad memories of doing sit-ups or running in high school, sweating, puffing, and panting. Now we know that you can get plenty of gain without pain. Activities you already do such as gardening and walking can improve your health, so just do more of the activities you like.

I Don't Have the Energy to Be More Active

Once you become a little more active, you should have more energy. As you progress, daily tasks will seem easier.

You can have fun and feel healthier by doing any of the following:

- Walk or ride a bike in your neighborhood.
- Join a walking club at a mall or at work.

- Play golf at a local club.
- Join a dance class.
- Work in your garden.
- Use local athletic facilities.
- Join a hiking or biking club.
- Join a softball team or other sports team with coworkers, friends, or family.
- Chase your kids in the park. If you don't have kids, take your neighbor's. It will give them a break, the kids will enjoy it, and you'll benefit from the exercise.
- Walk your dog. If you don't have a dog, pretend you do.
- Take a walk during your lunch break.



How Much am I Burning?

Here's another place where a fitness app for your smart phone or tablet can come in handy. Many allow you to enter your physical activity, subtracting the calories burned from your daily intake. The chart on the following page shows the estimated number of calories burned while doing various exercises for one hour. Remember, the number of calories burned varies widely depending on the exercise, intensity level and your weight.

Now that you have some strategies to deal with what you eat, it's time to get serious about exercise. This week think about your normal activities each day – and make a note of what you can do to step it up a notch.

My Normal Activities	Increased Activity
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

Congratulations! You have completed the Healthy Weight Wellness Challenge! You have gained a variety of strategies to help manage your weight and stay healthy. Be sure to return this form to your challenge coordinator.

Activity (1-hour duration)	Weight of person and calories burned		
	160 pounds	200 pounds	240 pounds
Aerobics, high impact	533	664	796
Aerobics, low impact	365	455	545
Aerobics, water	402	501	600
Backpacking	511	637	763
Basketball game	584	728	872
Bicycling, < 10 mph, leisure	292	364	436
Bowling	219	273	327
Canoeing	256	319	382
Dancing, ballroom	219	273	327
Elliptical trainer, moderate effort	365	455	545
Football, touch or flag	584	728	872
Golfing, carrying clubs	314	391	469
Hiking	438	546	654
Ice skating	511	637	763
Racquetball	511	637	763
Resistance (weight) training	365	455	545
Rollerblading	548	683	818
Rope jumping	861	1,074	1,286

Activity (1-hour duration)	Weight of person and calories burned		
	160 pounds	200 pounds	240 pounds
Rowing, stationary	438	546	654
Running, 5 mph	606	755	905
Running, 8 mph	861	1,074	1,286
Skiing, cross-country	496	619	741
Skiing, downhill	314	391	469
Skiing, water	438	546	654
Softball or baseball	365	455	545
Stair treadmill	657	819	981
Swimming laps, light or moderate	423	528	632
Swimming laps, vigorous	715	892	1,068
Tae kwon do	752	937	1,123
Tai chi	219	273	327
Tennis, singles	584	728	872
Volleyball	292	364	436
Walking, 2 mph	204	255	305
Walking, 3.5 mph	314	391	469
Yoga, hatha	183	228	273
Yoga, power	292	364	436

Adapted from: Ainsworth BE, et al. 2011 compendium of physical activities: A second update of codes and MET values. *Medicine & Science in Sports & Exercise*. 2011;43:1575.

1. Review Materials

We have provided you with all the materials needed to implement a meaningful wellness incentive challenge. Now is the time to review and become familiar with the materials:

- Promotional materials
 - » Break room flyer
 - » Table tents
 - » Paycheck inserts
- Sign-up form
- Participant guide
- Program evaluation
- FAQs

2. Establish Timeline

Now that you have reviewed the materials, it's time to start planning when you will implement the program. Take into account the time it takes to promote the program and to reproduce the items you reviewed in Step 1. Without appropriate promotion, you cannot expect to engage participants in the wellness challenge.

3. Customize Materials

All materials provided with this incentive campaign are yours. Reproduce and use as many of them as you wish.

4. Promote, Promote, Promote

Publish articles in your internal newsletter, send an introductory letter and/or email, get registration sheets to potential participants and put up promotional flyers.

5. Launch!

It is now 'go' time! Launch the program with great fanfare to motivate participants to make meaningful behavior changes. Be sure to continue to communicate throughout the program with motivational messages, activity ideas, and regular information in your internal newsletter.

6. Reward and Recognize

To reinforce participants' new healthful habits, be sure to reward and recognize those who meet their goals!

7. Gather Feedback

Use the included evaluation sheet to determine how well the program was received and how you can build on your success. Don't forget to share the findings with senior leadership!

Healthy Weight Wellness Challenge



Learn to Manage Your Weight

Form new habits to reach and maintain a healthy weight.
Find the strategies that work best for you.

For more information: _____

Sign up today!



1410 MK 011 02/2018

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1410 MK 011 02/2018

Please answer the questions below to help us understand how you felt about the program.

1. Did you successfully complete all 5 weeks of the Healthy Weight Wellness Challenge? (circle one) **Yes No**

2. Was the challenge easy to understand? (circle one) **Yes No**

3. I found the Healthy Weight Wellness Challenge to be (circle one):
 - a. Not challenging enough for me.
 - b. The right level of challenge for me.
 - c. Too challenging for me.

4. If the challenge was offered again, would you recommend it to a coworker? (circle one) **Yes No**

5. Are you more aware of your weight management strategies now than you were before taking part in the Healthy Weight Wellness Challenge? (circle one) **Yes No**

6. I received these benefits from the Healthy Weight Wellness Challenge (circle all that apply)
 - a. It was fun for me.
 - b. I learned new things about how to live a healthy lifestyle and manage my weight.
 - c. I'm thinking more about changing one or more of my health habits.
 - d. I am continuing to use a weight management strategy that I began during the challenge.
 - e. It reinforced that my health habits are good and I should continue them.
 - f. I enjoyed participating with coworkers.
 - g. Other: (please specify): _____

7. Please rate your overall satisfaction with the Healthy Weight Wellness Challenge (circle one)
Very satisfied Somewhat satisfied Somewhat dissatisfied Very dissatisfied

8. What did you like most about the Healthy Weight Wellness Challenge?

9. What did you like least about the Healthy Weight Wellness Challenge?

10. Please share any ideas and suggestions you have for future programs.

Please return to: _____

Name (optional) _____ **Dept (optional):** _____



Learn to Manage Your Weight

Healthy Weight Wellness Challenge

Sign up today!

**Form new habits to reach and maintain a healthy weight.
Find the strategies that work best for you.**

Eat Healthy:

Get started with weight loss by making sure you're eating healthy foods like fruits and vegetables, lean meats, and proteins.

Count Calories:

Set a daily calorie maximum and count your way to weight loss.

Watch Portion Sizes:

Learn the difference between your normal helpings and correct serving sizes.

Cook it Right:

Save calories and fat when preparing your favorite foods.

Get Up and Move:

Step up your activity to take off weight and stay active to stay healthy.

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HEALTH INSURANCE

WHO is the campaign designed for?

This challenge is designed for both those thinking about making meaningful lifestyle changes and those who are already practicing healthful habits. The emphasis of this campaign is on identifying working strategies for reaching and maintaining a healthy weight.

WHAT is the campaign goal?

The goal of every wellness challenge is to give you the tools to make meaningful and healthful lifestyle changes. This challenge focuses on giving you a variety of strategies to manage your weight. You will work on strategies in a different category each week, making notes, to help you form better habits.

WHY is it important that I participate?

By recording what we eat and our activity level, we can identify ways to eat more healthfully and increase activity, losing weight if needed, and maintaining a healthy weight. Reaching and staying at a healthy weight has many benefits: feeling better, having more energy and preventing illness and disease.

HOW will my progress be tracked?

You will work on a different strategy each week, making notes on better food choices, lower-calorie alternatives, serving sizes, better preparation methods, and ways to increase your activity. At the end of the program, you should have formed some new and healthier habits – and lost a few pounds in the process! Be sure to return your tracking notes to the coordinator.



Sign up today!

For more information: _____

Learn to Manage Your Weight
Form new habits to reach and maintain a healthy weight.
Find the strategies that work best for you.



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Cook it Right:

Save calories and fat when preparing your favorite foods.

Get Up and Move:

Step up your activity to take off weight — and stay active to stay healthy.

Sign up for the Healthy Weight Wellness Challenge today and start winning by losing!

Registration Deadline: _____

Return Completed Form to: _____

Healthy Weight Wellness Challenge Registration

Your Name _____ Department _____

Email _____ Phone _____