

Start here – One Day At Work step-by-step guide

- Identify someone in your organization to lead the One Day program and engage employees: the One Day project manager.
- Let employees know what One Day is, what you are asking them to do, and when the program will start.
- Put up your first poster that announces to employees that your organization is participating in One Day and what you are asking of them.
- Once everyone in the office knows about One Day, send out your first weekly tip.
- Put up the second poster and type in the weekly tip. Place it around common areas that employees frequent (ie. Elevators, staff rooms, printers, etc.)
- Repeat the above steps for 10 weeks of tips.

Consider making it a challenge. Different teams competing against one another to see how many tips they were able to do. At the end of the program, ask teams to tally how much they accomplished and offer prizes.