

Tips for Customizing the Monthly Tracking Template

This form is meant to ease digital tracking of healthy behaviors. It can be printed, but the digital version will automatically calculate point totals for each day, week, and the month, including any 10-point activities (listed at the bottom).

Days of the week – columns (B, C, D, etc.) numbered for day of the month (1-31)

When customizing:

- Do not delete the grey columns; these total points for each week
- To alter each week, click on a column (named by letter) and insert/delete columns as needed
 - Remember to add the date if you insert new columns
- To delete a row, right click on the row number (left hand side) and select “delete”
- Do not merge the colored rows; this messes with the formula that totals the points for each day
- Edit the listed behaviors as desired
- Edit the 10-point options as desired
- Do not change the boxes to the right of the 10-point options; these boxes are will automatically feed into the Grand Total.

Suggestions:

- If staff are going to turn in their forms to enter a raffle or earn an incentive, specify who will collect the forms and when they are due; be sure to announce that their forms will not be shared with other employees
- Use your Employee Interest Survey to inform what behaviors to track – for example, if smoking cessation is a priority, add a row for it: “Worked on quitting smoking”
- Add activities from your School Employee Wellness program in the 10-pointer category!
- Use walking meetings to help staff achieve the 20-30 minutes of daily activity
- Incorporate stretching at the beginning or middle of staff and team meetings
- Start a Wellness Wednesday activity, such as guided meditation, book club, or staff kickball game, as opportunities to bring employees together to focus on well-being
- Make a list or other resource regarding community events and volunteering opportunities available to staff