10-Minute Challenge Guidelines
June 11 through July 1, 2018

Registration
You must register online at https://www.surveymonkey.com/r/JRZRXM5. After registering, you will receive a welcome email at the address indicated on your registration form. If you do not receive your welcome email within 24 business hours of registration, please email healthmatters@dhr.idaho.gov. Registration will remain open through Friday, June 15.

Weekly Emails
Each Monday you will receive a weekly email highlighting one of the three challenge topics:
- June 11: Managing Stress
- June 18: Moving More
- June 25: Eating Smart

Participation
You will track each time you complete a “10-Minute (or Less) Task” related to stress management, moving more, or eating smart. The tasks are designed to be simple and easy to incorporate into your daily schedule. You are not required or expected to complete all of the tasks. This challenge is about progress, not perfection! You may choose to focus on just a few tasks over the course of the challenge, or do different tasks each day. There is also the option to add a task of your choosing to each of the three categories.

Tracking
You will use one of the provided tracking sheets to record each time you complete a “10-Minute (or Less) Task” related to stress management, moving more, or eating smart. While you are welcome to complete the same task multiple times per day, only one tally mark, per task, per day can be counted toward your challenge total. Tracking sheets can be found on the Health Matters website. There is an Excel version and a printable version available.

10-Minute (or Less) Tasks
There are ten tasks identified for each of the three topic areas of the challenge. You may include one additional task of your choosing for each of the topic areas to equal a possible 33 tasks total. You may not add additional tasks above your one bonus task per area. The tracking sheet does not explain each task, so please see the task key posted on the Health Matters website for detailed descriptions. Try not to make the tasks harder than they need to be. Just try your best and enjoy the process!

Challenge Completion
After the challenge ends, you must email your tracking form to healthmatters@dhr.idaho.gov and complete the challenge evaluation survey that will be emailed out on Monday, July 2. The tracking sheet must be submitted and the evaluation must be completed by Monday, July 9 to be eligible for prizes. If you printed the tracking sheet it will need to be scanned and emailed. Contact Health Matters if you need assistance emailing your tracking sheet.

Prizes
Prizes will be announced in the weekly email on June 25.
- 1st & 2nd Place Prizes
  - First and second place prizes will be awarded based on total number of “10-Minute (or Less) Tasks” completed over the course of the three weeks. The participant with the highest number of “10-Minute (or Less) Tasks” recorded will win first place and
participant with the second highest number of “10-Minute (or Less) Tasks” recorded will win second place. In the event of a tie, eligible participants will be put in a drawing for the top prizes.

- **Participation Prize**
  - All participants who finish the challenge, regardless of number of tasks completed, will be put into a drawing for a participation prize. Submitting a tracking form and completing the challenge evaluation will be required to be eligible for this prize.

**Questions?**

[Email Health Matters](mailto:HealthMatters@email.com) or call 208-854-3066.