

SEDENTARY REDUCTION PROGRAM



Take a stand.

INTRODUCTION:

This sedentary reduction program is designed to last 12 weeks. The goal of the program is to reduce sedentary behavior by sitting less and this is partially accomplished by increasing the amount of time employees dedicate to standing and moving throughout the day – especially while at work.

One way to maximize these efforts is to establish an active meeting policy. Once you pass this worksite policy – or if you already have it – let your employees know!

HOW TO:

The following pages have email templates you can send to employees during the program to give them tips and encourage them to keep going.

Additionally, you can find posters on our website to share throughout the challenge to remind employees of the importance of sitting less.

Finally, on pages 7-9, there is a sit-less toolkit your worksite can distribute to your employees to help them set goals and track their progress.

Week 1 of program

SUBJECT: [Worksite] Sedentary Reduction Program

[Greeting],

[Worksite] cares about you, and we want to make it easier for you to sit less throughout your day. When we sit for long periods of time, our large postural muscles aren't working very hard, and blood flow and metabolism begin to slow. This means less oxygen to our brains, which can lead to feeling less focussed and more tired. That's why it is important to get out of your chair more regularly to increase blood flow and boost your energy levels!

To help you sit less, we have implemented a XXXX policy which gives you the opportunity to [sit less and move more during the workday]. Additionally, we are rolling out a sedentary reduction program, beginning [date].

Sedentary Reduction Program Details:

- This is a free 12-week program. Whether you typically sit all day, move throughout the day, or somewhere in between, you can benefit from this program.
- Each week, you will aim to increase the number of times you stand up each hour on a certain number of days.
- The program includes an easy-to-use sit-less toolkit with a "tracker" so you can detail how you plan to meet your weekly target and monitor your progress (see attached).

Here are some key things to remember about sedentary behavior:

1. It's okay to sit! It's when you stay seated for too long that it becomes a problem
2. After 20 to 30 minutes of sitting, your body processes slow a bit. Fire your body back into action by getting out of your chair more throughout the day.
3. Standing all day is not the goal. In fact, there are issues with being on your feet all day as well. Get the balance right, and regularly change postures.

Let XXXX know if you have any questions about our new policy or the sedentary reduction program.

Take a stand!

[Executive]

Week 2 of program

SUBJECT: Feeling stuck to the seat?

[Greeting],

As mentioned last week, we want to make it easier for you to sit less, including at work! We hope you are finding ways to reduce the time sitting throughout your day. You can track your goals and progress by using the free Sit-Less toolkit.

In the toolkit you were provided with a list of phone apps and computer software that you can use to help you sit less. It may be a good idea, if you haven't already done so, review these apps and download the ones that you find most suitable to prompt you to stand up more often.

[XXX]

Week 3 of program

SUBJECT: Find a "Sit Less" Mentor

[Greeting],

We hope you are finding ways to add more movement throughout your day, including at work. Did you find the sit-less tracker useful?

If you are struggling, enlist the help of friends, co-workers, and family members to support your efforts. In the workplace, mentors help you make the good decisions and show you the ropes. Do you know someone who would make a good mentor or buddy in decreasing your sedentary behavior? Reach out and ask them to be your "sit less" mentor!

Remember, get the balance right and regularly change postures. All you need to do is take a stand – activate those muscles!

[XXX]

Week 6 of program

SUBJECT: Plan for Setbacks

[Greeting],

Congratulations on all the movement you are doing. Keep it up!

Sometimes we may have setbacks. Accept that these lapses will happen and are a normal part of the change process. If you do lapse, start where you left off, if you can. To avoid setbacks, it's best to come up with ideas on how to overcome obstacles before they happen.

→ Obstacle- A long meeting. Solution?- set a timer to stand up every 30 minutes or ask the meeting organizer to add a stand break to the agenda

→ Obstacle- Your sit less mentor is sick. Solution?- organize a sit less mentor group, so if one person is not there, you still have accountability

Again, lapses are a normal part of the change process. Having a plan in place when they happen will help get you back on track. Small steps make a big difference. Get active!

[XXX]

Week 9 of program

SUBJECT: Checking in

[Greeting],

We are almost 75% of the way through the sedentary behavior program. I hope you are feeling the benefits of the additional movement in your daily life. I know I am! It is good to see employees taking health seriously and supporting each other.

How is your tracker looking? Remember that it is important to track your progress. Self-monitoring is a good way to stay focused and on track to meet your goals.

Take a stand and track your progress!

[XXX]

Week 12 of program

SUBJECT: Congratulations!

[Greeting],

Congratulations – you have completed the 12-week sedentary behavior program, however, that doesn't mean we want you to stop adding standing and moving to your daily activities! Make additional copies of the tracker to continue to monitor your progress. Also, consider other ways to decrease your sitting throughout the day so you don't get bored.

Below are some other ideas you may want to try!

[stand while talking on your phone, have your morning cup of coffee standing up, walk to a co-worker instead of emailing or calling]

Remember, take a stand to better health. Keep up the good work!

[Executive]

PURPOSE: To reduce the amount of sitting (sedentary behavior) in your daily routine.

- This sedentary reduction program is designed to bring awareness to, and facilitate, self-monitoring to reduce prolonged sitting.
- Pick 3 strategies below (or come up with your own) and use the **What, Where, When** table to plan how you will sit less and move more each week. See below for an example.
- Use the tracking log on the last page to mark each time you stand or get up and move.

STRATEGIES

- Use a prompt (see next page for a list of apps)
- Stand up while on phone or at the end/start of a phone call
- Use a smaller water cup and refill more often
- Print to a printer further away from your desk
- Collect copies after each print job
- Walk to coworker's office vs sending an email
- Park further from the entrance
- Stand for 2 mins for every 30 mins of sitting
- Always leave your computer/desk during lunch breaks
- Stand up and move whenever you have a drink of water
- Stand up to talk to coworkers who come to your desk
- Once you complete a task, stand up and stretch
- Stand up if having a coffee break
- Move the trash can further away so you must get up
- Invest in, and use, an adjustable desk
- Use a restroom further away

EXAMPLE

WHAT (pick 2-3 strategies)	WHEN	WHERE
Use a prompt (timer, app)	2x/hour, MTWTF	On my work computer
Use a smaller water cup and refill more often	MTWTF	At work
Stand for 2 mins for every 30 mins in a meeting	One meeting	Conference room

Week 1: Tracking Log




Goal: 12 ✓'s daily.

Hour	Mon	Tue	Wed	Thu	Fri
1	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓




Sit Less Reminders

Below is a selection of phone apps and computer software options to use as a tool to give you prompts to regularly break up your sitting. This is not an all-inclusive list.

Computer-Based

Name	Cost / Platform	Advantages	Disadvantages	Link
Move It	Free Chrome Extension	Provides a set of simple exercises to do at your desk at an interval you choose	Lack of variety in exercises and some are geared towards classrooms	
BreakTimer	Free Chrome Extension	Ability to manage time between breaks, break themes and actions to perform during breaks	Ability to skip or postpone breaks which may reduce effectiveness.	
Big Stretch Reminder	Free Windows 7, 8 and 10	Ability to manage time between breaks, level of intrusiveness and type of notification sound	May need permission from IT to download	

Phone-Based

Name	Cost / Platform	Advantages	Disadvantages	Link
Stand Up! The Work Break Timer	Free (In-App Purchases) iOS	Set custom reminders to stand and length of time to stand. Includes a geofence option	Flexible timer is less intrusive and strict, which may reduce effectiveness	
1 Minute Desk Workout	Free (In-App Purchases) iOS	Provides a set of simple stretches/exercises to do at your desk. Ability set your work hours	Must pay for additional features such as setting the amount of time per stretch	
Randomly RemindMe	Free Android	Set custom reminders for any task and track how often you follow them. Includes a geofence option	Flexible timer is less intrusive and strict, which may reduce effectiveness	

Sit Less Program Tracker

Make copies of this tracking template to use throughout the program.

Weeks ___ and ___:

WHAT (pick 2-3 strategies)	WHEN	WHERE

Put a checkmark in each 30-min interval that you stand or get up and move

Week ___ : Tracking Log

Goal: ___ ✓'s daily.

Hour	Mon	Tue	Wed	Thu	Fri
1	/	/	/	/	/
2	/	/	/	/	/
3	/	/	/	/	/
4	/	/	/	/	/
5	/	/	/	/	/
6	/	/	/	/	/
7	/	/	/	/	/
8	/	/	/	/	/
9	/	/	/	/	/
Total ✓'s					

Week ___ : Tracking Log

Goal: ___ ✓'s daily.

Hour	Mon	Tue	Wed	Thu	Fri
1	/	/	/	/	/
2	/	/	/	/	/
3	/	/	/	/	/
4	/	/	/	/	/
5	/	/	/	/	/
6	/	/	/	/	/
7	/	/	/	/	/
8	/	/	/	/	/
9	/	/	/	/	/
Total ✓'s					