**Week 1 Reminder E-mail**

**Subject:** Walking challenge week 1: Let’s get moving!

[Attachment: Weekly Fitbit totals tutorial]

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| This is the first week of the walking challenge and we hope you are excited to get moving! The goal for this week is [week one step goal]. We want you out there walking no matter what! Remember to send [contact name] your step total on [day of week] each week. Please include your steps from [Monday] to [Sunday]. If you are using a Fitbit to track steps, you can take a snapshot of your Fitbit dashboard screen or simply email your step total for the week. Attached is a tutorial illustrating how to view your total steps for the week through your Fitbit dashboard.See you out there walking! [name] |

**Week 2 Reminder E-mail**

**Subject:** Walking challenge week 2: Are you stepping up to the challenge?

[Attachment: Weekly Fitbit totals tutorial]

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| How has your walking been so far? Remember that even walking throughout the building on short breaks can help you meet your weekly goal and be healthier!Please send [contact name] your step total for the past week (from [start of previous week date] to [end of previous week date]) by the end of the day today. No matter how many steps you’ve taken, turn those totals in and know each step is one more towards the goal! If you have a Fitbit, you can use the attachment on this e-mail to help access your weekly step total. If you have been keeping track in a different way, please send [contact name] an e-mail your total amount of steps for the week like last week.Also, don’t forget about this week’s walking challenge goal of [week two step goal]! Enjoy your walking and keep up the good work!Sincerely,[name] |

**Week 3 Reminder E-mail**

**Subject:** Walking challenge week 3: Let’s reach [week 3 step goal]!

[Attachment: Weekly Fitbit Totals Tutorial]

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| This week’s challenge is to reach [week 3 step goal]by [week 3 step total due date]! If you haven’t sent in your total steps from this past week, please do so by the end of the day today, even if you haven’t yet reached your goal. You can make this week a great one! Step to it and keep moving![Your Name] |

**Week 4 Reminder E-mail**

**Subject:** Walking challenge week 4: The final stretch!

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| Try to reach the walking challenge **final goal** of [overall walking challenge goal]by [week 4 step total due date]! The numbers may seem high, but it’s nothing you can’t handle! We believe in you! Send in the past week’s step total today to be counted. If you have not met the goal for the week, we encourage you to get as many steps in as you can this week. Every step is one toward better health. We’re almost to the finish line. Keep up the good work!Sincerely, [Name] |

**Week 5 Reminder E-Mail**

**Subject:** Walking challenge wrap-up: Finish strong!

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| Please send in your step total from last week to [contact name]. Challenge winners will be announced on [date]! Even though the walking challenge is over, try every week to reach [challenge step goal increment]. 10,000 steps a day is recommended to maintain a healthy lifestyle. We hope you are inspired to continue walking and doing good things for your health!Sincerely,[Name]P.S. If you want to keep challenging your friends, try out a Fitbit group! You can create one with your friends by visiting [https://www.Fitbit.com/groups/create](https://www.fitbit.com/groups/create). |

**Weekly Update E-mail (either as a separate email, or copy the text as an addition to one of the above).**

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| Congratulations to our weekly walking challenge winner [name of winner]! Last week, [number of individuals] people met their step challenge goal and [number of individuals] participants submitted step counts. Way to go! Remember, whether you met the step goal this week or not, submitting your steps each week still counts toward the total, and every step is one towards better health! Enjoy your walking and keep up the good work![Name] |