Information in this tool kit is adapted using data, resources and references from the Centers for Disease Control and Prevention (CDC) *StairWell, Healthier Worksite Initiative* and *Let’s Go! of Maine*. *Let’s Go!* founding Partners are Anthem Blue Cross and Blue Shield in Maine, Hannaford Bros. Co., Maine Health, Maine Medical Center, TD Banknorth, Unum and United Way of Greater Portland.
Intention:

The intention of the “Take the Stairs” initiative is to help employees who work in _________ (your organization) improve their health by incorporating healthy activities into their daily routines. One easy way is to choose the stairs vs. the elevator. As with any health promotion program that is focused on physical activity it is important to remind employees to check with their doctor before starting any new type of physical activity program.

This kit provides options for businesses that have elevators. In the appendix portion, you will find suggestions that can be implemented should this activity not apply to your organization.

The “Take the Stairs” campaign is based on the Centers for Disease Control and Prevention (CDC) program, “Take the Stairs to Better Health”¹. “Take the Stairs” presents an important opportunity to increase daily physical activity because of low personal cost and convenience. Point of decision prompts and motivational signage that encourages stair use is a great way to promote your program. Placing signs at the places where people have a choice between the stairs and the elevator is a key aspect of encouraging people to use the stairs. Each organization is different and messages that motivate some may not be motivating to others. It is important to consider your audience, and tailor the message accordingly.

This “Take the Stairs” toolkit includes:

- Promotional ideas
- Sample emails
- Point of decision prompt templates
- Motivational posters
- Resources
- Health care statistics
- Surveys for evaluation
- Appendix * Additional ideas
- Walking Meetings
- Walking Groups

¹ http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm
Why a “Take the Stairs” Initiative?

Workplace wellness programs are an obvious step in reaching the adult community. Worksite wellness initiatives that are convenient, low cost and invite employee participation and are related to physical fitness have been shown to be the most successful.

Mission: Increase daily physical activity for our employees and visitors.

Goal: Increase the use of your organization’s stairs.

Objectives:
- Awareness
- Behavior Change
- Post point of decision prompts
- Post motivational signage
- Send emails encouraging stair use and promoting healthy lifestyles
- Increase attractiveness of stairs
- Worksite wellness initiative

Health Reasoning:

We are encouraged to perform at least 30 minutes of moderate physical activity daily or 20 minutes of vigorous activity 3 or more days per week. However, most adults do not reach these recommendations. Adults can reduce their risk of developing heart disease, diabetes, and high blood pressure, and also improve their quality of life by adding a modest amount of physical activity to their day.

One way to achieve daily physical activity is to take advantage of lifestyle activities that can be performed on an average day, such as walking or biking instead of driving and using the stairs instead of the elevator.

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Actions Steps to Implement Concept:

1. **Discuss the idea**
   - Discuss your “Take the Stairs” program with building management and/or building owner. Consider others who could partner in the program.

2. **Check the stairs**
   - Assess the condition of your stairs. Consider any maintenance issues that may need to be addressed before hanging posters.
   - Decide what improvements are feasible for your organization.

3. **Involve management**
   - We encourage you to find a champion at your company to lead the campaign, preferably the CEO or Senior Manager

4. **Improve your staircase**
   - Ensure that your staircase is clean and well lit.

5. **Set date for campaign launch:**
   - Schedule a time and place for employees to meet. Communicate the goal to participants. Let employees know that they will receive weekly emails and reminders about the program and promote incentives.
   - Find cheerleaders and champions and put them in positions where they can encourage others.
   - Hang point of decision prompts near elevators and stairs
   - Hang motivational posters inside the stair cases

6. **Announce the Campaign:**
   - Internal rally
   - Email launch
DON’T OWN YOUR BUILDING…..

How to work with your management company?

Things to consider:

1. Schedule a meeting
2. Bring to examples of how this program has been implemented at other properties
3. Are your stairs locked?
4. Seek other tenants to buy-into the program (in shared buildings)
5. Learn about acceptable signage and the parameters/restrictions
Promotional Ideas

Promoting your activities is a key step in the successful implementation of the "Take the Stairs" program. It is the element that informs and gets employees excited. Be creative and have fun! Some sample emails to use for promoting your initiative are included in this toolkit.

Who?

• Involve management and informal leaders. Leverage participation by appointing honorary chairpersons and champions and teams within your organization. Everyone loves a competition!

What?

• Designate a central location where employees can learn and access program information.
• Post weekly handouts on a bulletin board in high traffic areas.
• Offer incentives to participants.
• Schedule a speaker. Arrange for a fitness expert or an active employee who have had success with similar exercise programs to share their stories.
• Create a “Take the Stairs” bulletin board. Post community events and facilities that promote physical activities.
• Post pictures of short, quick activities in front of the copier, fax, and computer.
• Plan special event days: Walk/Bike to Work day, Sneaker Day, Walking Meeting Day.
• Artwork Challenge: Have employees or employee’s children create artwork for the “Take the Stairs, vote for favorite work.
• Post weekly handouts on a bulletin board in high traffic areas.
• Hold a grand re-opening of your staircase.
• Create stair climbing challenges. Create an image of a fixed climb on a poster and track employees progress (i.e. Mount Everest=29,000 feet or 5.5 miles Mount Fugi =12,388 feet, or 2.3 miles) 2000 steps is equal to 1 mile
SAMPLE: “Take the Stairs” Messages on Point of Decision Prompts and Motivational Posters

1. Add steps to your day the easy way. Park further, walk more.
2. Free Stair Master here.
3. Burn calories. Take the stairs.
4. Race the elevator. Page
5. Door to a stronger heart.
6. This way to burn off last night’s dessert.
7. Your hips will thank you.
8. Walk off that cheese cake here.
9. Walk off last night’s chocolate temptation.
10. Abandon all excess calories, ye who enter here.
11. Free gym.
12. Feel stressed? Burn some steam.
13. Free activity program.
14. Steps this way.
15. Lower your blood pressure.
16. No waiting. Steps this way.
17. Have you had any activity today?
18. Walking up stairs burns 4 times more calories than riding the elevator.
19. No waiting. One door over.
20. Raise your fitness level one step at a time.
21. No time for activity? Your opportunity is now.
22. Don’t just stand there _take the stairs!_
23. Take a stroll.
24. Walk this way.
25. Take a lap.
26. Lost your thought? Take a lap.
27. Take a walking break.
28. Take a break. Take a lap.
Door
to a
stronger
heart.
For more stairwell signs that are ready to use, or directions for creating your own, go to the Help Yourself section of www.EatPlayLiveBetter.org.
CDC’s Examples:

<table>
<thead>
<tr>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Before Image" /></td>
<td><img src="image2.png" alt="After Image" /></td>
</tr>
<tr>
<td><img src="image3.png" alt="Before Image" /></td>
<td><img src="image4.png" alt="After Image" /></td>
</tr>
</tbody>
</table>
Resources:

Workplace Wellness:

The Wellness Councils of America
http://www.welcoa.org/

National Wellness Institute
http://www.nationalwellness.org/

"Take the Stairs" Initiative Resources
An introduction to the CDC program
http://www.cdc.gov/nccdphp/dnpa/"Take the Stairs"/index.htm

More ideas for point of decision prompts and motivational posters
http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/"Take the Stairs"/motivational_signs.htm

California 5 a Day- Be Active! Worksite Program
http://www.dhs.ca.gov/ps/cdic/cpns/worksite/FitBusinessKit.htm

Walking:

Pedometer Information
http://www.pedometers.com/

Map Walking Routes
Type in your town or city and create a walking route near your organization
http://www.gmap-pedometer.com/

Pedestrian and Bicycle Information Center
http://www.walkinginfo.org/

Family Resources:

National Institutes of Health & National Institute of Child Health &Human Development
Milk Matters is a public health education campaign to promote calcium consumption among tweens and teens, especially during the ages of 11 to 15, a time of critical bone growth.
http://www.nichd.nih.gov/milk/

Healthy People 2020 challenges individuals, communities, and professional to take specific steps to ensure that good health, as well as long life, are enjoyed by all
http://www.healthypeople.gov/
A web site for parents with resources and creative ways to help your daughters make healthy choices that build and maintain strong bones.  
http://www.cdc.gov/powerfulbones/parents/

Centers for Disease Control and Prevention’s BMI calculators for adults and children 
http://www.cdc.gov/nccdphp/dnpa/bmi/index.htm

**Resources on Physical Activity and People with Disabilities**

The National Center on Physical Activity and Disability 
Department of Disability and Human Development  
http://www.ncpad.org/

Disabled Sports USA 
http://www.dsusa.org

National Center on Accessibility  
http://www.indiana.edu/~nca
Sample emails:

What?
Sample emails are provided for your organizations to use as a guide and/or template to help promote the “Take the Stairs” initiative and healthy lifestyles.

Why?
Successful Initiatives promote awareness of the campaign and encourage employee participation. By using existing resources such as newsletters or e-news communications organizations can effectively market the campaign with minimal cost.

How?
Weekly e-mails to employees are an easy effective way to achieve visibility and scope. Send emails to your employees once a week, and set a goal of sending your emails on the same day of the week for the duration of the program.

When?
The first email should be sent out the week that the Point of Decision Prompt posters and motivational signs are posted in your building.
**Week One: Introduction**

**Goal:** To Introduce the “Take the Stairs” Campaign to employees. CEO/Senior Management may want to insert personal thoughts and feelings as to why the company became involved in the “Take the Stairs” campaign and the importance of the company/organization being a leader in the community.

**Sample Email Content:**

“Take the Stairs” recognizes that families play an integral role in creating healthy lifestyles for youth. A “Take the Stairs” campaign is a simple and easy first step that will promote the benefits of physical activity with employees and their families.

Take the first step! By making small changes in your daily routine like taking the stairs or walking at work you can start living an active, healthy life! Each time you take the stairs or go for a walk you are making a decision to be active!
**Week Two: Encouragement**

**Goal:** To promote awareness of the “Take the Stairs” Initiative and encourage employee participation by promoting health benefits.

**Sample Email Content:**
Take small steps to help make health a priority. Small changes make a big difference over time! Incorporate the stairs (or walking) into activities you would be doing anyway. If you need to go to a different floor, use the stairs! Take the long way to the restroom and take a flight each way! Studies have shown that people are most likely to stick to exercise when it is part of their daily lives. Get started today!

Along with its benefits to the heart, walking:
- improves circulation
- helps breathing
- combats depression
- bolsters the immune system
- helps prevent osteoporosis
- helps prevent and control diabetes

**Sample Links:**
Find out how many calories are burned while engaging in different types of activity, including climbing the stairs at:

http://www.fitday.com/WebFit/burned/calories_burned.html

American Heart Association: Physical Activity in Your Daily Life
http://www.americanheart.org/presenter.jhtml?identifier=2155
Week Three: “Take the Stairs” at work

Goal: To promote awareness of the “Take the Stairs” Initiative and encourage employees to increase physical activity during the day.

Sample E-mail Content:
Don’t waste time waiting for the elevator, use the stairs! Challenge yourself to take the stairs all day today. If it is not possible to use the stairs, challenge yourself to pick two new ways this week to be active and increase your physical activity during the work day:

• Use the stairs instead of the elevator
• Schedule a walking meeting with coworkers
• Stand and/or stretch while talking on the telephone
• Rather than using the telephone, walk down the hall to speak with someone
• Walk around your building, stretch your muscles
• Park a few blocks from your work or in the farthest parking spot and walk the rest of the way

Sample links:

FitDay is a free, online calorie counter and weight loss journal. Find out how many calories are burned while engaging in different types of activity, from climbing the stairs to making copies.  
http://www.fitday.com/WebFit/burned/calories_burned.html

“Why We Can’t, Didn’t, Shouldn’t-But Promise to Start Tomorrow” by Rebecca Johnson
A great article written with help from walking expert, Mark Fenton, author of Walking Magazine’s Complete Guide to Walking for Health and Fitness. They tackle some of the explanations folks come up with for not walking in a positive encouraging way.  
http://www.walkinginfo.org/insight/features_articles/excuses/printversion.cfm
Week Four: Motivation

Goal: To encourage the participants of “Take the Stairs” Initiative to incorporate physical activity into other times during their day.

Sample Email Content:
Stair climbing and other small bursts of physical activity at work can be accumulated across the course of the day, making a significant contribution to recommended daily amount of 30 minutes (or more) of daily physical activity!

5 Easy Ways to Enjoy Physical Activity at Work

• Walk up (and down) stairs: If you have a choice, always take the stairs. If you have stairs, take as many trips up and down as possible.
• Walk around the office: There’s no need to sit still while you talk on the phone or think. Pacing and fidgeting are physical activity.
• Walk around the building: Sometimes a face-to-face talk is the best way to communicate (and it gets you up and moving around).
• Wear a pedometer at work: Since every step counts, wearing a pedometer is wonderful motivator to walk more during your workday.
• Check your pedometer: How many steps do you take during a typical workday? Any ideas for adding a few more steps here or there?

Sample Link:
There are 1440 minutes in every day... Schedule 30 of them for physical activity!
CDC Tips for Being More Active:
http://www.cdc.gov/nccdphp/dnpa/physical/life/tips.htm
**Week Five: Encourage each other**

**Goal:** To keep the “Take the Stairs” Initiative visible, and challenge employees to use the stairs all day this week!

**Sample Email Content:**
Think about how others have helped you adopt new behaviors. Support and encouragement from someone may have made a difference in your efforts. You have been making progress through the transition of adding physical activity into your daily life by using the stairs and walking more during the work day. You know it can both hard and rewarding! Share your skills with someone else.

Having others depend on you will increase your likelihood of continued success.

Encourage employees/departments to challenge each other to a “stair climbing contest” or “walking break challenge”. Have them name their group and award a prize to the most unique name. Each group should set an agreed upon goal (so many stairs in so many weeks, or so many miles in so many weeks) and the first group to reach the goal gets a prize. Highlight the competition among these groups to other employees (The Stair Steppers from Department A has challenged the Stair Climbers to see who can climb 500 flights first.

**Sample Links:**
Steps to Healthier Women are a special web section of the National Women’s Health Information Center, devoted to improving women’s health. The website provides information on physical activity and other topics related to women’s health.

http://www.4women.gov/
Week Six: Keep Moving!

Goal: To keep employees involved in the campaign and make it an ongoing lifestyle change. Update on employee challenge from week 5 if appropriate.

Sample Email Content:
This is week six of the “Take the Stairs” Campaign and we hope that using the stairs is now becoming a part of your daily routine. Walking improves your health and your mood and is good for your heart. By walking on a regular basis, you begin to improve your health! Remember:

Walking helps you lose weight.
Walking helps lower your blood pressure.
Walking gives you more energy.
Walking helps relieve stress.
Walking helps you sleep better.

Sample Link:
Science-based advice on weight control, getting stronger muscles and bones, and balanced nutrition: www.healthierus.gov
**Week Seven: Park and Walk!**

**Goal:** To encourage the participants of “Take the Stairs” initiative to challenge themselves by parking further away in a designated “Take the Stairs” parking area.

**Sample Email Content:**
Challenge Yourself! Park in the spot furthest from your building. Employees who get caught parking in the designated “Take the Stairs” parking area will receive a $ gift certificate to XX. By the end of the week just by parking farther away you will have walked (distance or number of steps here)!

Remember to keep it simple! Even brief bursts of activity, like a 10-minute walk, can improve your concentration, creativity and performance!

You can easily monitor your progress with a pedometer. All these small steps do add up! 2000 steps is the equivalent of one mile. Check out the following links for more information on pedometers and walking routes.

**Sample Links:**
Walking routes offer a safe and fun way to get active in your community. Find a walking route in your community and bring the family!

Week Eight: Walking Routes

Goal: Encourage employees to leverage other opportunities during their day to incorporate physical activity.

Sample Email Content:
- Do a little bit more, a little more often! Walk around the building before you go to your car. Invite a co-worker for a walk during lunch. Make an appointment for yourself and your health! Schedule time in your day to take a walk! Start with 10-15 minutes a day.

- During a ten minute walk, a 150 lb person burns 44 calories walking at a moderate pace (3 mph).

- Gradually build up the time spent doing the activity by adding a few minutes every few days or so until you can comfortably perform a minimum recommended amount of activity (30 minutes per day).

- Walking is a great way to start being active more often!

- Once you start looking for opportunities to walk, you will be amazed at how many there are.

Sample Links:
Map Walking Routes
Type in your town or city and create a walking route near your organization: http://www.gmap-pedometer.com/
Week Nine: Eat Right! Be Active!

Goal: To challenge employees to “step up” their program and promote healthy choices.

Sample Email Content:
Work takes up a significant part of the day and most of us spend a lot of that time sitting at our desks. Visit this link for great Workstation Stretching Exercises. http://www.livestrong.com/article/112426-ergonomic-chair-exercises/

How do I know if I am eating right and being active?

Choose my plate offers a detailed assessment of your food intake and physical activity level. Check out the link below for an in-depth look at your food and physical activity choices. www.choosemyplate.gob

Challenge employees to answer a trivia question about physical activity or nutrition via email First 5 responses get a prize.

Sample Links:

Use a trivia question(s) to challenge employees. The 2007 National Nutrition Month Quiz: http://www.eatright.org/ada/files/Quiz_2_Pages.doc
Week Ten: Friends and Families

Goal: To encourage employees to keep “climbing” and bring “Take the Stairs” home to their friends and Families

Sample Email Content:
Now that you have been taking steps to become more physically active by using the stairs and walking at work, encourage your friends and family to do the same. Make getting more physical activity a family project. Encourage everyone to think of fun things to do to get up and moving!

• Celebrate family occasions with a walk or hike
• Get outside and play
• Bike to your children’s sporting events
• Walk the dog
• Encourage your family to use the stairs whenever possible
• Post an activity log and keep track of your family’s progress

Sample Links:
Invite employees to make Family Time Active Time!
Week Eleven: Steps in the Right Direction

Goal: Encourage employees to continue to think about physical activity in new ways and reflect on the progress of the “Take the Stairs” Initiative

Sample Email Content:
Try to continue to work activity into all areas of your daily life by setting realistic goals. You know have begun to realize that activity doesn’t have to take up a lot of time in your day or a lot of planning. You can continue to significantly increase physical activity by continuing to take small steps.

It’s essential to be realistic about what you can do – either because you’re busy, or because you simply haven’t been active in quite a while. Some examples of realistic goals:

- Add 15 minutes of activity to your daily routine—whether it’s walking, playing with the kids, swimming, or another activity that you enjoy.
- When given the choice between walking or driving, choose walking!
- Remember to use the stairs instead of the elevator
- Park further away from the store.
- Walk the kids home from school or activities.
- Set a goal: For example: Each weekend day, spend an hour doing something physically active gardening, hiking, playing a sport, taking a fitness class. Write down your goal and give yourself a timeframe (i.e. one month) to accomplish that goal. The timeframe is very important and will help you monitor and celebrate your successes!

Sample Links:
http://www.fruitsandveggiesmorematters.org/
Week Twelve: We've Come a Long Way!

Goal: Remind employees how far they have “climbed” and encourage continued participation. Acknowledge employee participation.

Sample Email Content:

Hopefully by being more physically active during your daily living activities you have realized that you don’t have to be a marathon runner or mountain climber to reap the benefits. Little things add up! There are real benefits from doing a little exercise more often.

Tips for including physical activity in your everyday routine

• Develop a simple routine — something you can do in two or three minutes. Do it as you brush your teeth, watch T.V., or wait for water to boil.
• Include housework in your plan. Dust, vacuum, and wash windows. Outside work helps, too. Depending on the season, you can push a wheelbarrow, rake leaves, hand mow the lawn, dig the garden
• Walk to and from short journeys
• Include active hobbies in your leisure time. Hike. Bike. Go dancing.
• Make active living part of your family life. Participate together. Go for a walk, play catch, walk the dog
• Adopting a healthier lifestyle can be hard at first but one step at a time makes it easier everyday.
• Take the stairs instead of taking the elevator
• Many people get active and then decide they’d like to lose weight or stop smoking. One thing does lead to the next
“Take the Stairs” Employee Survey
Post-intervention (1 month)

PHYSICAL ACTIVITY AND NUTRITION

In an average week, how many days do you participate in physical activities that cause increases in your breathing or heart rate?

0 – Never
1 – 1 day
2 – 2 days
3 – 3 days
4 – 4 days
5 – 5 days or more

On the days you participate in physical activities, how much time do you spend being physically active?

0 – Less than 10 minutes
1 – At least 10 minutes
2 – At least 20 minutes
3 – At least 30 minutes
4 – More than 30 minutes

Which of the following best describes your physical activity level?

0 – Not physically active on a regular basis now and do not intend to start
1 – Not physically active on a regular basis now but am thinking of starting
2 – Trying to become physically active, or am physically active infrequently
3 – Physically active less than 5 times/week for 1-6 months
4 – Physically active 5 or more times/week for 1-6 months
5 – Physically active 5 or more times/week for 7 months or more

My employer provides opportunities for me to be physically active.

Disagree Strongly- 1
Disagree -2
Somewhat -3
Agree – 4
Agree Strongly -5
In a usual week, how many days do you eat 5 or more servings of fruits and/or vegetables? (Circle the appropriate response)

0 – Never  
1 – 1 day  
2 – 2 days  
3 – 3 days  
4 – 4 days  
5 – 5 days or more  

My employer provides opportunities for me to eat fruits and vegetables.

Disagree Strongly – 1  
Disagree -2  
Somewhat Agree – 3  
Agree – 4  
Strongly Agree – 5  

“TAKE THE STAIRS” PROGRAM

In the past month were you aware of the “Take the Stairs” program?  
0 – yes  
1 – no  

In the past month have you participated in the “Take the Stairs” program?  
0 – yes  
1 – no  

What floor do you work on?  

Prior to the “Take the Stairs” program, when traveling to floors in this building how often did you take the stairs?  
_ 1 time daily  
_ 2-4 times daily  
_ 4 or more times daily  
_ Don’t know  
_ Don’t use stairs  

After the “Take the Stairs” program when traveling to floors in this building how often did you take the stairs?
_ 1 time daily
_ 2-4 times daily
_ 4 or more times daily
_ Don’t know
_ Don’t use stairs

Prior to the “Take the Stairs” program, how often did you take the stairs at your work place?
_ 1 time daily
_ 2-4 times daily
_ 4 or more times daily
_ Don’t know
_ Don’t use stairs

Thinking about the times when you do not use the stairs, please select the reasons why you do not:
_ Not well lit
_ “Take the Stairs” not accessible
_ Not clean
_ I am always running late
_ I am not physically able to use the stairs
_ Not convenient
_ I need to carry or transport materials
_ Health reasons (please specify)
_ Other (please specify)

After to the “Take the Stairs” program, how often do you take the stairs at your work place?
_ 1 time daily
_ 2-4 times daily
_ 4 or more times daily
_ Don’t know
_ Don’t use stairs

Which of the following would increase your usage of the stairs? (Check your top three)
_ Better light
_ Carpeted treads
_ Motivational signage
_ Organized activity (i.e. wellness challenge)
_ Incentives (i.e. money, t-shirts, recognition)
_ The elevators were locked
Peer pressure
Music

Has the “Take the Stairs” program prompted you to use the stairs in other places (i.e. when shopping)?
0 – yes
1 – no

Has the “Take the Stairs” program promoted you to become more physically active outside of the work place?
0 – yes
1 – no

Has the “Take the Stairs” program prompted you to consider and evaluate your overall physical health?
0 – yes
1 – no

Please indicate your height: ______ feet, ______ inches
Please indicate your weight: ______ lbs
Please indicate your age: _________ years
Please select your gender: 1– female 2 – male 3 – refuse

Survey obtained from the “Let’s Go!” program
Health Care Statistics

An Issue of Growing Concern
Escalating health care costs continue to remain an issue of great concern for many employers and providers of health care services. Here are some of the latest statistics concerning health care.

Health Care Expenditures

- **Preventable illness** makes up approximately 80% of the burden of illness and 90% of all healthcare costs.

- **Preventable illnesses** account for **eight of the nine** leading categories of death.

- **Seven** out of **10 deaths** are due to chronic disease that **is preventable**.

**Benefits of Worksite Wellness Programs**

![Bar Chart]

Source: National Business Group on Health, 2005
Appendix:

Potential Enhancement Ideas for Current Stairwells:

**Rubber Stair treads:** Improves safety, easier on the feet than concrete.

**Framed Artwork or mural:** Gives people something to look at while they are walking up and down. There are many free images on the internet that can be used to convey good health messages. You can also work with a local group to have an art contest. [www.digitalvisiononline.com/home/index.asp](http://www.digitalvisiononline.com/home/index.asp) and [www.creative.gettyimages.com/source/home/home.asp](http://www.creative.gettyimages.com/source/home/home.asp)

**Paint:** Paint is one of the most inexpensive ways to make a large visual impact. Use brightly colored paint to make the stair well landing walls more cheerful and inviting.

**Music:** Helps to create interest and increase use.

**Themed Stairwells:** Staircases can be decorated periodically with seasonally appropriate décor. Potential themes include peaceful spa, white winter and beach bash.

**Rhymes and jokes:** In a further effort to encourage stair use, jokes and rhymes can be posted periodically, the put the answers on the top floor!
Host a Walking Meeting!

Why a walking meeting?

* Physical activity energizes people and makes them more alert.

* Different environments can inspire new ideas and stimulate creativity.

* Time outdoors, in nature, with fresh air and light, improves physical and mental well-being.

* Walking and talking side by side cuts through hierarchical work distinctions and sets people at ease, which enhances a positive working spirit.

* Walking burns calories, stimulates oxygen flow around the body that increases brain function that increases the ability to solve problems faster.

* Walking and moving allow the mind to become more flexible and can help stimulate the right side of the brain.

* Being outdoors can increase confidentiality that can allow colleagues to work privately with out interruptions.

* Engaging the mind and body is a more holistic way to work.

* It saves office resources when there are fewer machines running which makes the workplace more sustainable and green.
How to Run a Walking Meeting:

1. Organize everything you'll need for the meeting beforehand and include an agenda.

2. With everyone's permission consider taping the meeting with a recorder that can be synced to a computer.

3. Make sure everyone gets the memo about wearing comfortable shoes.

4. Consider the walking meeting for early in the workday to set the tone for the day and/or late in the afternoon when colleague's energies are spent.

5. Figure out how long the walking meeting should be with a consideration of the workers fitness levels.

6. Check the weather and provide a few umbrellas so the weather doesn't become a barrier to conducting the meeting outside.

7. While walking meetings are well suited for small groups, with some committee planning, meetings can accommodate larger groups.

8. Natural settings such as parks or trails work best, but urban settings with sidewalks can be stimulating and convenient. Avoid noisy roads that are distracting and dangerous.

The walking meeting can break up a workday, help people stay fit, and make for a more joyful working community.

Walking Club:

**Start or Join A Walking Club Today!**

Walking is the number one activity people report for getting the recommended amount of physical activity. Walking with friends and colleagues helps you to stay motivated and continue walking as a lifelong health behavior.

The Partners for Health Walking Club Program is designed to support and encourage groups to walk together to improve health, enjoy our local parks and shop at our local business districts.

Any committed group of at least eight people can join in and become a club.

Interested in starting a Walking Club? Click here to download the application form and mail the completed form to:

Partners for Health Foundation
attn: Walking Club
1 Bay Avenue
Montclair, NJ
07042-4837

Or email info@partnersforhealthfoundation.org for more information

Sign up new members to your Walking Club by having them sign the pledge form downloadable Walking Club Pledge.pdf.

**Walking Club Materials**
Blank Log Book Forms

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**COMMUNITY PARTNERS**

LEARN MORE:

- A Lot to Grow
- Adult School of Montclair
- American Heart Association of New Jersey
- Bike & Walk Montclair
- COPE Center
- Communities Network of NJ
- Ga Lightly
- Homecare
- Interfaith Hospitality Network of Essex County
- Mental Health Association of Essex County
- Montclair Child Development Center Inc.
- Montclair Counseling Center
- Montclair Fund for Education Excellence
- Montclair Health Department
- Montclair Human Needs Food Pantry
- Montclair Public Schools Health & Wellness Partnership
- Montclair State University Service Learning
- Montclair TUM
- Mountainside Hospital
- Ray Festa Melanoma Foundation
- Take Back the Kitchen, LLC
- Terra Tea and Fair Trade
- The Montclair Communications Office
- The Montclair Engineering Bureau
- The Montclair Foundation
- The Montclair Parking Advisory Committee
- The Salvation Army
- Toni's Kitchen
- Unitarian Universalist Congregation at Montclair
- United Way of Northern New Jersey, North Essex
- Upcrown 596
- WeTech Solutions
- Yoga Power Yoga
- YMCA of Montclair

http://www.eatplaylivebetter.org/fetchPage.asp?id=5

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